



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

REVISED Agenda

**Thursday, August 10, 2023
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 – Cristal Sanchez

A. PUBLIC COMMENT

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

B. ADOPTION OF THE AGENDA

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

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

C. TRAINING/ADVOCACY ISSUES

None

D. CONSENT ITEMS

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

D-1 Review and consider approving the Minutes of the Regular Board of Directors Meeting – July 13, 2023.

D-2 Review and consider approving the Minutes of the Madera Migrant and Seasonal Head Start Policy Council Committee Meeting – July 11, 2023.

D-3 Review and consider approving the Minutes for the Fresno Migrant/Seasonal Head Start Policy Council Meeting – July 12, 2023.

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

- July 2023

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

- June 2023

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

- Monthly Enrollment Report – June 2023
- In-Kind Report – June 2023
- CACFP Program Report – June 2023
- Program Information Report – June 2023

D-7 Review and consider approving the following **Fresno Migrant Head Start** reports:

- Monthly Enrollment Report – June 2023
- In-Kind Report – June 2023
- CACFP Program Report – June 2023

D-8 Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the Madera Migrant/Seasonal Head Start Policy Committee.

D-9 Review and consider approving the Suspension and Expulsion Procedure for the Madera Migrant/Seasonal Head Start Program.

D-10 Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the Fresno Migrant/Seasonal Head Start Policy Committee.

- D-11 Review and consider approving the Suspension and Expulsion Procedure for the Fresno Migrant/Seasonal Head Start Program.
- D-12 Review and consider approving CAPMC Migrant/Seasonal Head Start in Collaboration with the California Department of Social Services, Migrant Child Care and Development 2023-2024 Program Philosophy, Goals and Objectives, and Parent Handbook.
- D-13 Review and consider approving the 2022-2023 Fresno Migrant/Seasonal Head Start program procedure and plan for conducting the self-assessment.
- D-14 Review the Madera County Child Advocacy Center Report for July 2023. (Informational Only)
- D-15 Review the Child Care Alternative Payment and Resource & Referral Program Report for July 2023. (Informational Only)
- D-16 Review the Community Services Program Report for July 2023. (Informational Only)
- D-17 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for July 2023. (Informational Only)
- D-18 Review the Victim Services Program Report for July 2023. (Informational Only)

E. DISCUSSION ITEMS

- E-1 Review and consider approving the reclassification of Advocate III to Specialty Advocate (Unserved/Underserved Program).
- E-2 Review and consider approving the Program Accountant job description and the classification of the current Accounting Technician to the Program Accountant.
- E-3 Review and consider approving the updated employee compensation schedules and salary schedule for Community Action Partnership of Madera County (CAPMC).
- E-4 Review and consider approving the filings of the tax and information returns of Community Action Partnership of Madera County, Inc. prepared by Brown Armstrong CPA's.
- E-5 Review and consider approving the agency-wide budget.
- E-6 Review the results of the Department of Community Services and Development (CSD) desk review. (Informational)
- E-7 Review the Notification of the Under Enrollment Letter for Regional Head Start. (Informational)
- E-8 Consider the removal of Private Sector Director, Vicki Bandy, from the CAPMC Board of Directors due to non-attendance.

F. ADMINISTRATIVE/COMMITTEE REPORTS TO THE BOARD OF DIRECTORS

- F-1 Finance Committee Report
- F-2 Personnel Committee Report – August 7, 2023
- F-3 Executive Director Monthly Report – July 2023
- F-4 Financial Statements – July 2023
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – July 2023
- F-7 CAPMC Board of Directors Attendance Report – July 2023
- F-8 Staffing Changes Report for July 7 – August 1, 2023

G. CLOSED SESSION

None

H. CORRESPONDENCE

- H-1 FMCoC Point in Time 2023 Results and Press Release
- H-2 Correspondence from the Office of Head Start dated July 10, 2023, regarding the treatment of rebates, refunds, discounts, and similar cost savings.
- H-3 Correspondence from the Office of Head Start dated July 11, 2023, regarding the Fiscal Year 2024 monitoring prices for Head Start and Early Head Start recipients.

I. ADJOURN

I, Cristal Sanchez, Strategic Plan Coordinator & Assistant to the Executive Director, declare under penalty of perjury that I posted the above agenda for the regular meeting of the CAPMC Board of Directors for August 10, 2023, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on August 7, 2023.



Cristal Sanchez
Strategic Plan Coordinator &
Assistant to the Executive Director

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Regular Board of Directors Meeting
July 13, 2023
1225 Gill Ave Madera, CA 93637

ACTION SUMMARY MINUTES

The Board of Directors Meeting was called to order at 5:34 p.m. by Vice-Chairperson David Hernandez.

Members Present

Sheriff Tyson Pogue, Secretary/Treasurer
Supervisor Leticia Gonzalez
Steve Montes
Jeff Troost
Donald Holley
Martha Garcia
Richard Gutierrez
Molly Hernandez
David Hernandez, Vice-Chair

Members Absent

Debi Bray
Aurora Flores
Deborah Martinez
Eric LiCalsi, Chair
Vicki Bandy

Personnel Present

Mattie Mendez
Daniel Seeto
Cristal Sanchez
Irene Yang
Nancy Contreras-Bautista
Leticia Murillo
Jennifer Coronado
Ana Ibanez

Public – Other Present

None

A. PUBLIC COMMENT

Mattie Mendez, Executive Director, shared that David Hernandez, Board Member, was awarded the 2023 National Community Action Partnership Volunteer Award and would be acknowledged at the 2023 National Community Action Partnership Convention in August.

B. ADOPTION OF THE AGENDA

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

ADOPTION OF THE AGENDA: Adoption of the agenda.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Tyson Pogue

Vote: Carried Unanimously

C. TRAINING/ADVOCACY ISSUES

None

D. BOARD OF DIRECTOR'S CONSENT CALENDAR

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

Items at the request of any member of the Board or any person in the audience.

- D-1 Review and consider approving the Minutes of the Regular Board of Directors Meeting – June 8, 2023.
- D-2 Review and consider approving the Minutes of the Madera Migrant and Seasonal Head Start Policy Council Committee Meeting – June 20, 2023.
- D-3 Review and consider approving the Minutes for the Fresno Migrant/Seasonal Head Start Policy Council Meeting – June 21, 2023.
- D-4 Review and consider accepting the Bank of America Credit Card Statements:
 - June 2023
- D-5 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
 - May 2023
- D-6 Review and consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
 - Monthly Enrollment Report – May 2023
 - In-Kind Report – May 2023
 - CACFP Program Report – May 2023
- D-7 Review and consider approving the following **Fresno Migrant Head Start** reports:
 - Monthly Enrollment Report – May 2023
 - In-Kind Report – May 2023
 - CACFP Program Report – May 2023
- D-8 Review and consider approving the Fresno Migrant/Seasonal Head Start No Fee Policy per Head Start Performance Standards.
- D-9 Review and consider approving the 2023-2024 Reimbursement Policy for the Policy Committee Members representing the Fresno Migrant/Seasonal Head Start program.
- D-10 Review and consider approving the 2023-2024 Fresno Migrant/Seasonal Head Start Planning Process Policy/Procedure and Calendar.

- D-11 Review and consider approving the 2023-2024 Reimbursement Policy for the Policy Committee Members representing the Madera Migrant/Seasonal Head Start program.
- D-12 Review and consider approving the Madera Migrant/Seasonal Head Start No Fee Policy per Head Start Performance Standards.
- D-13 Review and consider approving the 2023-2024 Madera Migrant/Seasonal Head Start Planning Process Policy/Procedure and Calendar.
- D-14 Consider authorizing the new representative to CACFP to submit monthly claims and annual application online to Child Nutrition Information & Payment System (CNIPS).
- D-15 Review the Madera County Child Advocacy Center Report for June 2023. (Informational Only)
- D-16 Review the Child Care Alternative Payment and Resource & Referral Program Report for June 2023. (Informational Only)
- D-17 Review the Community Services Program Report for June 2023. (Informational Only)
- D-18 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for June 2023. (Informational Only)

Motion: APPROVE AS PRESENTED

Moved by Steve Montes, Seconded by Supervisor Leticia Gonzalez

Vote: Carried Unanimously

E. DISCUSSION / ACTION ITEMS

E-1 Review and consider accepting the auditor reports and the audited financial statements for the year ended June 30, 2022.

Erix Xin, Brown Armstrong CPAs, and Daniel Seeto, Chief Financial Officer, presented regarding the audited financial statements for the year ended June 30, 2022. Financial statements were reviewed. Eric Xin noted an absence of findings.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Steve Montes

Vote: Carried Unanimously

E-2 Review and authorize a line of credit with West America Bank.

Daniel Seeto, Chief Financial Officer, presented regarding the line of credit with West America Bank. CAPMC established the line of credit for emergencies. The agency has not utilized the line of credit since it was established. The individuals authorized to sign on this credit line are the Executive Director and Chief Financial Officer.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Steve Montes

Vote: Carried Unanimously

E-3 Review and consider ratifying the submission of the Valley Community Economic Resilience Fund (CERF) application.

Mattie Mendez, Executive Director, presented regarding the submission of the Valley Community Economic Resilience Fund (CERF) application. The purpose of the award is to implement a community engagement plan via surveys, interviews, focus groups, and/or outreach on the current social, economic, and environmental realities faced by communities identified as disadvantaged by the California Office of Environmental Health Hazard Assessment. If awarded a contract, CAPMC will focus its community engagement efforts in the fourteen identified census tracts. CAPMC will further aim to reach participants through its programs and services such as Head Start parents and Policy Council/Committee members, but particularly migrant and seasonal farmworker families, homeless and formerly homeless clients, Victim Witness victims of crime. Alternative Payment Stage Two clients, and emergency energy assistance households.

Supervisor Leticia Gonzalez abstained from voting.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Steve Montes

Vote: Carried Unanimously

E-4 Review and consider approving the submission of the 2024-2025 Community Action Plan and Community Needs Assessment.

Ana Ibanez, Community Services Program Manager, presented regarding the submission of the 2024-2025 Community Action Plan and Community Needs Assessment. The Community Action Plan outlines CAPMC's 2-year strategic plan for how the agency plans to address the needs of Madera County based on the finalized Community Needs Assessment. Some of the properties described in the Community Action Plan/Community Needs Assessment were affordable housing, referral to healthcare providers, employment, and assistance to access to nutritious food.

Motion: APPROVE AS PRESENTED

Moved by Supervisor Leticia Gonzalez Seconded by Martha Garcia

Vote: Carried Unanimously

E-5 Review and consider ratifying the submission of the California Department of Social Services (CDSS), Child Care and Development Division (CCDD) Program Self-Evaluation (PSE) Survey for the Child Care Alternative Payment and Resource & Referral Program (APP/R&R).

Leticia Murillo, Child Care Alternative Payment and Resource & Referral Program Manager, presented regarding the submission of the application to the California Office of Emergency Services (Cal OES), to support the Domestic Violence Assistance (DV) Program due July 28, 2023, including any extensions and/or amendments during the funding period. Leticia noted a 91% satisfaction rate.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Martha Garcia

Vote: Carried Unanimously

E-6 Review and consider authorizing the submission of the application to the California Office of Emergency Services (Cal OES), to support the Domestic Violence Assistance (DV) Program due July 28, 2023, including any extensions and/or amendments during the funding period.

Jennifer Coronado presented regarding the submission of the application to the California Office of Emergency Services (Cal OES), to support the Transitional Housing (XH) Program due July 28, 2023, including any extensions and/or amendments during the funding period. Jennifer noted that this a funding continuation application that will include funding for art therapy and support groups.

Motion: APPROVE AS PRESENTED

Moved by Martha Garcia, Seconded by Supervisor Leticia Gonzalez

Vote: Carried Unanimously

E-7 Review and consider authorizing the submission of the application to the California Office of Emergency Services (Cal OES), to support the Transitional Housing (XH) Program due July 28, 2023, including any extensions and/or amendments during the funding period.

Jennifer Coronado presented regarding the submission of the application to the

California Office of Emergency Services (Cal OES), to support the Transitional Housing (XH) Program due July 28, 2023, including any extensions and/or amendments during the funding period. Jennifer noted that this a funding continuation application that will include funding to support short and long-term assistance for shelter housing, transitional housing, and sustainable/permanent housing.

Motion: APPROVE AS PRESENTED

Moved by Steve Montes, Seconded by Tyson Pogue

Vote: Carried Unanimously

E-8 Review and consider authorizing submission of the application to the California Office of Emergency Services (Cal OES), to support the Rape Crisis (RC) Program due July 26, 2023, including any extensions and/or amendments during the funding period.

Jennifer Coronado presented regarding authorizing submission of the application to the California Office of Emergency Services (Cal OES), to support the Rape Crisis (RC) Program due July 26, 2023, including any extensions and/or amendments during the funding period. Jennifer noted that this a funding continuation application that will include funding to support the 24-hour crisis line, accompaniment, therapeutic services, or housing assistance for victims.

Motion: APPROVE AS PRESENTED

Moved by Richard Gutierrez, Seconded by Steve Montes

Vote: Carried Unanimously

F. ADMINISTRATIVE/COMMITTEE REPORTS TO BOARD OF DIRECTORS

- F-1 Finance Committee Report – July 12, 2023
- F-2 Personnel Committee Report
- F-3 Executive Director Monthly Report – June 2023
- F-4 Financial Statements – June 2023
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – June 2023
- F-7 CAPMC Board of Directors Attendance Report – June 2023
- F-8 Staffing Changes Report for June 1, 2023 – July 6, 2023

G. CLOSED SESSION

None

H. CORRESPONDENCE

None

I. ADJOURN

Vice-Chair David Hernandez adjourned the Board of Directors Meeting at 6:34 p.m.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Jeff Troost

Vote: Carried Unanimously

Community Action Partnership of Madera County
Madera Migrant/Seasonal Head Start Policy Council Meeting
Tuesday, July 11, 2023

Minutes

The Madera Migrant/Seasonal Policy Committee called to order at 5:33 p.m. by Catalina Venegas.

Committee Members Present

Fabiola Rendon
Lidia Tinajero
Luis Pinacho
Catalina Venegas
Yuritsi Ortiz
Luxceli Eufrazio
Irene Juarez
Ramon Garcia

Committee Members Absent

Deldi Fuentes

Personnel Present

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

Others

None

A. Public Comment

Maribel mentioned she had passed out the Bylaws.

B. Training

None

C. Adoption of the Agenda

Catalina Venegas asked for a motion to approve the agenda as presented. Motion made by Lidia Tinajero, seconded motion by Yuritsi Ortiz to approve the agenda as presented. The motion approved unanimously.

D. Adjourn to Closed Session - None

E. Approval of Minutes

E-1 – Catalina Venegas requested a motion to approve the minutes of the meeting on June 20, 2023. Motion made by Irene Juarez, seconded motion by Ramon Garcia to approve the minutes of the meeting. The motion approved unanimously.

F. Discussion / Action Items –

F-1 First reading of the 2023-2024 Bylaws for the Madera Migrant/Seasonal Head Start Policy Committee and make any suggested changes or modifications

– Ms. Aguirre mentioned there were changes to the By-Laws and asked parents to go over the changes. During the next meeting committee members will be able to present suggestions.

F-2 Review and consider approving the 2023-2024 Reimbursement Policy for the Policy Committee Members representing Madera Migrant/Seasonal Head Start program – Ms. Gomez-Zaragoza explained that the program reimburses participants for attending meetings or activities related to the Policy Committee. Catalina Venegas requested a motion to approve the 2023-2024 Reimbursement Policy for the Policy Committee Members representing Madera Migrant/Seasonal Head Start Program. Yuristi Ortiz made the first motion, seconded by Irene Juarez. Motion carried unanimously.

F-3 Review and consider approving the 2023-2024 Madera Migrant/Seasonal Head Start's Planning Process Policy/Procedure and Calendar – Ms. Gomez-Zaragoza reviewed the calendar and the months in which it is important to attend.

Margarita Cruz Santiago requested a motion to approve the 2023-2024 Madera Migrant/Seasonal Head Start's Planning Process Policy/Procedure and Calendar. Luis Pinacho made the first motion, seconded by Fabiola Rendon. Motion carried unanimously.

F-4 Review and consider approving the 2023-2024 Madera Migrant/Seasonal Head Start Planning Process Policy/Procedure and Calendar – Ms. Gomez-Zaragoza went over the calendar. She pointed out the meeting in September is important due to the budget being presented.

Margarita Cruz Santiago requested a motion to approve 2023-2024 Madera Migrant/Seasonal Head Start Planning Process Policy/Procedure and Calendar. Irene Juarez made the first motion, seconded by Lidia Tinajero. Motion carried unanimously.

G. Administrative Reports

G-1 Staff Changes (May 2023) – Ms. Aguirre went over the staffing changes for the month of May.

G-2 Bank of America Credit Card Account Statement – Agency and other credit cards: (June 2023) – Ms. Aguirre reviewed the charges for the month. There were no questions about the charges.

G-3 Budget Report (May 2023) – Ms. Aguirre reviewed the budget. No questions asked.

G-4 In-kind Report (May 2023) – Ms. Aguirre reviewed the In-kind percentage.

G-5 Report of enrollment in the program and attendance report (May 2023) – Ms. Aguirre went over the enrollment for the MHS programs and the attendance.

G-6 CACFP Monthly Report (May 2023) – Ms. Aguirre reviewed CACFP and noted that the reimbursement for the month of May was \$17,516.54 for 6,526 meals. There were no questions.

G-7 PIR Program Information Monthly Report (May 2023) – This report provides information and data about the program. This information is presented to the Head Start Office to show that there is a need for the Head Start program in our community.

H. Policy Committee Members Reports

H-1 Center Reports – None.

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

H-3 Active Supervision, Challenges and Best Practices Report – Ms. Gomez-Zaragoza mentioned to parents to double check the gates are closed. In addition, if a teacher is not properly supervising the children to bring it up to the Center Director.

I. Correspondence

J. Future Agenda Items

J-1 CAPMC Audit

J-2 Internal Dispute Resolution

J-3 Suspension and Expulsion Policy

J-4 Approve the 2023-2024 Bylaws

J-5 Approve Self-Assessment Procedure (Distribute Health & Safety Checklist)

J-6 State Parent Handbook/Goals and Objectives - CMIG

K. Adjournment

Catalina Venegas requested a motion to adjourn the session. Motion made by Yuritsi Ortiz to adjourn the meeting at 6:27 p.m., in the afternoon, seconded by Lidia Tinajero. Motion approved unanimously.

Community Action Partnership of Madera County
Fresno Migrant/Seasonal Head Start Policy Council Meeting
Wednesday, July 12, 2023

Minutes

The Fresno Migrant/Seasonal Policy Committee called to order at 5:45 p.m. by Fabiola Hernandez

Committee Members Present

Marlim Contreras
Fabiola Hernández
Rosalia Ceja
Ignacio De Loera
Juana Gallegos
Jhoana Casillas Reynosa

Committee Members Absent

Aurora Flores

Personnel Present

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

Others

None

A. Public Comment

Ms. Aguirre mentioned all parents should have received the Bylaws.

B. Training

None

C. Adoption of the Agenda

C-1 Fabiola Hernandez asked for a motion to approve the agenda as presented. Motion made by Jhoana Casillas, seconded motion by Marlim Contreras to approve the agenda as presented. The motion approved unanimously.

D. Adjourn to Closed Session - None

E. Approval of Minutes

E-1 – Fabiola Hernandez requested a motion to approve the minutes of the meeting on June 21, 2023. Motion made by Juana Gallegos, seconded motion by Marlim Contreras to approve the minutes of the meeting. The motion approved unanimously.

F. Discussion / Action Items –

F-1 Review and approve the Fresno Migrant/Seasonal Head Start No Fee Policy per Head Start Performance Standards - Ms. Gomez-Zaragoza mentioned we do not charge for the program. If any parent is asked to pay for having their child enrolled in the program to inform the Center Director right away.

Fabiola Hernandez requested a motion to approve the Madera Migrant/Seasonal Head Start No Fee Policy. Jhoana Casillas made the first motion, seconded by Ignacio De Loera. Motion carried unanimously.

F-2 Review and consider approving the 2023-2024 Reimbursement Policy for the Policy Committee Members representing Fresno Migrant/Seasonal Head Start Program - Ms. Gomez-Zaragoza explained that the program reimburses participants for attending meetings or activities related to the Policy Committee Fabiola Hernandez requested a motion to approve 2023-2024 Reimbursement Policy for the Policy Committee Members representing the Fresno Migrant/Seasonal Head Start program. Rosalia Ceja made the first motion, seconded by Juana Gallegos. Motion carried unanimously.

F-3 Review and approve the 2023-2024 Fresno Migrant/Seasonal Head Start's Planning Process Policy/Procedure and Calendar – Ms. Gomez-Zaragoza went over the calendar. As well as the importance of attending all meetings importantly when the budget is up for discussion.

Fabiola Hernandez requested a motion to approve the 2023-2024 Fresno Migrant/Seasonal Head Start's Planning Process Policy/Procedure and Calendar. Juana Gallegos made the first motion, seconded by Ignacio De Loera. Motion carried unanimously.

F-4 First reading of the 2023-2024 By-Laws for the Fresno Migrant/Seasonal Head Start Policy Committee and make any suggested changes or modifications – (Distribute during the meeting) - Ms. Aguirre went over the by-laws and ask the parents to review them for the following meeting.

G. Administrative Reports

G-1 Staff Changes (February, April & May 2023) – Ms. Aguirre reviewed the staffing changes.

G-2 Bank of America Credit Card Account Statement – Agency and other credit cards: (June 2023) – Ms. Aguirre reviewed the charges for the month. There were no questions about the charges.

G-3 Budget Report (May 2023) – Ms. Aguirre reviewed the budget.

G-4 In-kind Report (May 2023) – Ms. Aguirre reviewed the In-kind percentage.

G-5 Report of enrollment in the program and attendance report (May 2023) – Ms. Aguirre went over the enrollment for the FMHS programs and the attendance.

G-6 CACFP Monthly Report (May 2023) – Ms. Aguirre reviewed CACFP and noted that the reimbursement for the month of May was \$2,990.21 for 1,266 meals.

H. Policy Committee Members Reports

H-1 Center Reports – Fabiola: acknowledge the gravel and the area created for the trash bins which created a safe environment. She thanked the maintenance team.

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

H-3 Active Supervision, Challenges and Best Practices Report – Ms. Gomez-Zaragoza asked the parents to double check the gates are closed. In addition, if a teacher is not properly supervising the children to bring it up to the Center Director.

I. Correspondence

I-1 Information Memorandum from the Office of Head Start regarding *American Indian and Alaska native (AIAN) Head Start Eligibility Through Tribal TANF*; *Issuance Date: 5/23/2023*

J. Future Agenda Items

J-1 CAPMC Audit

J-2 Approve the 2023-2024 By-Laws

J-3 Internal Dispute Resolution

J-4 Suspension and Expulsion Policy

J-5 Approving Self-Assessment Procedure (Distribute Health & Safety Checklist)

J-6 Training – CLASS

K. Adjournment

Fabiola Hernandez requested a motion to adjourn the session. Motion made by Ignacio De Lorea to adjourn the meeting at 6:24 p.m., in the afternoon, seconded by Rosalia Ceja. Motion approved unanimously.

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

JUNE 2023 Statement

Mattie Mendez / Administration

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
06/09/2023	DOORDASH – OISHII EXPRESS	No	Board of Directors Meeting	\$384.42	200.0-6121-2.0-000-90	Yes
06/09/2023	FORENSIC SOURCE	25142	Madera County Child Advocacy Center (CAC) Medical Room Swab Dryer	\$580.20	535.0-6130-5.0-000-00	Yes
05/11/2023	MAILCHIMP	No	IT Communication Software	\$60.00	200.0-6130-2.0-000-90	Yes
05/11/2023	BUILD.COM	25144	Madera County Child Advocacy Center (CAC) Medical Room Cold Evidence Refrigerator with Lock	\$1,200.10	535.0-6130-5.0-000-00	Yes
05/10/2023	SUPERSHUTTLE	No	Transportation for Mattie Mendez – Austin, TX for CAPLAW Conference	\$185.80	200.0-6714-2.0-000-90	Yes
05/12/2023	SFO PARKING	No	Airport Parking for Mattie Mendez – Austin, TX for CAPLAW Conference (Cancelled and Credited)	\$240.00	200.0-6714-2.0-000-90	Yes
05/12/2023	SFO PARKING	No	Airport Parking for Mattie Mendez – Austin, TX for CAPLAW Conference	\$200.00	200.0-6714-2.0-000-90	Yes
05/16/2023	SURVEY MONKEY	No	IT Communication Software	\$288.00	200.0-6130-2.0-000-90	Yes
06/13/2023	KIMPTION SWAYER HOTEL	No	CREDIT – Reservation Adjustment	-\$80.00	200.0-6714-2.0-000-90	No
06/03/2023	SFO PREPAID PARKING	No	CREDIT – Reservation Adjustment for Mattie Mendez	-\$240.00	200.0-6714-2.0-000-90	No
06/26/2023	SUPERSHUTTLE	No	CREDIT – Reservation Adjustment for Mattie Mendez	-\$92.90	200.0-6714-2.0-000-90	No
			Total	\$2725.62		

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

Date: July 13, 2023

Mattie Mendez, Executive Director

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

July 2023 Statement
Ana Ibanez / Community Services

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
6/5/2023	McDonald's Restaurant	No	\$10 gift cards for homeless clients	\$300.00	249.0-7230-2.0-000-00	Yes
6/13/2023	McDonald's Restaurant	No	\$10 gift cards for homeless clients	\$450.00	249.0-7230-2.0-000-00	Yes
6/13/2023	McDonald's Restaurant	No	\$10 gift cards for homeless clients	\$100.00	249.0-7230-2.0-000-00	Yes
6/22/2023	McDonald's Restaurant	No	\$10 gift cards for homeless clients	\$450.00	249.0-7230-2.0-000-00	Yes
6/22/2023	The Madera Mail Drop	No	Postage for overnight registration for CAPLAW	\$13.00	200.0-6170-2.0-000-00	Yes
6/23/2023	The Madera Mail Drop	No	Annual Charge for mail box rental	\$240.00	200.0-6170-2.0-000-00	Yes
6/28/2023	Clear Bags	No	Doorknob bags for outreach flyers	\$42.30	277.0-6130-2.0-000-00	Yes
			Total	\$1,595.30		

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)

July 13, 2023

Ana Ibanez, Program Manager
Community Services

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

July 2023 Statement

Irene Yang / Human Resources

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
6/10/2023	Biometrics4all, Inc.	No	Livescan relay fees	0.75	200.0-6852-2.0-000-90	Yes
				0.75	218.0-6852-2.0-000-00	
				1.50	311.0-6852-3.1-000-00	
				4.50	321.0-6852-3.2-000-00	
				5.25	501.0-6852-5.0-000-00	
				1.50	533.0-6852-5.0-000-00	
7/1/2023	Indeed	No	June 2023 advertising for job openings	245.00	274.0-6852-2.0-000-00	Yes
				180.00	401.0-6852-4.0-000-00	
TOTAL:				439.25		

MBNA America Business Card
 Credit Card Charges
July / julio 2023 Statement
Maritza Gomez / Fresno Migrant Head Start

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
06/03/2023	NA	Venngage.com	Monthly subscription for flyer software	\$5.15	331.0-6130-3.3-000-00 21%	No
06/21/2023	NA	Zoom	Video Conferencing system	\$15.99	331.0-6130-3.3-031-00	Yes
07/04/2023	NA	Venngage.com	Monthly subscription for flyer software	\$5.15	331.0-6130-3.3-000-00 21%	No
TOTAL				\$26.29		

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

 Maritza Gomez, Head Start Director

 Date

MBNA America Business Card
 Credit Card Charges
July / julio 2023 Statement
Maritza Gomez / Migrant Head Start

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
06/03/2023	NA	Venngage.com	Monthly subscription for flyer software	\$9.07	321.0-6130-3.2-000-00 37%	No
06/05/2023	NA	Teachstone	Recertification for CLASS	\$65.00	320.0-6742-3.2-000-00 52% (\$65.00)	Yes
06/05/2023	NA	Teachstone	Recertification for CLASS	\$65.00	320.0-6742-3.2-000-00 52	Yes
06/12/2023	NA	Teachstone	Recertification for CLASS	\$65.00	320.0-6742-3.2-000-00 52%	Yes
06/13/2023	NA	Tacos Compa Frank	MHS PC Meal	\$176.80	321.0-7116-3.2-000-00	Yes
06/14/2023	NA	Office Depot	Paper for HS office	\$30.42	321.0-6130-3.2-000-00 52%	Yes
06/19/2023	NA	Zoom	Video Conferencing system	\$7.79	321.0-6130-3.2-000-00 52%	Yes
06/27/2023	25141	American Red Cross	CPR certification	\$1,620.00	320.0-6742-3.2-000-00	Yes
07/04/2023	NA	Venngage.com	Monthly subscription for flyer software	\$9.07	321.0-6130-3.2-000-00 37	No
TOTAL				\$2,394.39		

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

 Maritza Gomez, Head Start Director

 Date

Platinum Plus Business Card
Credit Card Charges

July Statement

Jennifer Coronado / Victim Services Center

Date of Transaction	PO NUM	Name of Vendor	Description	Amount	Account Charged	Receipt
6/6/23	No	California District Attorney Association	Registration for CDAA Conference	\$350.00	501.0-6742-5.0-000-00	Yes
6/6/23	No	California District Attorney Association	Registration for CDAA Conference	\$350.00	501.0-6742-5.0-000-00	Yes
6/6/23	No	California District Attorney Association	Registration for CDAA Conference	\$350.00	501.0-6742-5.0-000-00	Yes
6/12/23	No	KFC	Food for VS volunteer training	\$54.42	510.0-6121-5.0-000-00	Yes
6/13/23	No	Fruitbergs	Food for VS volunteer training	\$35.49	510.0-6121-5.0-000-00	Yes
				Total	\$1,139.91	

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

AUGUST 2023 Statement

Leticia Murillo/Child Care Alternative Payment and Resource & Referral Program

Date of Transaction	Name of Vendor	Description	P. O. Number	Amount	Account Charged	Receipt
7/25/2023	EB PROTECTING OUR CHILDREN	TRAINING – ANDREA BOLANOS		\$50.00	407.0-6742-4.0-000-00	YES
7/28/2023	DRI*GALLUP	STRENGTHS FINDER TRAINING – LETICA MURILLO		\$12.50	401-0-6742-4.0-000-00	YES
				\$24.99	426-0-6742-4.0-000-00	
				\$7.00	427-0-6742-4.0-000-00	
				\$5.50	428-0-6742-4.0-000-00	
7/29/2023	DRI*GALLUP	STRENGTHS FINDER TRAINING - LETICIA MURILLO		\$12.50	401-0-6742-4.0-000-00	YES
				\$24.99	426-0-6742-4.0-000-00	
				\$7.00	427-0-6742-4.0-000-00	
				\$5.50	428-0-6742-4.0-000-00	
TOTAL			\$149.98			

Comments:

American Express
Credit Card Charges
JUNE 2023 Statement
 Fiscal

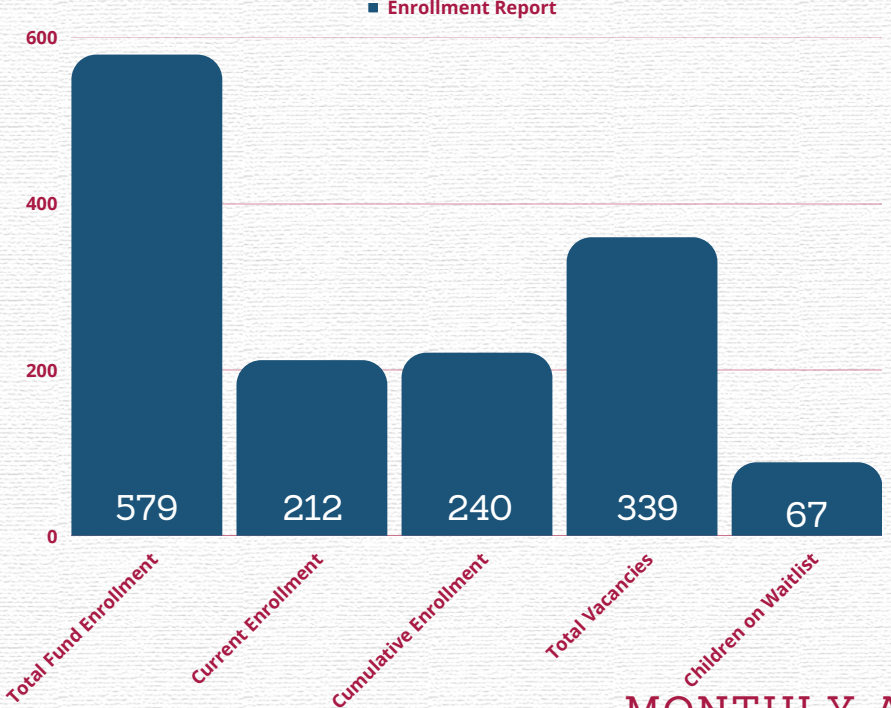
Name of Vendor	Description	Amount	Receipt
ATT	Telephone	32036.36	Yes
Comcast	Net service	995.11	Yes
Community Playthings	Supplies for centers	7076.74	Yes
Discount School Supply	Supplies for centers	0.00	No
Ecolab	Dishwasher rental/repairs	0.00	No
Fedex	Postage	542.41	Yes
HD Pro / Suppy Works	Supplies for office/centers	0.00	No
Lakeshore	Supplies for centers	4818.75	Yes
Matson Alarm	Alarm Service	647.00	Yes
Verizon	Wireless devices	5429.21	Yes
Office Depot	Supplies for office/centers	5241.59	Yes
Amex	Adjust fee	-39.00	Yes
	TOTAL	56748.17	06/29/23 LA

06/23
JDC

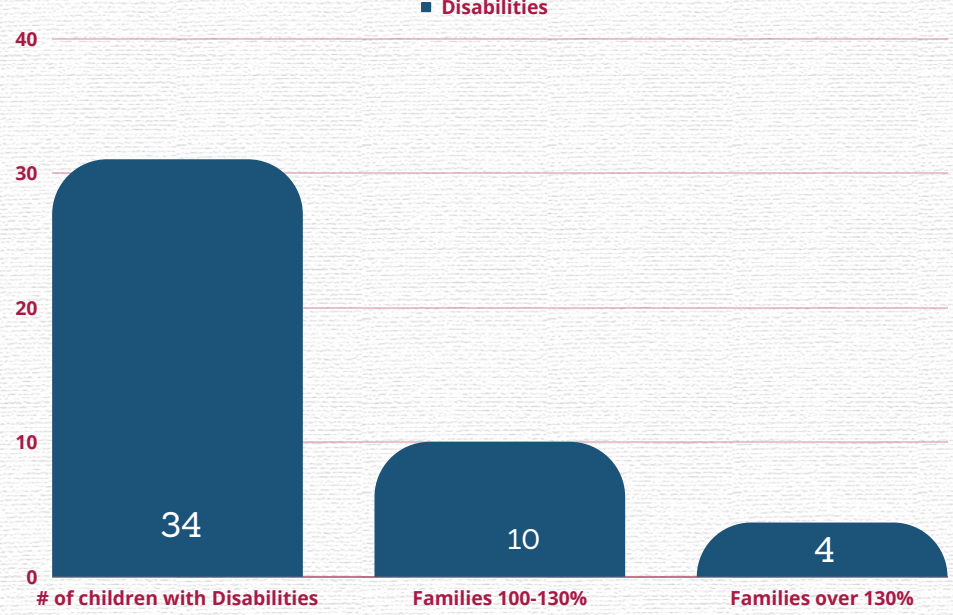


Migrant Seasonal Head Start Monthly Enrollment Report June 2023

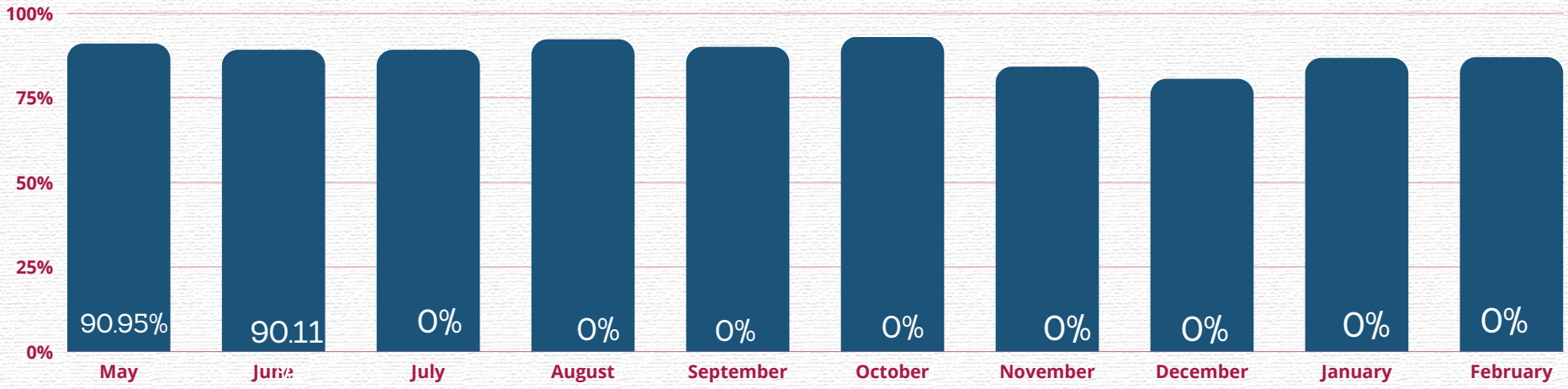
ENROLLMENT REPORT



DISABILITIES & ELIGIBILITY OF CHILDREN



MONTHLY ATTENDANCE REPORT



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

IN-KIND MONTHLY SUMMARY REPORT 2023-2024 / REPORTE SUMARIO MENSUAL DE IN KIND 2023-2024

MIGRANT AND SEASONAL HEAD START 2023-2024 MIGRANTE/TEMPORAL HEAD START 2023-2024
Month-Year JUNE 2023/ Mes-Año JUNIO 2023

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	297,519.00	22,847.81	50,329.81	73,177.62	224,341.38
A. Professional Services/Servicios Profesionales	0.00	0.00	0.00	0.00	0.00
B. Center Volunteers/Voluntarios en el Centro	297,519.00	22,847.81	50,329.81	73,177.62	224,341.38
Other/Policy Council/Otro/Comité de Póliza	0.00	849.47	247.28	1,096.75	(1,096.75)
State Collaboration/Colaboracion de Estado	1,006,468.00	27,309.52		27,309.52	979,158.48
Donated Supplies/Materiales Donanos	0.00	0.00		0.00	0.00
Donated Food/Comida Donada	0.00	0.00		0.00	0.00
Donated Space/Sitio Donado	112,210.00	27,753.00	9,251.00	37,004.00	75,206.00
Transportation/Transportacion	0.00	0.00		0.00	0.00
TOTAL IN-KIND/TOTAL DE IN KIND	1,416,197.00	78,759.80	59,828.09	138,587.89	1,277,609.11

A. Y-T-D In-Kind / In-Kind asta ahora	138,587.89
B. Contracted In-Kind/ In-kind Contratado	1,416,197.00
C. Percent Y-T-D In-Kind/ Porcentaje de in-kind ásta ahora	
CONTRACT AMOUNT/CANTIDAD CONTRATADA	9.79%

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
MADERA MIGRANT HEAD START including BLENDED MIGRANT PRESCHOOL STATE PROGRAM
INCOME CALCULATIONS
June-2023

FREE MEALS	230	83	
REDUCED	0	0	
BASE	0	0	
TOTAL	230	83	

PERCENTAGES:

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

MEAL	#		%		RATE		
BREAKFAST:	3,708	X	100.0000%	X	\$2.2100	=	\$8,194.68
		X	0.0000%	X	\$1.9100	=	\$0.00
		X	0.0000%	X	\$0.4500	=	\$0.00
LUNCH:	2,380 1,301	X	100.0000%	X	\$4.0300	=	\$9,591.40
		X	100.0000%	X	\$4.0300	=	\$5,243.03
		X	0.0000%	X	\$3.6300	=	\$0.00
		X	0.0000%	X	\$0.4700	=	\$0.00
SUPPLEMENTS:	1,830 924	X	100.0000%	X	\$1.1800	=	\$2,159.40
		X	100.0000%	X	\$1.1800	=	\$1,090.32
		X	0.0000%	X	\$0.6400	=	\$0.00
		X	0.0000%	X	\$0.1900	=	\$0.00

10,143
TOTAL FEDERAL REIMBURSEMENT \$26,278.83

CASH IN LIEU: LUNCHES X \$0.3000 \$1,104.30

TOTAL REIMBURSEMENT **\$27,383.13**

	Breakfast	Lunch	Snack	Total
CMIG-MADERA MIGRANT PRESCHOOL	-	1,301	924	2,225
MMHS-MADERA MIGRANT HEAD START	3,708	2,380	1,830	7,918
	3,708	3,681	2,754	10,143

	<u>MMHS</u>	<u>CMIG</u>	<u>Total</u>
TOTAL FEDERAL REIMBURSEMENT:	\$19,945.48	\$6,333.35	\$26,278.83
CASH IN LIEU:	<u>\$714.00</u>	<u>\$390.30</u>	<u>\$1,104.30</u>
	\$20,659.48	\$6,723.65	\$27,383.13

MONTHLY PROGRAM INFORMATION SUMMARY REPORT FOR POLICY COUNCIL & GOVERNING BODY

Community Action Partnership of Madera County (CAPMC)

[Migrant Head Start]

June 2023

240 cumulative children
 199 cumulative families
 36 teaching staff

PRIMARY TYPE OF ELIGIBILITY

(#)		(%)
	Homeless Children	0%
	Foster Children	0%
155	Receives Public Assistance	65%
71	Income Below Federal Poverty	30%
	Near Low Income (waiver required)	0%
14	Over Income (maximum 10%)	6%

CHILDREN WITH DISABILITIES

(#)		(%)
35	Disabilities	6%

(% of funded; minimum 10%)

DEVELOPMENTAL SCREENING OF NEW ENROLLEES

(#)		(%)
40	New Enrollees (cumulative)	17%
32	Received Screening <45 Days	80%

(Of new enrollees)

CHILDREN'S HEALTH

(#)		(%)
240	Has Health Insurance	100%
181	EPSDT Up-to-Date	75%
13	Chronic Health Condition	5%
13	Received Medical Treatment	100%

(Of children with diagnosed chronic health conditions)

240	Immunizations Up-to-Date	100%
-----	--------------------------	------

(Also includes those eligible for exemption & those with all immunizations possible at this time, but not for their age)

240	Access to Dental Care	100%
139	Completed Dental Exam	84%
15	Received Dental Treatment	100%

(Of children who needed dental treatment other)

117	Healthy BMI	69%
-----	-------------	-----

(Children under 3 years are excluded)

STAFF EDUCATION

# Staff		% Meet Minimum Education Requirements
10	Preschool Teacher: BA+	30%
	Preschool Teacher: AA+	100%

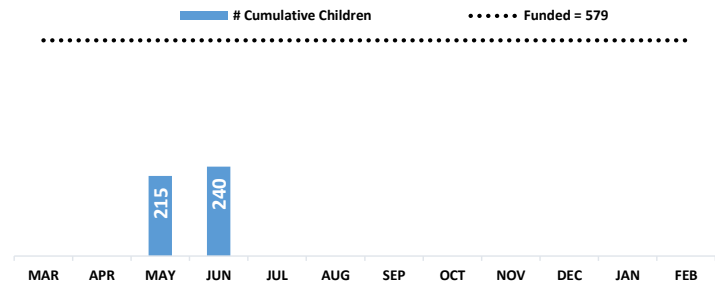
(AA degree is minimum education requirement for a Preschool Teacher. However, at least 50% should have a BA degree or above).

11	Preschool Assistant: CDA+	100%
15	Infant/Toddler Teacher: CDA+	100%

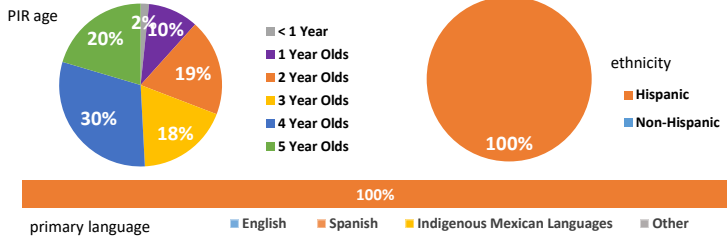
(Includes those who are currently enrolled in a CDA/equivalent program)

All staff should meet minimum education requirements for their position.

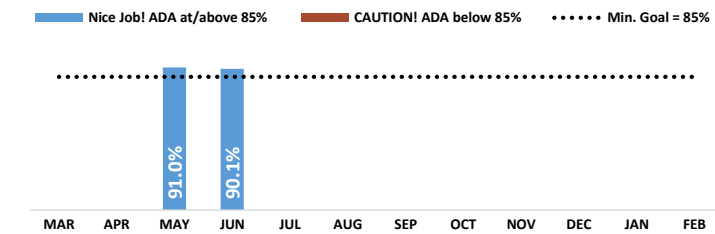
CUMULATIVE ENROLLMENT OF CHILDREN



DEMOGRAPHICS OF ENROLLED CHILDREN

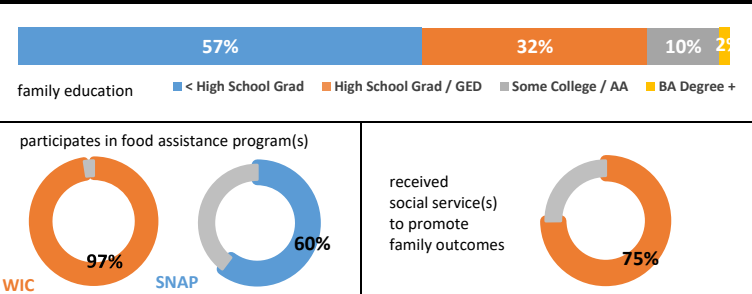


AVERAGE DAILY ATTENDANCE (ADA)



% of children who were **CHRONICALLY ABSENT** (missed over 10% of class days): **95%**

FAMILY INFORMATION



symbol key:

★ = Nice job!

Meets or exceeds Head Start regulations or expectations

⚠ = Caution!

Results lower than expected

✖ = Take Action!

Does not meet Head Start regulations

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

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

Community Action Partnership of Madera County (CAPMC)

[Migrant Head Start]

junio 2023



240
Niños Acumulados



199
Familias Acumuladas



36
Maestras

Tipo de Elegibilidad

(#)		(%)
	Niños Sin Hogar	0%
	Niños en Adopción Temporal	0%
155	Recibe Asistencia Pública	65%
71	Ingresos por Debajo de la Pobreza Federal	30%
	Ingresos Cerca de Bajos (requiere una exención)	0%
14	Ingresos Sobre las Pautas (máximo 10%)	6%

Niños con Discapacidades

(#)		(%)
35	Discapacidades	6%

(% de la matrícula contratada; mínimo 10%)

Evaluación del Desarrollo para los Nuevos Niños(as) Inscritos

(#)		(%)
40	Nuevos Niños(as) Inscritos (acumulados)	17%
32	Recibió Evaluación <45 días de los Nuevos Niños(as) Inscritos	80%

Salud de los Niños

(#)		(%)
240	Tiene Seguro Médico	100%
181	al Día Con el Cuidado de Salud Preventivo	75%
13	Condición de Salud Crónica	5%
13	Recibieron Tratamiento Médico de niños con enfermedades crónicas diagnosticadas	100%
240	al Día con las Vecunas También incluye a aquellos elegibles para la exención y aquellos con todas las vacunas posibles en este momento, pero no para su edad	100%
240	Acceso a Servicios Dentales	100%
139	Completaron Exámenes Dentales Profesional	84%
15	Recibió Tratamiento Dental (de niños en edad preescolar que necesitaban tratamiento dental distinto al cuidado preventivo)	100%
117	BMI Saludable (los niños menores de 3 años están excluidos)	69%

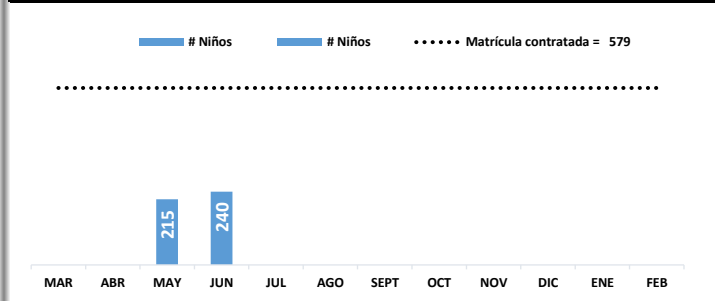
Educación del Personal

# Personal		% llenan los requisitos mínimo de educación
10	Maestras de la Clase Preescolar: BA+	30%
	Maestras de la Clase Preescolar: AA+	100%
	(Un título AA es el requisito mínimo de educación para los maestros de preescolar, pero al menos el 50% debe tener una licenciatura.)	
11	Asistentes de Maestra de la Clase Preescolar: CDA+	100%
15	Maestras de la Clase de Infantes / Niños Pequeños: CDA+	100%

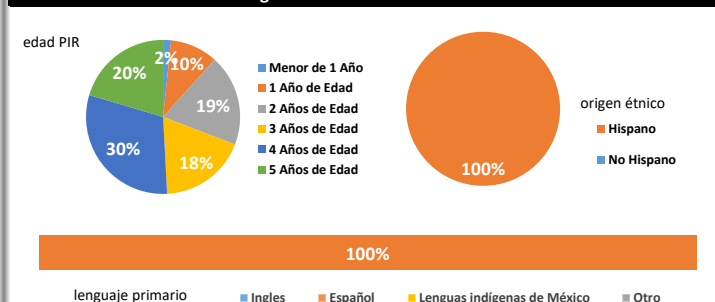
(Incluyen a aquellos que están actualmente inscritos en un programa CDA / equivalente o superior. CDA=Asociado/Diplomado en Desarrollo Infantil (CDA, sigla en inglés))

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

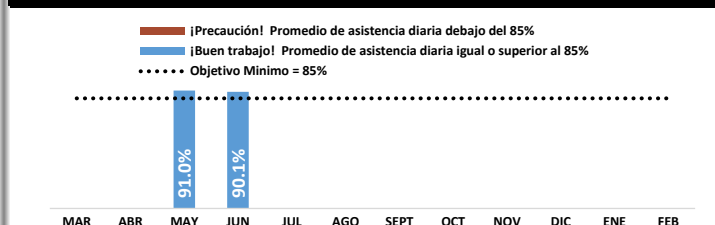
Matrícula Cumulativa de Niños



Demografía de los Niños Matriculados

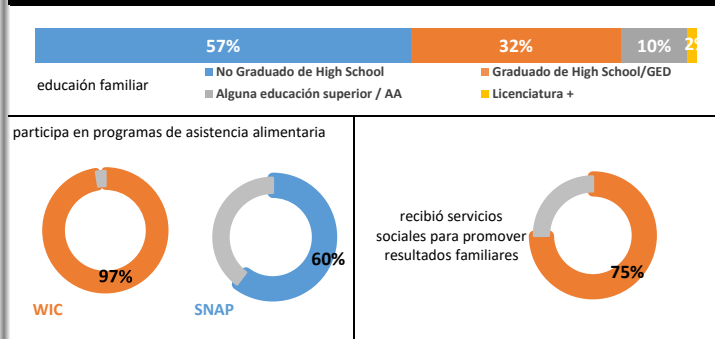


Promedio de Asistencia Diaria



% de niños crónicamente ausentes (ausente más del 10% de los días de clase): **95%**

Información Familiar



simbolo clave:

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

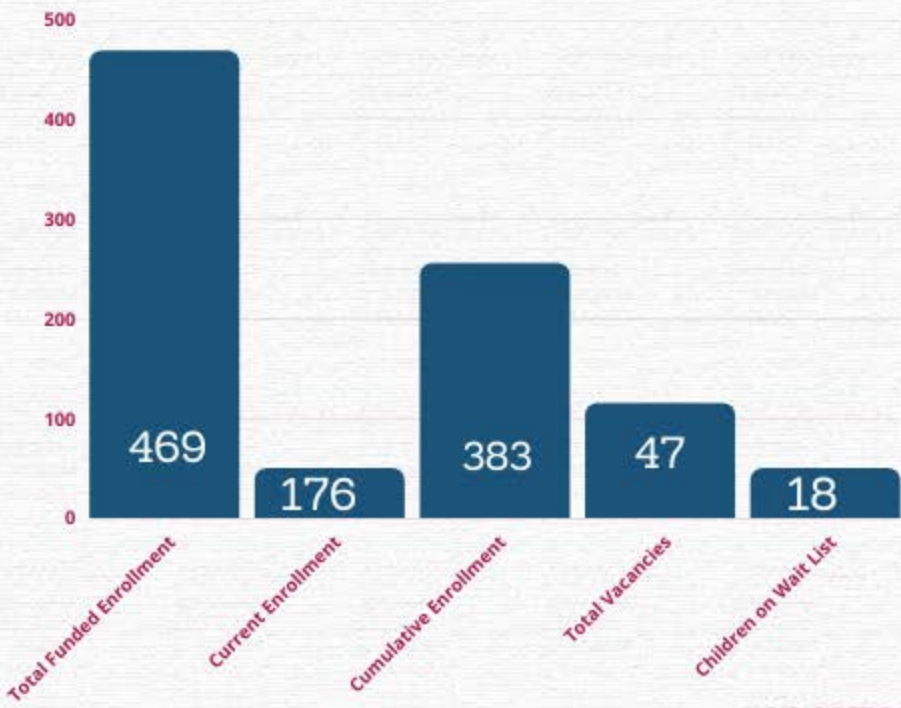
▶ = ¡Precaución!
Resultados más bajos de lo esperado

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

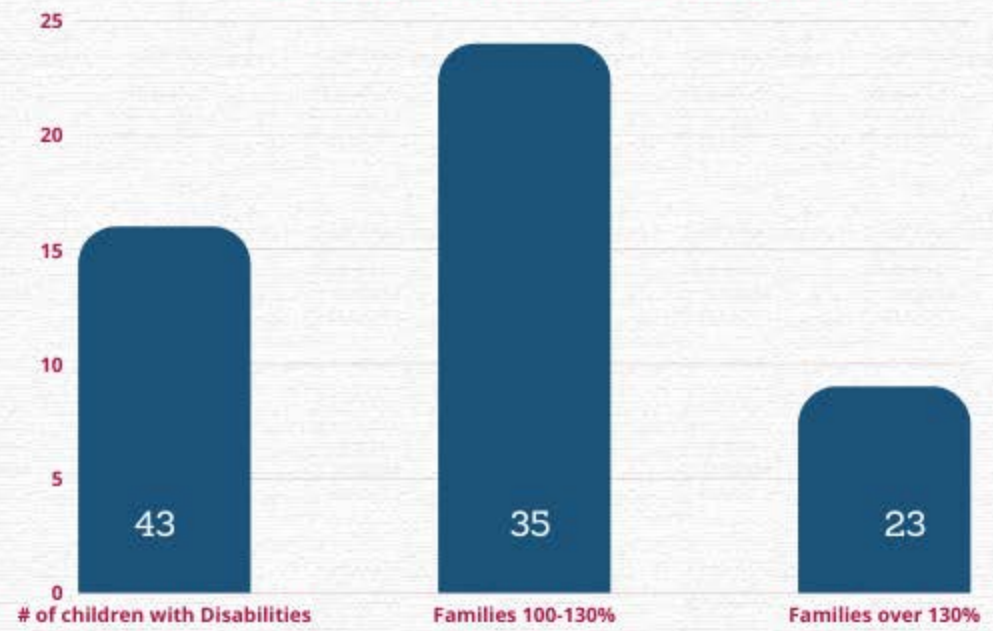
Todos los datos son acumulativos al mes del informe, a menos que se indique lo contrario.

Fresno Migrant Seasonal Head Start Monthly Enrollment Report June 2023

ENROLLMENT REPORT



DISABILITIES & ELIGIBILITY OF CHILDREN



MONTHLY ATTENDANCE REPORT



IN-KIND MONTHLY SUMMARY REPORT

Month

June

Year

2023

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
VOLUNTEER SERVICES	451,921.00	307,296.20	39,240.81	346,537.01	(105,383.99)
A. Professional Services	0.00	6,308.48	425.00	6,733.48	6,733.48
B. Center Volunteers	451,921.00	300,987.72	38,757.65	339,745.37	(112,175.63)
C. Policy Concil/Committee	0.00	0.00	58.16	58.16	58.16
OTHER - FOOD DONATION	0.00	0.00		0.00	0.00
DONATED SUPPLIES	3,687.00	0.00		0.00	(3,687.00)
DONATED EQUIPMENT	0.00	0.00		0.00	0.00
DONATED - BUS STORAGE	0.00	14,907.75		14,907.75	14,907.75
DONATED SPACE	210,665.00	119,262.00	14,907.75	134,169.75	(76,495.25)
TRANSPORTATION	0.00	0.00		0.00	0.00
TOTAL IN-KIND	666,273.00	441,465.95	54,148.56	495,614.51	(170,658.49)
C. Salarie & FB (First 5)	0.00	0.00		0.00	0.00
Grand Total	666,273.00	441,465.95	54,148.56	495,614.51	(170,658.49)

A. Y-T-D In-Kind	495,614.51
B. Contracted In-Kind	666,273.00
C. Percent Y-T-D In-Kind	74.39%

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
 FRESNO MIGRANT HEAD START FOOD PROGRAM
 INCOME CALCULATIONS
 June-2023**

FREE MEALS	181
REDUCED	-
BASE	-
TOTAL	181

PERCENTAGES:

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

MEAL	#		%		RATE			
BREAKFAST:	2,431	X	100.0000%	X	\$2.2100	=	\$5,372.51	
LUNCH:	2,415	X	100.0000%	X	\$4.0300	=	\$9,732.45	
SUPPLEMENTS:	2,124	X	100.0000%	X	\$1.1800	=	\$2,506.32	
	6,970						\$17,611.28	
	TOTAL FEDERAL REIMBURSEMENT							\$17,611.28
CASH IN LIEU:							\$724.50	
							\$724.50	
TOTAL REIMBURSEMENT							\$18,335.78	



Report to the Board of Directors

Agenda Item Number: D-8

Board of Directors Meeting for: August 10, 2023

Author: Maritza Gomez-Zaragoza

DATE: July 21, 2023

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Internal Dispute Resolution

I. **RECOMMENDATIONS**

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

II. **SUMMARY**

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

III. **DISCUSSION**

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

- The Internal Dispute Resolution will be presented to the Policy Committee for approval on August 8, 2023.

IV **FINANCING**: None

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

Between Community Action Partnership of Madera County Board of Directors

And

Madera Migrant/Seasonal Head Start Policy Committee

I. Clarification of Responsibilities

- A. It is understood and in accordance with the Head Start Act of 2007, the Community Action Partnership of Madera County (CAPMC) Board of Directors assumes the legal and fiscal responsibilities for administering and overseeing the Head Start program, including the safeguarding of federal funds. CAPMC Board of Directors' duties and responsibilities are outlined by the Head Start Act of 2007 and per the amended CAPMC By-Laws.

- B. The Madera Migrant/Seasonal Head Start Policy Committee (Policy Committee), in accordance with the Head Start Act of 2007, is responsible for the direction of the Head Start program, including program design and operations, and long and short-term planning goals and objectives, taking into the account the annual community-wide strategic planning and needs assessment and self-assessment. The Policy Committee shall approve, and submit to the CAPMC Board of Directors for approval, decisions about each of the following activities:
 - i. Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.

 - ii. Program recruitment, selection, and enrollment priorities.

 - iii. Applications for funding and amendments to applications for funding for programs, prior to submission of applications described in this clause.

 - iv. Budget planning for program expenditures, including policies for reimbursement and participation in Policy Committee activities.

 - v. By-laws for the operation of the Policy Committee.

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

II. Definition of Impasse

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

III. Impasse Procedures

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

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

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

IV. Arbitration Panel Composition

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

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

C. Failure to Name a Third Arbitrator

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

D. Scheduling Arbitration

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

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

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

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

F. Compromise

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

G. Standard of Conduct

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

H. Representation of the Parties at the Hearing

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

I. Post hearing Procedures and Decisions

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

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

Policy Number: PG 06	Relate to CFR #: 1301.6	Page #1 of 2
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COMPONENT: Program Design and Management

SUBJECT: Internal Dispute Resolution

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

OPERATIONAL PROCEDURE:

Section 642 (d) Program Governance Administration-

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

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

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

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

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

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

Related Regulations: Head Start Performance Standards1301.6



Report to the Board of Directors

Agenda Item Number: D-9

Board of Directors Meeting for: August 10, 2023

Author: Julie Doll

DATE: July 21, 2023
TO: Board of Directors
FROM: Julie Doll, Disability/Mental Health Specialist
SUBJECT: Suspension and Expulsion Procedure

I. RECOMMENDATIONS

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

II. SUMMARY

Staff is requesting approval of for the Suspension and Expulsion Procedure. The procedure will provide guidance for staff on the process to follow when a child is having challenging behaviors in the classroom.

III. DISCUSSION

Suspension may be use as the last resort in extraordinary circumstances.

When a child demonstrates challenging behaviors staff will follow the Child mental health and social emotional well-being procedure (Reference to Procedure 45) in order to address the concern and provide support to the child and family which includes, but not limited to the following:

- Teaching staff will implement in the classrooms positive techniques from Conscious Discipline and the Teaching Pyramid from Center on the Social and Emotional Foundation for Early Learning (C.S.E.F.E.L) that are designed to build social and emotional skills in the children. Classrooms are monitored for this on an ongoing basis by the Disabilities/Mental Health Content Specialist.
- For children with ongoing challenging behaviors, staff will initiate the process of child and family receiving additional support by submitting a Child Concern Form.
- Strategies for the child and resources for the parent will be provided.
- For a child not responding to the strategies, a Child Success Team (CST) Meeting will be held to discuss the possibility of having the Mental Health Consultant provide an Individual Observation for the child. During the Individual Observation, the Mental Health Consultant will be accessible to the parent to give supportive feedback.

- Additional strategies may be recommended by the Mental Health Consultant.
- A Positive Behavior Management Plan will be established.
- Staff will continue to assist the child in gaining acceptable behaviors by modelling and consistently implementing each strategy provided.
- New strategies will be provided as needed.
- A child who continues to display aggressive behaviors that harm others or puts self in danger will result in the management team considering reducing the child's time in Head Start until the child shows signs of being ready to participate for the full amount of scheduled class time.

Parent/guardian refusal or unwillingness to support the Positive Behavior Management Plan after reviewing Behavior Policy in the Parent Handbook will result in the family being moved to expulsion and parent/guardian will be provided other options for preschool/child care.

- The Suspension and Expulsion Procedure for the Madera Migrant/Seasonal Head Start Program.

IV. FINANCING: None



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

Policy Number: 17 Effective Date: 11/7/16 Revised: 4/28/2021	HSPPS: 1302.17 (a) – (b)(3)	Page: 1 of 3
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Subject: Suspension and Expulsion

Performance Objective: Head Start programs must severely limit the use of suspensions and prohibit expulsion

Operational Procedure:

1. Suspension may only be:
 - a. Temporary in nature
 - b. Used as a last resort in extraordinary circumstances where there is serious threat that cannot be reduced or eliminated by reasonable modifications
 - If at any time a child poses serious harm resulting in medical treatment to another child or adult while at the center or class, the child’s parent/guardian will be asked to pick up the child and a meeting will be set up to discuss the incident. (Reference Policy 33A) **At any time, staff may not call parent/guardian to pick up a child early due to behavior without prior approval from Head Start Director, Maritza Gomez-Zaragoza. If Maritza is not available, prior approval can be obtained from Program Director, Mattie Mendez or Disability/Mental Health Content Specialist, Julie Doll in consultation with Maru Sanchez, Deputy Director-Direct Services.**
 - The child will not be allowed to return to the classroom until the meeting has taken place to determine next steps based on the severity of incident.
 - When there is a serious safety issue involving extreme aggressive behavior, a reduced schedule (temporary suspension) may be utilized.
 - The reduced scheduled will be based on the child’s ability to cope within a social environment and will be assessed through child observations and *Incident Charts* to determine periods of successes and challenges.
 - Staff will follow the Challenging Behavior Checklist for children with challenging behaviors.

2. Prior to determining whether ongoing temporary suspension is necessary, the program will:
 - a. Have Disabilities/Mental Health (D/MH) Specialist observe child's classroom management strategies for effectiveness (Reference Policy 45) and provide supportive recommendations
 - b. Have educator complete ASQ-SE2 from classroom environment perspective
 - c. If deemed necessary, schedule a case management meeting to develop a support plan
 - d. Engage the mental health consultant as determined by the team
 - e. Collaborate with parent/guardian
 - f. Utilize appropriate community resources – i.e. Behavioral Health, psychologist, or other specialists
 - g. D/MH Specialist will enter a COPA (MHS) or Child Plus (EHS & RHS) Referral for areas of concern and strategies provided.

3. If temporary suspension is deemed necessary, the program will help the child return to full participation in all activities as quickly as possible while ensuring child safety by:
 - a. Ongoing engagement with parent/guardian on a regular (weekly) basis and documenting follow up on a *Parent Contact Record*
 - b. If needed, holding a CST meeting to discuss need for a formal observation by mental health consultant (Reference Policy 33A) and provide strategies for classroom and home
 - c. Continuing to use appropriate community resources
 - d. Developing written plan – Positive Behavior Support Plan (PBSP) to document the action and supports needed
 - Parent/guardian refusal or unwillingness to support the PBSP at home or class will result in CST meeting to review Behavior Policy in Parent Handbook
 - e. Providing services that include home visits if needed, to help parent/guardian's understanding and development of parenting skills.
 - f. Determining whether a referral to a local agency responsible for implementing IDEA is appropriate

4. Our program will not expel or unenroll a child because of a child's behavior.
 - a. When a child continues to exhibit persistent and serious challenging behavior staff will:
 - Explore all possible steps and document all steps taken to address behavior(s) of which the focus was and continues to be to assist the child in learning appropriate behavior
 - Continuing engagement of a mental health consultant
 - Consider the appropriateness of providing services and supports for a child under section 504 of the Rehabilitation Act and not excluding child on the basis of disability
 - D/MH Specialist will consult with the parent/guardian(s)
 - If child has an IFSP/IEP, consulting with agency responsible for the IFSP/IEP to ensure that the child receives the needed support services.
 - If a child does not have an IFSP/IEP, the program will refer child, with parental consent, to the local agency responsible for implementing IDEA to determine child's eligibility for services.

- b. Parent/guardian refusal or unwillingness to support the PBSP after reviewing Behavior Policy in Parent Handbook will result in the family being moved to expulsion.
5. Children may be expelled from the program only if management (EHS & RHS) Disabilities Supervisor (MHS) concludes:
- a. That the safety of the environment cannot be maintained due to a child's persistent and serious challenging behaviors
 - b. Due to the child's behavior, the program is in violation of Community Care Licensing Children's Personal Rights
 - c. The child puts self in unsafe and dangerous situations
 - Staff will work with the family and other involved individuals to assist the family in finding an appropriate placement and directly support the transition of the child into another placement i.e. family child care home with less children, Special Day Class, etc. that will provide a better environment for the child's success.
 - If child has an IFSP or IEP, the appropriate agency will be notified to update the agency of the efforts taken and the need for a more appropriate placement.
 - Staff will support parent/guardian to request IFSP/IEP meeting to inquire about additional assessments
6. When a child has been unenrolled or expelled, per AB 752, a Licensed Program Analyst from Community Care Licensing will review the steps taken by the program in addressing the behavior in addition to their methods to limit and/or prevent future incidents to determine if the program acted appropriately or whether there was a violation of California Code of Regulations, Title 22 or the California Health and Safety Code.

Forms Needed: Challenging Behavior Checklist, Initial Behavior Management Plan, Child Concern Form, Results of Child Success Team Meeting, Positive Behavior Support Plan, Parent Contact Record, Case Conferencing



Report to the Board of Directors

Agenda Item Number: D-10

Board of Directors Meeting for: August 10, 2023

Author: Maritza Gomez-Zaragoza

DATE: July 13, 2023

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Internal Dispute Resolution

I. **RECOMMENDATIONS**

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

II. **SUMMARY**

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

III. **DISCUSSION**

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

- The Internal Dispute Resolution will be presented to the Policy Committee on August 9, 2023.

IV **FINANCING**: None

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

Between Community Action Partnership of Madera County Board of Directors

And

Fresno Migrant/Seasonal Head Start Policy Committee

I. Clarification of Responsibilities

- A. It is understood and in accordance with the Head Start Act of 2007, the Community Action Partnership of Madera County (CAPMC) Board of Directors assumes the legal and fiscal responsibilities for administering and overseeing the Head Start program, including the safeguarding of federal funds. CAPMC Board of Directors' duties and responsibilities are outlined by the Head Start Act of 2007 and per the amended CAPMC By-Laws.

- B. The Fresno Migrant/Seasonal Head Start Policy Committee (Policy Committee), in accordance with the Head Start Act of 2007, is responsible for the direction of the Head Start program, including program design and operations, and long and short-term planning goals and objectives, taking into the account the annual community-wide strategic planning and needs assessment and self-assessment. The Policy Committee shall approve, and submit to the CAPMC Board of Directors for approval, decisions about each of the following activities:
 - i. Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.

 - ii. Program recruitment, selection, and enrollment priorities.

 - iii. Applications for funding and amendments to applications for funding for programs, prior to submission of applications described in this clause.

 - iv. Budget planning for program expenditures, including policies for reimbursement and participation in Policy Committee activities.

 - v. By-laws for the operation of the Policy Committee.

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

II. Definition of Impasse

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

III. Impasse Procedures

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

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

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

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

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

C. Failure to Name a Third Arbitrator

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

D. Scheduling Arbitration

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

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

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

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

F. Compromise

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

G. Standard of Conduct

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

H. Representation of the Parties at the Hearing

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

I. Post hearing Procedures and Decisions

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

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

Policy Number: PG 06	Relate to CFR #: 1301.6	Page #1 of 2
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COMPONENT: Program Design and Management

SUBJECT: Internal Dispute Resolution

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

OPERATIONAL PROCEDURE:

Section 642 (d) Program Governance Administration-

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

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

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

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

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

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

Related Regulations: Head Start Performance Standards1301.6



Report to the Board of Directors

Agenda Item Number: D-11

Board of Directors Meeting for: August 10, 2023

Author: Maria Garcia

DATE: July 13, 2023

TO: Board of Directors

FROM: Maria Garcia, Disability/Mental Health Specialist

SUBJECT: Suspension and Expulsion Procedure

I. RECOMMENDATIONS

Review and consider approving the Suspension and Expulsion Procedure for the Fresno Migrant/Seasonal Head Start Program.

II. SUMMARY

Review and consider approving the Suspension and Expulsion Procedure. The procedure will provide guidance for staff on the process to follow when a child is having challenging behaviors in the classroom.

III. DISCUSSION

Suspension may be used as the last resort in extraordinary circumstances.

When a child demonstrates challenging behaviors staff will follow the Child mental health and social emotional well-being procedure (Reference to Procedure 45) in order to address the concern and provide support to the child and family which includes, but not limited to the following:

- Teaching staff will implement in the classrooms positive techniques from Conscious Discipline and the Teaching Pyramid from Center on the Social and Emotional Foundation for Early Learning (C.S.E.F.E.L) that are designed to build social and emotional skills in the children. Classrooms are monitored for this on an ongoing basis by the Disabilities/Mental Health Content Specialist.
- For children with ongoing challenging behaviors, staff will initiate the process of child and family receiving additional support by submitting a Child Concern Form.
- Strategies for the child and resources for the parent will be provided.
- For a child not responding to the strategies, a Child Success Team (CST) Meeting will be held to discuss the possibility of having the Mental Health Consultant provide an Individual Observation for the child. During the Individual Observation, the Mental Health Consultant will be accessible to the parent to give supportive feedback.
- Additional strategies may be recommended by the Mental Health Consultant.

- A Positive Behavior Management Plan will be established.
- Staff will continue to assist the child in gaining acceptable behaviors by modelling and consistently implementing each strategy provided.
- New strategies will be provided as needed.
- A child who continues to display aggressive behaviors that harm others or puts self in danger will result in the management team considering reducing the child’s time in Head Start until the child shows signs of being ready to participate for the full amount of scheduled class time.

Parent/guardian refusal or unwillingness to support the Positive Behavior Management Plan after reviewing Behavior Policy in the Parent Handbook will result in the family being moved to expulsion and parent/guardian will be provided other options for preschool/child care.

- The Suspension and Expulsion Procedure will be presented to the Policy Committee on August 9, 2023.

IV. FINANCING: None



**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
FRESNO MIGRANT/SEASONAL HEAD START
Policies Procedures**

Policy Number 17	Relates to CFR #: 1302.17 (a)-(b)(3)	Page 1 of 3
Notes:		

SUBJECT: Suspension and Expulsion

PERFORMANCE OBJECTIVE: Head Start programs must severely limit the use of Suspensions and prohibit expulsion

OPERATIONAL PROCEDURE:

1. Suspension may only be:
 - a. Temporary in nature
 - b. Used as a last resort in extraordinary circumstances where there is serious threat that cannot be reduced or eliminated by reasonable modifications
 - If at any time a child poses serious harm resulting in medical treatment to another child or adult while at the center or class, the child's parent/guardian will be asked to pick up the child and a meeting will be set up to discuss the incident. Staff may not call parent/guardian to pick up a child early due to behavior without prior consultation and approval from Head Start Director, Maritza Gomez-Zaragoza. If Maritza is not available, approval can be obtained from Mattie Mendez, Executive Director or Maria Garcia, Disability/Mental Health Content Specialist in consultation with Maru Sanchez, Deputy Director- Direct Services.
 - The child will not be allowed to return to the classroom until the meeting has taken place to determine next steps based on the severity of incident.
 - When there is a serious safety issue involving extreme aggressive behavior, a reduced schedule (temporary suspension) may be utilized.
 - The reduced scheduled will be based on the child's ability to cope within a social environment and will be assessed through child observations and progress notes to determine periods of successes and challenges.
2. Prior to determining whether ongoing temporary suspension is necessary, the program will:
 - a. Have Disabilities/Mental Health (D/MH) Specialist observe child's classroom management strategies for effectiveness (reference Policy 45). and provide supportive recommendations
 - b. Have Teachers complete ASQ-SE2 from classroom environment perspective



COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY FRESNO MIGRANT/SEASONAL HEAD START Policies Procedures

- c. If deemed necessary, schedule a Team management meeting to develop a support plan
 - d. Engage the mental health consultant as determined by the team
 - e. Collaborate with parent/guardian
 - f. Utilize appropriate community resources – i.e. Behavioral Health, psychologist, or other specialists
 - g. D/MH Specialist will enter in Child Plus for areas of concern and strategies provided
3. If temporary suspension is deemed necessary, the program will help the child return to full participation in all activities as quickly as possible while ensuring child safety by:
 - a. Ongoing engagement with parent/guardian on a regular (weekly) basis and documenting follow -up on Student access log.
 - b. If needed, holding a Case Study Team meeting to discuss need for a formal observation by mental health consultant (reference Policy 33A), and provide strategies for classroom and home
 - c. Continuing to use appropriate community resources
 - d. Developing written plan – Positive Behavior Support Plan (PBSP) to document the action and supports needed
 - o Parent/guardian refusal or unwillingness to support the PBSP at home or class will result in CST meeting to review Behavior Policy in Parent Handbook understanding and development of parenting skills.
 - e. Determining whether a referral to a local agency responsible for implementing IDEA is appropriate
4. Our program will not expel or unenroll a child because of a child's behavior.
 - a. When a child continues to exhibit persistent and serious challenging behavior staff will:
 - Explore all possible steps and document all steps taken to address behavior(s) of which the focus was and continues to be to assist the child in learning appropriate behavior
 - Continuing engagement of a mental health consultant
 - Consider the appropriateness of providing services and supports for a child under section 504 of the Rehabilitation Act and not excluding child on the basis of disability
 - D/MH Specialist will consult with the parent/guardian(s)
 - If child has an IFSP/IEP, consulting with agency responsible for the IFSP/IEP to ensure that the child receives the needed support services.
 - If a child does not have an IFSP/IEP, the program will refer child, with parental consent, to the local agency responsible for implementing IDEA to determine child's eligibility for services.



COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY FRESNO MIGRANT/SEASONAL HEAD START Policies Procedures

- b. Parent/guardian refusal or unwillingness to support the PBSP after reviewing Behavior Policy in Parent Handbook will result in the family being moved to expulsion.
5. Children may be expelled from the program only if management (EHS ^ MSHSH) Disabilities and Mental Health Specialist concludes:
- a. That the safety of the environment cannot be maintained due to a child's persistent and serious challenging behaviors
 - b. Due to the child's behavior, the program is in violation of Community Care Licensing Children's Personal Rights
 - c. The child puts self in unsafe and dangerous situations
 - Staff will work with the family and other involved individuals to assist the family in finding an appropriate placement and directly support the transition of the child into another placement i.e. family child care home with less children, Special Day Class, etc. that will provide a better environment for the child's success.
 - If child has an IFSP or IEP, the appropriate agency will be notified to update the agency of the efforts taken and the need for a more appropriate placement.
 - Staff will support parent/guardian to request IFSP/IEP meeting to inquire about additional assessments.



Report to the Board of Directors

Agenda Item Number: D-12

Board of Directors Meeting for: August 10, 2023

Author: Maru Gasca Sanchez

DATE: July 21, 2023

TO: Board of Directors

FROM: Maru Gasca Sanchez, Deputy Director Direct Services

SUBJECT: CAPMC Migrant/Seasonal Head Start in Collaboration with California Department of Social Services, Migrant Child Care and Development 2023-2024 Program Philosophy, Goals and Objectives and Parent Handbook.

I. RECOMMENDATIONS

Review and consider approving CAPMC Migrant/Seasonal Head Start in Collaboration with the California Department of Social Services, Migrant Child Care and Development 2023-2024 Program Philosophy, Goals and Objectives and Parent Handbook.

II. SUMMARY

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

III. DISCUSSION

- a. Included in the parent handbook is CAPMC's philosophy statement and goals and objectives that support the philosophy.
- b. The parent handbook provides parents with information regarding the following topics:
 - Days and hours of service and holiday schedule
 - Registration process and eligibility requirements, and parent responsibilities
 - Open door policy
 - Sexual Harassment
 - Attendance and absences
 - Communication with staff
 - Health and emergency procedures
 - Uniform Complaint Procedure
 - A copy of the handbook is provided to families enrolling their children at the Sierra Vista center.
- c. Information will be reviewed with parents at time of registration and/or at the first orientation/parent meeting.

- The CAPMC Migrant/Seasonal Head Start in Collaboration with California Department of Social Services, Migrant Child Care and Development 2023-2024 Program Philosophy, Goals and Objectives and Parent Handbook will be presented to the Policy Committee for approval on August 8, 2023.

IV. **FINANCING**

None



**CAPMC Madera Migrant/Seasonal Head Start in
Collaboration with California Department of Social
Services, Migrant Child Care and Development**

PARENT HANDBOOK

2023-2024



Community Action Partnership of Madera County welcomes
your family to our Head Start/State Based Migrant Program

This handbook was designed to assist families with understanding the requirements to participate in a Head Start/State funded preschool program. We look forward to serving you!

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



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PROGRAM DESIGN

Dear Parent:

Welcome to the Madera Migrant/Seasonal Head Start in Collaboration with California Department of Education, State Based Migrant program. We hope that this information will help to prepare you and your child for some of the new and exciting learning experiences you will have this year. We would also like to thank you for your patience and cooperation during the registration process. The forms you completed and the information you provided helped determine your eligibility and supplied us with important information about your child. The information you provided is confidential and exclusive to authorized program staff.

Our agency provides comprehensive services to approximately 519 children and their families. A variety of program options are designed to provide the best quality child and family development services possible with the funding allowed.

We want to meet the growing needs of the children and answer questions you may have about program services. Please feel free to call me or your Center Director with any questions, ideas, or comments.

Sincerely,

Marilza Gomez-Zaragoza

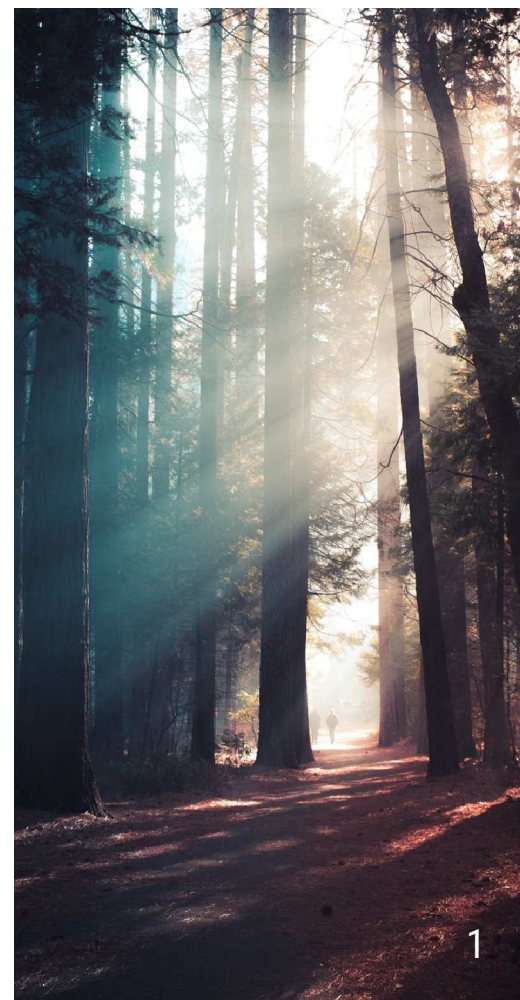
Head Start Program Director

OUR MISSION

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

OUR VISION

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



PROGRAM DESIGN

Services

Our program provides services in centers in Madera County. Services are provided to children from 6 weeks to 5 years of age. Centers are open from 8 to 10 hours. The Madera Migrant Head Start Centers hours of operation will vary depending on the needs of families.

Center Schedule

During the peak season, the center schedule MAY change to accommodate the family's needs. In order to do so, parents will need to communicate their needs to the Center Director. Also, when work schedules change and the need to keep a center open early is no longer necessary, parents need to share the information with the Center Director. The program will work with the families to meet their needs, within the program's ability to do so.

Equal Access/Non-Discrimination

CAPMC Head Start Staff, consultants, contractors, parents and volunteers will respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, family composition, or political affiliation.

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

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

CENTER LOCATION

SIERRA VISTA

917 Olive Ave. Madera, CA 93638
559-675-8425

Center Supervisor: **Lina Bojorquez**
Contact Number: 559-675-9137
Fax Number: 559-675-3857

Family Advocate: **Maria Eugenia Castillo**
Contact Number: 559-675-8425

Family Advocate: **Geidy Mendoza**
Contact Number: 559-675-9137

Area Manager: **Evelyn Moctezuma**
Contact Number: 559-507-8036

CENTRAL OFFICE

1225 Gill Avenue
Madera, CA 93637
Phone: 559-673-0012
Fax: (559) 661-8459
www.maderacap.org

Health Services:

Content Specialist: Patricia Almanza
Contact Number: 559-507-8031

Nutrition Services:

Content Specialist: Tammy McDougald
Contact Number: 559-507-8033

Parent & Program Governance Services

Content Specialist: Maribel Aguirre
Contact Number: 559-277-5844

Disability & Mental Health Services

Content Specialist: Julie Doll
Contact Number: 559-507-8026

Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) / Family Services

Deputy Director Direct Services: Maru Gasca Sanchez
Contact Number: 559-507-8029

Open Door Policy

We welcome parents at any time, in any area of our school. Parents are always welcome to call or drop in to see your children at any time during regular childcare hours. We encourage parent involvement, especially on special events that happen during the program.

Sexual Harassment

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

Confidentiality

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



Center Group Sizes

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

Infant (Birth to 18 Months)	Toddler (18 Month to 36 Months)	Preschool (36 Months to enrollment in Kinder)
1 adult for every 2 infants Maximum of 9 children	1 adult for every 4 toddlers Maximum 9 children	1 adult for every 8 preschoolers Maximum 20 children

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

PROGRAM PHILOSOPHY

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

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

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

We also believe:

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

Program Self Evaluation

Continuous Improvement:

Our goal is to implement an effective annual program self-evaluation process to support continuous improvement.

The process includes:

- Assessment of the program by parents using the Desired Results Parent Survey
- Assessment of the program by staff and board members using the Program Monitoring Instrument, Desired Results Developmental Profile, Environmental Rating Scale tools, and California's Quality and Improvement System
- Based on the results, goals and action steps are developed and implemented.

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

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Parent Education and Engagement

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

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

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

Opportunities to participate include, but are not limited to:

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

Other ways to participate in our program

Parent Education/Curriculum

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

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

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

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

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

Family Partnership Agreements

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



PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Parent Education and Engagement

Family Assessments/Referrals

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

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

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

Surveys/Data Process

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

Collected data is entered into our data based system which generates reports for staff to review, analyze and evaluate. Based on the results, staff make recommendation for changes, additions, or enhancement to program services.

Male/Father Engagement

The program provides opportunities for fathers to enhance their skills, knowledge and understanding of the importance of being engaged with their children.

Male/Father engagement strategies include but not limited to the following:

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



PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Health Services

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

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

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

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

Test for anemia, lead poisoning, tuberculosis, blood pressure and other screening as needed by each individual child

****NOTE** No assessment will be completed without parent's notification and approval.**

Immunizations

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

Dental Health

Children ages 0-2 are required to receive a dental screening as part of their series of well-baby exams.

Children ages 3-5 are required to see a dentist for a dental exam within 90 calendar days of enrollment.

Please ask us if you need help finding a dentist.

Physical Assessments/Screenings

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

Medical and Dental Emergencies

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

Minor Incident:

- First aid will be provided on site
- Accident report will be completed and discussed with parent

Life Threatening Condition

- CALL 911
- Parent/guardian will be called. If unavailable,
- emergency contacts
- Staff will complete Accident Report and Unusual Incident/Injury Report



PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Health Services

When your child is ill...

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

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

Our centers are following current guidance regarding COVID-19 from the Madera County Public Health Department. The Center Director or Family Advocate will inform you of current guidance when needed.

Medication Procedure

When a child must take medication at school, the proper medication forms and documentation must be submitted prior to any medication being administered to the child or accepted at the site. This includes any Emergency medication for such conditions as asthma, allergies, or seizures. The following process must be followed prior to any medication being brought to the center: Complete Consent for Administration of Medication and/or other necessary Individualized Health Care Plans. Parent/Guardian and Physician's signatures must be present on all required forms and medication. Medication MUST have: name of medication, dosage/route of medication, administration schedule, and possible reactions. Emergency Medication and all documentation must be submitted prior to a child's enrollment. Additional documentation may be requested. If the center is informed of a child's diagnosis and need of emergency medication AFTER enrollment, the emergency medication and all forms must be submitted to the center within 10 calendar days during this time, the child may not attend the center. Termination will be considered if the parent fails to provide medication and documentation.

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



Daily Health Observation

A Daily Health check will be conducted on each child and accompanying adult immediately upon arrival. This will include temperature checks and COVID 19 questions. Inform centers staff of any recent illness, injuries, or concerns to insure your child is in good health to participate in the daily activities. Keep your child home if they are ill. If it is determined that child is ill once you have left, your child will be isolated from others, and you will be contacted to pick your child up from for the day.

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Nutrition Services

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

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

Non-Discrimination Statement

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form http://www.ascr.usda.gov/complaint_filing_cust.html or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send you completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W. Washington, D.C. 20250-9410, by fax (202) 690-7442 or by email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

"USDA is an equal opportunity provider and employer"

Meal Services

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

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

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

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



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

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Education Program

Our goal is to ensure all children are making progress in the domains of physical, cognitive, language, and social - emotional development.

Our goal is to provide a program approach that is developmentally, linguistically and culturally appropriate. A program that is inclusive of children with special needs.

Families and educators collaborate to establish school readiness goals for children along strategies for home and school. Progress on school readiness goals is discussed and plans are adjusted to meet children's developmental needs.

Physical development is supported by:

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

Social/Emotional development is supported by:

- Building trust
- Planning routines and transitions so they can occur in a predictable and unhurried manner
- Help children develop emotional security and competence in social relationships

Cognitive & Language skills are supported by:

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



PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Education Program

Assessment

"Desired Results Developmental Profile." The DRDP (2015) is an assessment that teachers use to gather information to support children's learning and development.

Teachers complete the DRDP (2015) three times a year while observing children as they spend time in typical everyday activities and routines, whether at home, or at school. In addition to these observations teachers might ask parents to share what they see their child doing.

Parent Conferences/Home Visits

At least 4 times a year your child's teacher will meet with you to share information and plan their work for your child and your family.

1. At parent conferences, you can ask any questions that you might have about the DRDP (2015) results, your child's progress and an individualized plan is developed.
2. Talk with your child's teacher about what to expect for your child's development.
3. Make sure that your child's teacher knows about the adaptations your child uses every day.

CAPMC-MADERA MIGRANT HEAD START Stanislaus County Office of Education (SCOE)/Central California Migrant Head Start (CCMHS)

SCHOOL READINESS PLAN GOALS AND OBJECTIVES



PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Education Program

Curriculum / Environment

Our environments are set-up based on our adopted curriculum. Creative Curriculum is a comprehensive, research-based curriculum that features exploration and discovery as a way of learning, enabling children to develop confidence, creativity, and lifelong critical thinking skills.

Our goal is for each of our classrooms to provide a safe, healthy and welcoming environment that supports the broad development needs of children. An Environment Rating Scale is completed on each classroom annually by an assessor. The assessor and educator collaboratively develop and take action steps for continuous quality improvement.

Preschool Schedule

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

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

Transition Activities

The program has developed activities to make the transition from home to Head Start and from Head Start to Kinder a positive experience. For example:

- Children and parents will have 2-3 Transition Days depending on the age of the child, introducing them to their new environment, activities and the staff. Whenever necessary, parents can extend the transition period to ensure the child is comfortable.
- An individualized Transition Plan is developed in collaboration with parent and teacher. Supports for children with special needs will also be outlined.
- In preparation for transitioning to Kindergarten, teachers will collaborate with elementary schools. Support will be provided to ensure children are enrolled in Kindergarten.

Inclusion of all children

A critical aspect of best practice in early childhood education is the inclusion of all children. By incorporating the concept of Universal Design for Learning, The Creative Curriculum shows how to implement a high quality inclusive program. When teachers use this Curriculum, they support the learning of all children, including English-language learners, advanced learners, and those with disabilities and developmental delays. By providing a variety of formats for instruction, learning, and assessment, teachers offer children multiple ways of acquiring knowledge and skills.

Madera Head Start serves culturally and linguistically diverse children and families. In response, this agency implements strategies and practices that identify and support all children. For children who are dual language learners, the agency provides modifications, adaptations, and enhancements to ensure full access and effective participation in the daily learning experiences. These strategies and practices vary depending upon the type of educational setting and the particular language compositions (profiles) of the children and educators. The Plan Language Approach identifies the essential principles and strategies to be adopted by staff and supported by management in order to ensure that children enter kindergarten ready to learn.


Field Trips

Field trips have an educational purpose that are incorporated into the classroom activity plans. Children are only allowed to participate in field trips with parent's written consent. Educators may take children on neighborhood walks, encouraging children's conversation and observation. Prior to bringing children walk routes are visited by staff and approved by management to ensure safety and appropriateness.

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Education Program

Head Start Early Learning Outcomes Framework



	CENTRAL DOMAINS				
	APPROACHES TO LEARNING	SOCIAL AND EMOTIONAL DEVELOPMENT	LANGUAGE AND LITERACY	COGNITION	PERCEPTUAL, MOTOR, AND PHYSICAL DEVELOPMENT
▲ INFANT/TODDLER DOMAINS	Approaches to Learning	Social and Emotional Development	Language and Communication	Cognition	Perceptual, Motor, and Physical Development
● PRESCHOOLER DOMAINS	Approaches to Learning	Social and Emotional Development	Language and Communication Literacy	Mathematics Development Scientific Reasoning	Perceptual, Motor, and Physical Development

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

PARENT, FAMILY, AND COMMUNITY ENGAGEMENT FRAMEWORK (PFCE)

Positive & Goal-Oriented Relationships			
Equity, Inclusiveness, Cultural and Linguistic Responsiveness			
PROGRAM FOUNDATIONS	PROGRAM IMPACT AREAS	FAMILY OUTCOMES	CHILD OUTCOMES
Program Leadership Professional Development Continuous Learning and Quality Improvement	Program Environment Family Partnerships Teaching and Learning Community Partnerships Access and Continuity	Family Well-being Positive Parent-Child Relationships Families as Lifelong Educators Families as Learners Family Engagement in Transitions Family Connections to Peers and Community Families as Advocates and Leaders	Children are: Safe Healthy and well Learning and developing Engaged in positive relationships with family members, caregivers, and other children Ready for school Successful in school and life

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

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Disabilities Services

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

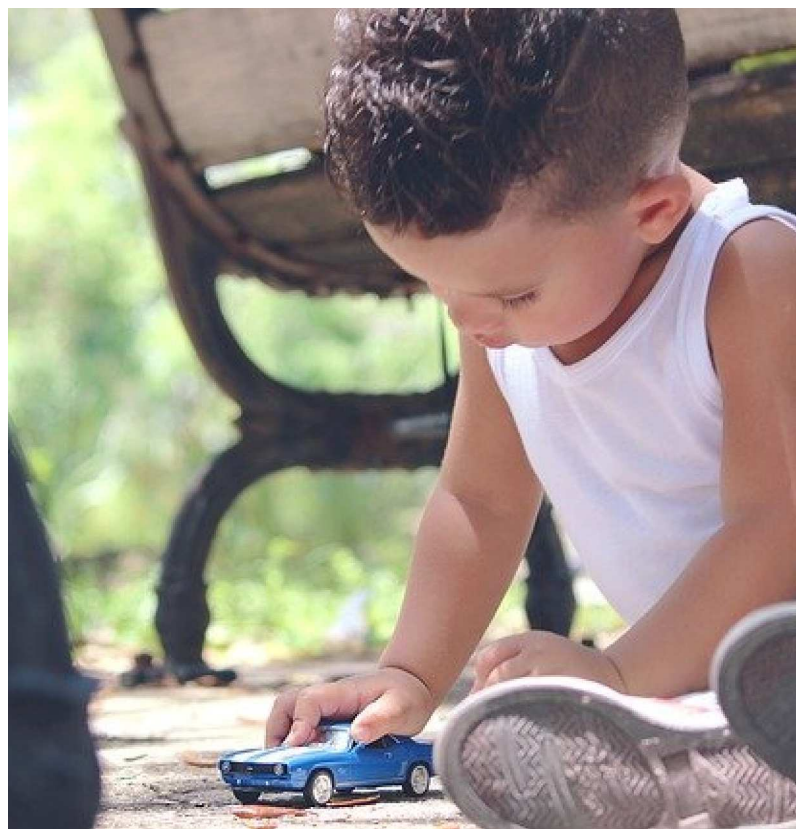
Disability Service Area Objectives

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

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

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

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



PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Mental Health Services

Goals and Objective of the Mental Health Program

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

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

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

Prevention Goals

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

Identification and Referral

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

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

Treatment

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

Helping Children Make Good Choices

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

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

*Time outs (Performance Standards 1304.52(h) (iii-iv))

*Using food as a punishment or reward (Performance Standards 1304.23(c)(2))

*Use of corporal punishment (State Licensing Sec. 101223)

Social Emotional Curriculum

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

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Mental Health Services

Our program prohibits or severely limits the use of suspension and expulsion. Children will not be unenrolled or expelled based solely on their behavior. Temporary suspensions for behavior will only be used as a last resort in unusual situations where there is a serious threat that doesn't improve through reasonable modifications.

If a temporary suspension is deemed necessary, the program will help the child return to full participation in all program activities as quickly as possible while ensuring child safety by continuing to work with the parents and a mental health consultant, and continuing to utilize appropriate community resources.

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

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

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

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

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

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

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

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

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

SELECTION & ENROLLMENT PROCESS

Waiting List

The program has limited openings for eligible families. The first step to access center-based program services is to be placed on our waiting list. Families must qualify for both Head Start and State Programs to be eligible for enrollment. Children with disabilities are encouraged to apply.

Head Start Selection Criteria

A family wishing to enroll their children in the Migrant/Seasonal Head Start Program must meet all four of the following requirements:

1. Age: Children must be under the age of compulsory school attendance.
2. Migrant Status: The family must have moved during the past twenty four months for the purpose of engaging in agricultural employment.
3. Source of Income: More than 50% of the earned family income during the previous 12 months was earned from seasonal agricultural work.
4. Income Level: The gross family income during the past 12 months or calendar year is at or below the Federal Poverty Income Guidelines.

Agricultural work means, for the purpose of eligibility, all service performed:

- 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;
- 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.
- 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.

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.

State Admission Priorities

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

- First: Child protective services, or at-risk of abuse, neglect or exploitation
- Second: Admission priority based on adjusted gross monthly income & family size.
- When multiple families are within the same ranking.
- Child with exceptional needs within the same ranking is admitted first.
- Dual Language Learners
- Entry with the oldest application date is admitted second.



SELECTION & ENROLLMENT PROCESS

Ways to Apply

Step 1: Contact us

Call: (559) 675-8425 or 559-675-9137

Step 2: Complete Application Packet and submit documentation

Complete forms, gather documents listed on the checklist.

Once you gather documents, schedule an appointment with the Advocate by calling her at the site of preference

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

The Advocate will review the packet and contact you to complete your Head Start application. You will now be on the eligibility list.

Step 3: Verify Eligibility

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

When an opening occurs: The advocate will contact you to collect any updated eligibility documentation and have you sign your State application.

Family Data File

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

Sign In/Out

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

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

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

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

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

REGISTRATION PROCESS AND ELIGIBILITY

To be eligible to receive subsidized childcare and development services, families must meet the income eligibility and need requirements as specified in the Funding Terms and Conditions and Head Start Performance Standards. The child must also meet the age criteria for which the center is licensed. The Funding Terms and Conditions and Head Start Performance Standards are available for review at each center.

Priorities for Admission

If there are no vacancies in the program, families will be placed on a waiting list. As vacancies occur families will be contacted by income ranking order according to the following priorities:

Head Start

First priority must be given to children that have 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.

Second priority must be given to children from families that meet Head Start income guidelines, in income ranking order based on the most recent income ranking schedule adopted by the State Superintendent of Public Instruction.

Third priority must be given to children from eligible families that meet applicable Head Start priorities as stipulated in the Eligibility, Recruitment, Selection, Enrollment, and Attendance requirements (45 C.F.R. Part 1305).

Children of migrant agricultural worker families shall be enrolled in Migrant Child Care and Development Program on the basis of the following priorities:

STATE

- **First: Current Move** (moved within 12 months preceding) Within each income ranking prioritized as follows:
 1. Exceptional needs or Severely Disabled
 2. Dual language learners
 3. Earliest wait list date
- **Second: Former Move** (qualified under 1st priority in past 5 years & is currently dependent on agricultural work) Within each income ranking prioritized as follows:
 1. Exceptional Needs or Severely Disabled
 2. Dual language learners
 2. Earliest wait list date
- **Third: No Move:** (Family resides in rural agricultural area) Within each income ranking priorities as follows:
 1. Exceptional Needs or Severely Disabled
 2. Dual language learners
 2. Entry with oldest application date

Family Member Requirement

Verification of the parents and the names, gender, and birthdates of the children identified in the family size that link the child to the parent/guardian.

Documentation may include:

- Birth certificates
- Court orders regarding child custody
- Adoption documents
- Records of Foster Care placements
- School or medical records
- County welfare department records



REGISTRATION PROCESS AND ELIGIBILITY

Income Requirement

Income will be calculated based on the previous 12 months – the 12 months will be based on when the enrollment application is taken. Family must have earned at least fifty percent of its total gross income from employment in fishing, agriculture, or agriculturally related work. Verification of all gross income earned from the past 12 months for each adult counted in the family size is required. Income documentation may include:

- Employee wage stubs
- Cash Aid and other benefits (statement or Passport to Services of Cash Aid and other benefits received, itemized by the months)
- Public Cash Assistance
- Child support received and/or paid out
- Disability or Unemployment Compensation
- Gross Income from Self-Employment (minus business expenses, except wage draws)
- Workers Compensation
- Spousal Support
- Survivor Benefits
- Retirement Benefits
- Dividends, interest on bonds, income from estates or trust, net rental income or royalties
- Rent for Room within the Family's Residence

- Financial Aid received for the care of a child living with an adult who is not the child's biological or adoptive parent
- Veteran's Pension
- Pensions or Annuities
- Inheritance
- Allowances for Housing
- Portion of Student Grants/Scholarships not identified for educational purposes as tuition, books or supplies
- Social security pay document
- Other Enterprise For Gain
- Unemployment award letter/stubs
- Employee payroll summary from your employer
- For self-employed parents-copies of your tax returns, receipt for services, documentation of deductions etc.

To calculate a family's adjusted monthly income for purposes of determining income eligibility and/or calculation a family fee:

- a. Weekly for 52 pay periods;
- b. Every two weeks for 26 pay periods;
- c. Twice monthly for 24 pay periods; or
- d. Monthly for 12 pay periods.

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 proceeding 12 months.

Note: If the family is receiving services because the child is at risk of abuse, neglect, or exploitation or receiving child protective services and the written referral specifies that it is necessary to exempt the family from paying a fee, then the parent will not be required to provide documentation of income.

We will not collect your packet application without the complete income documentation.

REGISTRATION PROCESS AND ELIGIBILITY

Need Requirement

In addition to meeting the income requirement, every adult counted in the family size must have a need for services. A family has a need for services when they meet one of the following criteria: Employed, actively seeking employment, participating in a vocational training or education program to attain High School diploma or High School equivalency certificate, engaged in an English language learners' course, be incapacitated, seeking permanent housing or experiencing homelessness, be at-risk of abuse, neglect or exploitation, or have an active child protective service case.

Need documentation requirements are as follows:

Employed

Parents/Guardians who are employed must submit an Employment Verification form completed and signed by the employer, payroll clerk, or authorized representative.

If self-employed, a Self-Employment Verification form must be completed. The nature of the work must preclude the supervision of your children.

Parents/Guardians who are employed by a temporary agency, who are "on-call," do pick-up work or whose work schedule is not predictable must submit records regarding the time worked in the preceding 4 weeks. If the parent's/guardian's employment is in the family's home or on property that includes the family's home, the parent must provide justification for requesting subsidized childcare and development services based on the type of work being done and its requirements, the age of the family's child for whom services are sought.

If the parent/guardian is a licensed family day care home provider, he/she is not eligible for subsidized services during the parent's/guardian's business hours because the employment does not preclude the supervision of the family's child.

Travel time to and from the location at which services are provided and the place of employment cannot exceed half of the daily hours authorized for employment to a maximum of four hours per day. If the parent/guardian is employed anytime between 10:00 p.m. and 6:00 a.m., sleep time cannot exceed the number of hours authorized for employment and travel between those hours.



REGISTRATION PROCESS AND ELIGIBILITY

Vocational Training or Education Program

Parents/Guardians in a vocational training program leading directly to a recognized trade, paraprofessional, or profession, shall be limited to six years of enrollment from the initiation of services, or 24 semester units after attaining a Bachelor of Arts Degree, whichever expires first.

1. Parents/Guardians must have on file a Training Verification form from the sponsoring agent/school regarding the type of training and the number of hours per week during which the training takes place. Training verifications will only be accepted if they contain the following:
 - a. The parent's/guardian's vocational goal and anticipated completion dates of all training to meet the vocational goal are clearly stated
 - b. The beginning and ending dates of the current semester/term are clearly stated the training schedule, including the course titles, times and days of classes, is filled out completely and properly
 - c. Signature of the parent/guardian, and the signature and stamp of the school seal by the agency/school registrar/program director
2. If the training institution will not complete the training verification, then the following documentation is required:
 - a. Parent/Guardian completes and signs the Training Verification as outlined in Section 1, leaving the "signature and stamp of registrar of school organization"
 - b. Attach an electronic class schedule printout with the current class schedule, with course titles, days and times of each class or
 - c. Attach an official letter signed and stamped from the training organization that states name of school, date training will begin/end and anticipated completion date for training/education
3. Report cards, transcripts or other records must be provided to document adequate progress. Documentation will be reviewed and monitored for ongoing eligibility for services based on vocational training programs at re-certification. Parent/guardian must earn 2.0 GPA or in a non-graded program, pass the program's requirements in at least 50 percent of the classes. The first time the parent/guardian does not make adequate progress the parent/guardian may be recertified and may continue to receive ongoing services. If adequate progress is not made at the conclusion of this eligibility period, services for this purpose shall be discontinued.
 - a. Online or televised instructional classes that are unit bearing classes from an accredited training institution shall be counted as class time at one hour per week for each unit. The parent/guardian must provide a copy of the syllabus or other class documentation and the Web address of the online program. The accrediting body of the training institution shall be those recognized by the United States Department of Education
 - b. Travel time to and from the location at which services are provided and the training location cannot exceed half of the weekly hours authorized for training to a maximum of four hours per day
 - c. Study time may be granted for two hours per week per academic unit in which the parent/guardian is enrolled

Engaged in English Language Learners Courses or Attain High School Diploma or High School Equivalency Certificate

Parents engaged in an educational program for English Language Learners (ELL) or a program to attain a high school diploma or general educational development (GED) certificate (which is now referred to in law as a High School Equivalency (HSE) certificate) must have an Educational Program Verification form on file for the agency/school attending including the type of training and days/hours during which the training takes place. Educational Program Verification will only be accepted if they contain the following:

1. The beginning and ending dates of the current semester/term are clearly stated
2. An electronic class schedule printout or a written training schedule that includes the course titles, times and days of classes
3. Signature of the parent/guardian and the signature or stamp of the school seal by the agency/school registrar/program
4. Director will be required if an electronic class schedule is not available.

Actively Seeking Employment

Parents/Guardians must submit a Request to Actively Seek Employment form. Actively seeking employment is limited to no more than five days per week and for less than 30 hours per week.

REGISTRATION PROCESS AND ELIGIBILITY

Incapacitation

- An adult counted in the family size may be incapacitated. Verification by a legally qualified professional must be provided on a Statement of Incapacity form (CD-9606). The form must be completed and submitted before subsidized child care services may begin. Child care and development services shall not exceed 50 hours per week.

At-Risk or Child Protective Services Families

- Children at-risk of abuse, neglect, or exploitation, and referred from a child welfare service worker or a legally qualified professional in a legal, medical, social services agency, or an emergency shelter may receive child care and development services. The written referral must be dated within six (6) months of the date of application for services.
- Children receiving child protective services (CPS) through the county welfare department may receive child care and development services if referred by a county child welfare service worker. The referral must stipulate that child care and development services are a necessary component of the child protective services plan. The referral must be dated within six (6) months of the date of application for services.

Both At-Risk and CPS written referrals for families/children must contain each of the following items:

1. The name and birth date of each child being referred for service
2. The frequency of needed child care services (number of days per week and number of hours per day child care is needed for each child)
3. The referral must be written on the referring agency's letterhead
4. The probable duration of the child protective service plan or the at-risk situation, and the need for child care and development services
5. The name, business address, telephone number, license number and signature of the "legally qualified professional" who is making the referral
6. For CPS- A referral letter by a county child welfare service worker from the local county welfare department certifying that the child is receiving child protective services, and child care and development services are a necessary component of the child protective services case plan
7. For At-Risk- A referral letter by a legally qualified professional from a legal, medical, or social service agency, or an emergency shelter certifying that the family is at-risk of abuse, neglect, or exploitation and child care and development services are needed to reduce or eliminate that risk

Seeking Permanent Housing

Child care and development services are limited to no more than 5 days per week and for less than 30 hours per week. Parent/Guardian must submit a Request to Seek Permanent Housing form. If the family is residing in a shelter, services may also be provided while the parent/guardian attends appointments or activities necessary to comply with shelter participation requirements.

Homelessness

The family must submit a written referral from an emergency shelter or other legal, medical or social services agency.

Documentation of Child's Exceptional Needs

For children with exceptional needs, the basic data file will contain the following:

1. Active Individualized Family Service Plan (IFSP) or Individualized Education Plan (IEP) developed by IEP Team.
2. Include information as specified in Education Code Section 56026 and Title 5 California Code of Regulations, Section 3030 and 3031.

Duration of Service Requirement

Once the family has met the eligibility and need requirements, the family is eligible for childcare and development services for not less than twelve (12) months.

Exceptions:

- Families who are certified as income eligible & during their certification period, their income exceeds 85% of the state median income as notified at the time of certification and recertification.
- Families who do not follow agency policy (Attendance policy, delinquent fees, etc.....)

REGISTRATION PROCESS AND ELIGIBILITY

Verifying Ongoing Eligibility

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

Change in Service Level

Parents may voluntarily report changes by submitting a Request to Change Services Form. The form must contain the requested change with the days and hours per day requested of care, effective date of the proposed change, acknowledgment that the parent understands that they may retain their current service level and support documentation. Changes can only be approved if funding is available. Notice to approve and/or deny changes will be issued not later than ten (10) business days after receipt of applicable. Changes in service level include:

- Increase days and/or hours of care
- Change in Income over 85%
- Vacation of parent or child (Request for gap in service)

Please notify staff within five (5) calendar days of your address or telephone number changing to ensure we always have accurate contact information.

Family Disenrollment

When a family chooses to disenroll from the program, it is required that they notify the program in writing at least two (2) weeks in advance of the last day of attendance.

The program may deny services or disenroll a family for any of the following reasons, which include, but are not limited to:

- a. Non-compliance of the program policies
- b. Knowingly misrepresenting eligibility, using incorrect or inaccurate information to obtain a benefit that the parent would otherwise not be entitled to receive.
- c. Abandonment of Care starts after 7 consecutive days of no contact from families Abandoned childcare for seven (7) consecutive days without notice. The - program does not allow families to be enrolled in the program if they are not using child care unless a gap in service has previously been approved
- d. Failure to adhere to Child Attendance Plan
- e. Failure to provide current and correct information at the time of certification or recertification
- f. Failure to use certified care as agreed upon between the parent and the program
- g. Delinquency in the payment of family fees
- h. Family income exceeds the maximum income guidelines
 - i. Failure to keep appointments
 - j. Unavailability of program funds
- k. Violation of the Safe School policy. Our office and child care facilities are alcohol, drug and weapon free zones

In accordance with CDSS, CCD, Early Learning and Care Division guidelines, families will be mailed a Notice of Action at least nineteen (19) days prior to disenrollment from the program.

Those families who are disenrolled for not following the programs policies shall be placed on a one (1) year penalty period during which the family shall not be eligible for services. The penalty period shall start from the termination effective date included in the Notice of Action. This penalty does not apply to families who have discontinued services by their own request.

Continuity of Services (WIC 10271(c))

To promote the continuity of childcare and development services, a family that no longer meets a particular program's income, eligibility or need criteria may have their services continued if the contractor is able to transfer that family's enrollment to another program for which the family continues to be eligible prior to the date of disenrollment of services. The transfer of enrollment may be to another program within the same contracting agency or to another agency that administers state or federally funded childcare and development programs.

PARTICIPANT QUALIFICATION & CONDITIONS

Family Fee Policy

Enrollment in this collaboration program requires parents to follow both Head Start and State requirements. Head Start does not require parents to pay a fee; however, California Department of Social Services, Child Care and Development (CDSS, CCD) may. When a family's income falls above a certain range and is enrolled in a program requiring a need, the family will be required to pay a family fee. Family fees are charged and collected in accordance with CDSS, CCD regulations. A family fee is based on the level of adjusted gross monthly family income and family size.

Fee Assessment

A family whose income falls within a certain range will be required to pay a family fee. Family fees are charged and collected in accordance with California Department of Social Services, Child Care and Development (CDSS, CCD) regulations. A family fee is based on the level of adjusted gross monthly family income and family size. The family fee is assessed per family, not per individual child.

The fee is based on the child using the most hours of care per month. A part-time fee is assessed per month if childcare is less than 130 hours per month. A full-time fee is assessed per month if childcare is 130 hours or more per month.

Fees will be assessed for families with predictable schedules using the certified days and hours of care. Fees will be assessed for families with unpredictable or variable schedules based upon the average hours of the parent's verified schedule for the four (4) months immediately preceding the certification. In the event that a fee is reassessed at the time of recertification, the reassessed fee will become effective on the first day of the next month. No adjustment shall be made for any excused or unexcused absence. If a gap in service is requested two (2) weeks in advance, fees will be adjusted accordingly. Under no circumstance will fees be adjusted based on a child's actual attendance.

In the event that a family no longer has a fee or is terminated from the program resulting in a family fee credit, a refund will be issued within ninety (90) calendar days.

Exclusions from Fee Assessment

No fees shall be collected from families with an income level that, in relation to family size, is less than the first entry in the fee schedule or if any individual counted in the family size is currently receiving CalWORKS cash aid. Families receiving services because the child is at risk of abuse, neglect or exploitation, may be exempt from paying fees for up to twelve (12) months if the referral specifies that it is necessary to waive the family fee. Families receiving services because the child is receiving protective services may be exempt from paying fees for up to twelve (12) months if the referral specifies that it is necessary to waive the family from paying a fee.

Credit for Fees Paid to Other Service Providers

When the childcare and development program cannot meet all of a family's needs for childcare for which eligibility and need have been established, and services are being provided by another service provider, a fee credit equal to the amount paid to the other provider may be granted not to exceed the fee amount due for the same month. A receipt of payment or canceled check to the other service provider must be submitted on a monthly basis. The parent/guardian must pay any difference. The credit will be applied to the family's subsequent fee billing period. The family may not carry over a fee credit beyond the subsequent fee billing period.

Policy for Collection of Fees

Family fees are accrued monthly and are to be paid in advance of service. They are due on the last business day of each month, prior to service. Fees will be considered delinquent if not paid prior to the seventh day of services in any payment period. Payments are payable in the form of check or money order (Cash will not be accepted).

Upon determination of delinquent fees, the family will be mailed a written Notice of Delinquent Fees to discontinue services. It will state the amount of unpaid fees, the monthly fee, and the period of delinquency.

- **First Delinquent Fee:** If delinquent fees are paid by the effective date of the Notice of Action, the notice to disenroll will be rescinded. If the fees are unpaid, services will be discontinued.
- **Second Delinquent Fee:** If fees are delinquent a second time, the parent will be required to attend a meeting with their ERSEA Specialist to review the family fee policy and must pay delinquent fees by the effective date for the termination to be rescinded. If the fees remain unpaid and parent does not attend a meeting, services will be discontinued as of the effective date of the Notice of Action.

PARTICIPANT QUALIFICATION & CONDITIONS

- **Third Delinquent Fee:** If fees are delinquent a third time, the termination will stand. If the parent/guardian disagrees with the agencies action, they may appeal the notice to disenroll.

For information on how to submit a request for an appeal hearing, see “Notice of Action Complaints - Fair Hearing/Appeal” within this handbook.

If a family is disenrolled for failure to pay fees, one (1) year period of ineligibility will follow the termination of services. Fees must be paid prior to being placed back on the waiting list. A reasonable request for a payment plan from the parent/guardian for payment of delinquent fees may be accepted but may be limited to three (3) months.

Families on a payment plan must stay current with their current month’s fees and make additional payments for past due amounts as agreed upon in the payment plan.

Note: If a family does not receive a bill, they are still responsible to pay their family fee on time.

Countable/Non-Countable Income Reference Sheet

COUNTABLE/NON-COUNTABLE INCOME REFERENCE SHEET

Countable Income is income of individuals counted in the family size that shall be included when calculating the adjusted monthly income for purposes of determining income eligibility and family fees.	Non-Countable Income is income of individuals counted in the family size that shall be excluded when calculating the adjusted monthly income for purposes of determining income eligibility and family fees.
<ol style="list-style-type: none"> 1. Gross wage or salary, commissions, overtime, tips, bonuses, gambling or lottery winnings 2. Wages for migrant, agricultural, or seasonal work 3. CalWORKs cash aid 4. Gross income from self-employment less business expenses with the exception of wage draws 5. Disability or unemployment compensation 6. Worker’s compensation 7. Spousal support, child support from the former spouse or absent parent, or financial assistance for housing costs or car payments paid as part of or in addition to spousal or child support 8. Survivor (i.e., SSA) and retirement benefits 9. Dividends, interest on bonds, income from estates or trusts, net rental income or royalties 10. Rent for room within the family’s residence 11. Financial assistance received for the care of a child living with an adult who is not the child’s biological or adoptive parent 12. Veteran’s pension 13. Pension or annuities 14. Inheritance 15. Allowances for housing or automobiles provided as part of compensation 16. Insurance or court settlements for lost wages or punitive damages 17. Net proceeds from the sale of real property, stocks or inherited property 18. Other enterprise for gain 	<ol style="list-style-type: none"> 1. Earnings of child under eighteen (18) years 2. Loans 3. Grants or scholarships to students for educational purposes 4. Federal Supplemental Assistance Program (CalFRESH/SNAP) or Women, Infants and Children (WIC) benefits or other food assistance 5. Earned Income Tax Credit or tax refund 6. Foster care grants, payment or clothing allowances for children placed through child welfare services 7. Relative Caregiver Funding Program 8. California Guaranteed Income Pilot Program 9. GI Bill entitlements, hardship or hazardous duty, hostile fire or immediate danger pay 10. Adoption assistance payments 11. Non-cash assistance or gifts 12. All income of any individual counted in the family size who is collecting federal Supplemental Security Income (SSI) or State Supplemental Program (SSP) benefits 13. Insurance or court settlements including pain and suffering and excluding lost wages and punitive damages 14. Reimbursements for work-required expenses that include uniforms, mileage, or per diem expenses for food and lodging 15. Business expenses for self-employed family members 16. When there is no cash value to the employee, the portion of medical and/or dental insurance documented as paid by the employer and included in gross pay 17. Disaster relief grants or payments, except any portion for rental assistance or unemployment 18. AmeriCorps Volunteers In Service to America (VISTA) and Federal Emergency Management Agency (FEMA) stipends, room and board, and grants

Note: Verified child support payments paid by the parent whose child is receiving child development service may be subtracted from family’s countable income

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

ATTENDANCE AND ABSENCES

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

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

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



Child Abuse Reporting

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

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

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

Infant and Child Car Seat

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

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

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

Active Supervision

Active supervision and safety of children is every staff and parent/guardian responsibility. Supervision is bait to safety and prevention of injury and maintaining quality childcare. No child will be left alone or unsupervised at any time by staff and/or parent/guardian.

Child Count Board

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

Doors and Gates

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

Pets

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



Children with Special Health Needs

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

Sate School Notice

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

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

**SAFE SCHOOL
NOTICE**



**ALCOHOL, DRUG AND
WEAPON FREE ZONE**

Emergencies

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

Diapers

The program provides diapers/pull ups while children are in care for children who are not yet potty-trained.

Napping

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

Infants have their own individualized nap schedule. All infants must have a sleep environment that prevents injury and decreases the risk of Sudden Infant Death Syndrome (SIDS)

- Nothing is covering the infants head
- Sleeping on his or her back
- Dressed in sleep clothing, such as a one-piece sleeper
- No blanket, pillows, toys or loose objects
- Staff supervise napping infants and document sleep checks every 15 minutes
- Sleep plans will be developed with parents. Plans document the infants' first time rolling over.

Safe Environments

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

Procedures for Walking Your Child to Head Start Center

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

When you cross the street with your child:

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

No Siblings Allowed in the Classroom

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

The Adult Role in the Classroom

Adults model behavior for children by setting up appropriate environments and guidance techniques. The adult role is to facilitate learning. Children learn when they are given opportunities to problem solve and are encouraged in their efforts. You are a role model!

Adult Immunization Requirement

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

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

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

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

Holiday/Celebrations Policy

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

Refrain from Religious Instruction

We refrain from religious instruction.

Clothing and Items from Home

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

Practices During COVID-19 Pandemic

Our program's main focus is to maintain the health and safety of the children, families, and staff. To meet the challenges of COVID-19, our program follows current guidance from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and Madera County Public Health Department. The following procedures will be in place during this program year until further guidance.

- **Daily Morning Checks:** Temperature checks will be conducted before a child is signed in for the day. Once the child is cleared, he/she will be taken to their assigned classroom.
- **Health Exclusions:** If a child becomes ill during the day, the child will be placed in isolation and parent/guardian will be contacted to pick up the child.
- **Classroom Sanitation:** Classrooms and materials will be cleaned and disinfected to enhance the health and safety of the children and staff. The Food and Drug Administration (FDA) and Environmental Protection Agency (EPA) approved disinfectant Betco ph7q will be utilized.
- The frequency of **cleaning and disinfecting** items will be enhanced during exposures to a positive case.
- **Face Masks:** Face mask will be readily available to adults and children over the age of 3. A sign will be posted at the front gate when and if a mask will be required to be worn indoors based on recommendations from the California Department of Public Health COVID-19 Community Levels

POLICIES

Standards of Conduct - All Adults

All parents, guardians, and all other adults present at the center will follow basic Standards of Conduct. These standards must be followed during all interactions.

The Standards of Conduct are as follows:

1. Remember that the decisions made and actions taken benefit the children that are served;
2. Be courteous;
3. Maintain order;
4. Show respect of others;
5. Take responsibility for your own actions;
6. Be punctual; and
7. Communicate effectively

Code of Ethical Conduct

As a staff or parent/guardian of a child enrolled with CAPMC I certify that while present at the program I will demonstrate that:

- I respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability;
- I will follow program confidentiality policies concerning information about children, families, and other staff members.
- I will not leave a child alone or unsupervised while under my care; and
- I will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition, I will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.

Our program parent/guardian violating the Standards and/or Code of Ethical Conduct may be prohibited from being

Child Supervision

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

Staff /Providers will:

- Actively ensure that our environments are safe and no child will be left alone or unsupervised at any time.
- Develop a Child Active Supervision Plan which describes how staff actively ensures that our environments are safe and that children are actively supervised. Elements include
 - *Arrival//Departure
 - *Restroom Planning/Diapering
 - *Indoor/Outdoor Transition
 - *Meal & Nap Times
 - *Zoning & Child Counts
 - *Plans for children needing extra support
- Participate in training and monitoring support compliance

Parents will:

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

Children will:

- Follow safety rules
- Always stay with an adult
- Help keep self and others safe

Parent and Child Rights

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

Parents have the right to:

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

Children have the right to:

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

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

Fraud Policy

CAPMC is responsible to manage public funds for families who meet the need and eligibility requirements of the State of California. To make sure only those families who are eligible to receive services are enrolled, CAPMC works very closely with other agencies that provide subsidized assistance to families, regulatory agencies such as Community Care Licensing, law enforcement and local, state and federal government investigators who investigate and prosecute suspected child care fraud.

CAPMC actively cooperates with these agencies in their investigations of suspected fraud and, when requested, will share parent information including, but not limited to, income, need, family size and attendance records.

Fraud is knowingly misrepresenting facts that are material to an issue, made with the intent to obtain benefits or payment to which one is not entitled.

Fraud exists when an individual:

- Knowingly, and with intent, makes a false statement or representation to obtain benefits, obtain a continuance or an increase in benefits, or to avoid a reduction of benefits
- Knowingly, and with intent, fails to disclose a fact which, if disclosed, could result in denial, reduction, or discontinuance of benefits
- Knowingly accepts benefits that the individual is not entitled to or are greater than what the individual is entitled.

Child care fraud includes but is not limited to:

- A participant knowingly has received, or is continuing to receive, child care services that the participant is not eligible to receive
- A parent knowingly has falsified documents used to determine eligibility
- A provider knowingly has falsified documentation for reimbursement

Any fraudulent, false or misleading information provided to CAPMC staff regarding attendance, employment, self-employment, seeking employment, seeking permanent housing, homelessness, enrollment in an education or vocational training program, parental incapacity, income, family size, or any other information related to participant eligibility and/or need, will be grounds for termination.

When CAPMC suspects fraud, the case is referred to local, state and federal government investigators. This may result in charges being filed, repayment of ineligible child care services received and/or subject the participant to prosecution under State and/or Federal criminal statutes. Any participant who is actively under investigation for fraud will be prohibited from participating in any of CAPMC child care reimbursement programs.

Any participant who has committed fraud will be prohibited from participating in any of CAPMC's child care reimbursement programs until:

- Two (2) years after a determination has been made by CAPMC and/or local, state and federal government investigators that fraud or misrepresentation occurred

And

- The cost of all ineligible services used and any past due family fees have been repaid to CAPMC

PARENT COMPLAINT PROCEDURES

- STEP 1: Discuss the issue with the person with whom you have an issue or concern within 30 days of the incident. If the individual with whom you have an issue/concern with is unable to resolve the matter to your satisfaction, proceed to step two.
- STEP 2: Request a Parent/Community Complaint Form from the Center Director/Site Supervisor/Teacher. Complete the form and include: a description of the problem, dates of occurrence, name of person/people involved, and possible solution. The completed form must be returned to the Center Director/Site Supervisor/Teacher within 5 working days of meeting with the individual with whom you have a concern. Request a meeting with the Center Director/Site Supervisor/Teacher to resolve the issue. If no resolution has resulted, then proceed to step three.
- STEP 3: Request an appointment with the Head Start Program Director within 5 working days of your meeting with the Center Director/Site Supervisor/Teacher. If the Head Start Program Director determines that the complaint is related to the Nutrition Program, the appropriate form will be given and assistance provided. The Head Start Program Director shall issue a written response to you within 5 days after the meeting. If no resolution has been reached, proceed to step four.
- STEP 4: Request a meeting with Community Action Partnership of Madera County Executive Director within 5 working days of receiving Head Start Program Director's decision. The Executive Director shall issue a written response to you within 5 working days after the meeting. If no resolution has been reached, proceed to step five.
- STEP 5: Request the issue to be presented to the Head Start Policy Council/Committee Executive Committee within 5 working days of receiving the Executive Director's decision. The Executive Committee shall issue a written response to you within 5 working days after the hearing. If no resolution has been reached, proceed to step six.
- STEP 6: You may request that the issue be brought to the attention of the full Policy Policy/Committee within 3 working days of receiving the Executive Committee's decision. The Policy Council/Committee will hear the complaint and render a decision in writing within 5 working days of the hearing. (All materials and documents shall be forwarded for review). If you remain dissatisfied, proceed to step seven.
- STEP 7: An appeal to the Community Action Partnership of Madera County's Board of Directors Chairperson may be made in writing within 3 working days of receiving the Policy Council/Committee's decision. You must state the problem and desired solution. The Board of Directors shall hear the complaint and render a decision in writing within 5 working days of the hearing. (All materials and documents shall be forwarded for review).
- STEP 8: If you remain dissatisfied, you may file the complaint with Stanislaus County Office of Education at 1100 "H" Street, Modesto, CA 95354.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
PARENT/COMMUNITY COMPLAINT FORM**

Date:_____

Personnel about which complaint is issued:

Name:_____

Site Location:_____

Date of Incident: _____

Approximate Time of Incident:_____

Location of Incident: _____

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

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

State desired solution.

Person filing complaint: Name (Please Print):_____

Signed:_____

Date Submitted:_____

PARENT COMPLAINT PROCEDURES (5 CCR 18094, 18118)

Notice of Action - Parent Appeal Process

Parents/Guardians enrolled in the CAPMC-State Base Migrant Preschool Program have the right to a fair and unbiased hearing if they disagree with a proposed action. Upon receipt of an on-time request for an appeal hearing, intended action shall be suspended and child care services shall continue until the appeal process has been completed. The review process is complete when the appeal process has been exhausted or when the parent/guardian abandons the appeal process. The Appeal Hearing process is as follows:

Step 1: Request a Hearing

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

Community Action Partnership of Madera County
Attention: Deputy Director Direct Services
1225 Gill Ave.
Madera, CA 93637
(559) 507-507-8029

Step 2: Scheduling a Hearing

Within ten (10) days of receiving a parent's hearing request, the parent will be notified of the time and place of the hearing. To the extent possible, the hearing date and time will be convenient for the parent(s). The hearing shall not be scheduled more than fourteen (14) calendar days from the date the hearing officer contacts the parent to schedule the hearing. In the event that a parent or parent's Authorized Representative cannot keep the scheduled hearing date/time, the parent must notify the Hearing Officer in advance of the hearing date/time. A parent may request to re-schedule the hearing date one (1) time. Note: At any reasonable time, including before a hearing, a parent or the parent's Authorized Representative has the right to review the data file.

Step 3: Conduct the Hearing

In accordance with state regulation, the hearing will be conducted by an administrative staff person who shall be referred to as "the hearing officer." Hearings will be conducted at the Child Development Services – Madera Head Start, 1225 Gill Ave., Madera, CA 93637. In the event that a parent is unable to attend the hearing at the designated location accommodations will be arranged and agreed upon between the parent and hearing officer. For any hearing not conducted in person, verification of parent identity will be required, along with prior submission of support documentation. The hearing will be audio recorded. During the hearing, the parent or Authorized Representative will have an opportunity to provide support documentation and explain the reasons the parent disagrees with the proposed action indicated by the referenced NOA should not be carried out.

This will be a formal hearing, and the parent must comply with the directions of the hearing officer during the course of the hearing. Failure to comply with directions will result in the hearing being ended and the contested action being taken. A parent designating an Authorized Representative to be present must inform CAPMC-MHS in writing prior to the hearing. Please do not bring people to the hearing unless they are the designated Authorized Representative. No children are allowed to be present during the hearing. If parent fails to appear, it will be deemed that the parent has abandoned their appeal and care will end immediately.

Step 4: Hearing Decision Letter

The hearing officer will send notification in writing, of the decision within ten (10) calendar days after the hearing. If parent disagrees with the written decision, they have fourteen (14) days from the date of the written decision to file an appeal with the California Department of Social Services Child Care and Development Division Attn: Appeals Coordinator 744 P Street, MS 9-8-351 Sacramento, CA 95814. The appeal to CDSS, CCD must include a written statement specifying the reasons the parent believes CAPMC's decision was incorrect, a copy of the CAPMC's decision letter and a copy of both sides of the NOA. Once CDSS, CCD has rendered a decision, their decision is final.

PARENT COMPLAINT PROCEDURES

Uniform Complaint

It is the intent of the CAPMC State Based Migrant Preschool to adopt the uniform complaint procedures (UCP) that provides civil rights guarantees and annually notifies its students, employees, parents or guardians of its students, school advisory committees, and other interested parties of the complaint procedures. (These procedures address allegations of unlawful discrimination regarding actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, gender identification, mental or physical disability, or age or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.) (See Attachment A for procedure)

Attachment A

Administrative Regulation

AR 1312.3
Community Relations

Uniform Complaint Procedures

Compliance Officers

Superintendent of Schools designates the following compliance officer(s) to receive and investigate complaints and to ensure County Office of Education compliance with law:

Jason Maggard
Chief of Staff: Human Resources
1100 H Street
Modesto, CA
(209) 238-1600

The Compliance Officer shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the County Superintendent or designee.

(cf. 9124 - Attorney)

Notifications

The County Superintendent or designee shall annually provide written notification of the County Office's uniform complaint procedures to students, employees, parents/guardians, the County Office advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

The County Superintendent or designee shall make available copies of the County Office's uniform complaint procedures free of charge. (5 CCR 4622)

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints.
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
3. Advise the complainant of the appeal process pursuant to Education Code 262.3, including the complainant's right to take a complaint directly to the California Department of Social Services, Child Care and Development (CDSS, CCD) or to pursue remedies before civil courts or other public agencies.
4. Include statements that:
 - a. The County Office is primarily responsible for compliance with state and federal laws and regulations.
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint, unless the complainant agrees in writing to an extension of the timeline.
 - c. An unlawful discrimination complaint must be filed not later than six months from the date the alleged discrimination occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination.

PARENT COMPLAINT PROCEDURES

- a. The complainant has a right to appeal the CDSS, CCD by filing a written appeal within 15 days of receiving the County Office's decision.
- b. The appeal to the CDE must include a copy of the complaint filed with the County Office and a copy of the County's Office's decision (cf.5145.6- Parental Notifications)

Procedures

The following procedures shall be used to address all complaints which allege that the County Office has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the County Office. (5 CCR 4630)

A complaint alleging unlawful discrimination shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. (5 CCR 4630)

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, County Office staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Step 2: Mediation

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the County Office's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

Step 3: Investigation of Complaint

The compliance officer is encouraged to hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint. (5 CCR 4631)

PARENT COMPLAINT PROCEDURES

A complainant's refusal to provide the County Office's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

The County Office's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Step 4: Response

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the County Office's investigation and decision, as described in Step #5 below, within 60 days of the County Office's receipt of the complaint. (5 CCR 4631)

Step 5: Final Written Decision

The County Office's decision shall be in writing and sent to the complainant. (5 CCR 4631)

The County Office's decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The decision shall include:

1. The findings of fact based on the evidence gathered (5 CCR 4631)
2. The conclusion(s) of law (5 CCR 4631)
3. Disposition of the complaint (5 CCR 4631)
4. Rationale for such disposition (5 CCR 4631)
5. Corrective actions, if any are warranted (5 CCR 4631)
6. Notice of the complainant's right to appeal the County Office's decision within 15 days to the CDE and procedures to be followed for initiating such an appeal (5 CCR 4631)
7. For discrimination complaints, notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the CDSS, CCD before pursuing civil law remedies (Education Code 262.3)

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken, and that the employee was informed of County Office expectations. The report shall not give any further information as to the nature of the disciplinary action.

Appeals to the California Department of Social Services Child Care and Development Division

If dissatisfied with the County Office's decision, the complainant may appeal in writing to the CDSS, CCD within 15 days of receiving the County Office's decision. When appealing to the CDSS, CCD, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the County Office's decision. (5 CCR 4632)

Upon notification by the CDSS, CCD that the complainant has appealed the County Office's decision, the County Superintendent or designee shall forward the following documents to the CDSS, CCD: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the County Office, if not covered by the decision
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the County Office's complaint procedures
7. Other relevant information requested by the CDSS, CCD

PARENT COMPLAINT PROCEDURES

The CDSS, CCD may directly intervene in the complaint without waiting for action by the County Office when one of the conditions listed in 5 CCR 4650 exists, including cases in which the County Office has not taken action within 60 days of the date the complaint was filed with the County Office.

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the County Office's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the CDSS, CCD before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the County Office has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622. Regulation STANISLAUS COUNTY OFFICE OF EDUCATION approved: November 9, 2006 Modesto, California



RESOURCES

CAPMC - RESOURCES

Community Services

559-673-9173

Energy Assistance

Weatherization

Drought Water Assistance Program

Child Care Alternative Payment Program and Resource & Referral

APP: 559-661-0779

R&R: 559-675-8469

Subsidized Child Care

Finding Quality Child Care

Child Care Initiative Project

Head Start

Madera: 559-673-0012

Fresno: 559-277-8641

Madera/Mariposa Regional Head Start

Madera/Migrant/Seasonal Head Start

Migrant and Child Care Development (CMIG)

California State Preschool Programs

Fresno Migrant & Seasonal Head Start

Strengthening Families Program

325 S Pine St. #103

Madera, CA 93637

559-416-5655

Victim Services

559-661-1000

Hotline: 1(800)355-8989

Martha Diaz Shelter

Domestic Violence

Rape/ Sexual Assault

Victim & Witness Services

24-Hour Crisis Hotline

Unserved/ Underserved

Other Resources

Crisis Line: 888.275.9799 or 559.673-3508

Central Valley Suicide Prevention Hotline: 1.888.506.5991

Crisis Text Line: 741-741

The Friendship Line: 800.971.0016. The Friendship Line for Older Adults, Ages 60+ or Family and Friends. A crisis intervention, support and resource line for older adults.



Report to the Board of Directors

Agenda Item Number: D-13

Board of Directors Meeting for: August 10, 2023

Author: Maritza Gomez-Zaragoza

DATE: July 13, 2023

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Review and approve 2022-2023 Fresno Migrant/ Seasonal Head Start self-assessment procedure, process and planning guide

I. RECOMMENDATION:

Review and consider approving the 2022-2023 Fresno Migrant/Seasonal Head Start program procedure and plan for conducting the self-assessment.

II. SUMMARY:

In accordance with Head Start Performance Standards, a yearly self-assessment must be conducted. The assessment assists staff to determine if the systems are in place help the program comply with the 2007 Head Start Act and Performance Standards. The 2023 Monitoring Protocol will be used to conduct the self-assessment. The education team will include the CLASS assessment as part of the review. Due to COVID 19, the program's self-assessment will be completed in a different format. Staff have developed a process to ensure all service areas are assessed and ensure compliance.

III. DISCUSSION:

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

- Review of all children's files for compliance in all service areas - Education, Health, Nutrition, Family, Disability/Mental Health and ERSEA
- Monitoring/review of ChildPlus data
- Health and Safety will be conducted to ensure centers are in compliance with safety standards and supervision of children is taking place. Visits will conducted by management staff utilizing safety measures.
- Utilize checklist developed based of Office of Head Start monitoring protocol.

Once all information is gathered, it will be used to identify possible trends, areas for strengths and areas for improvement. A report will be presented to the Policy Committee and Board of Directors by October 2023 detailing the result of the program's self-assessment.

- The 2022-2023 Fresno Migrant/ Seasonal Head Start self-assessment procedure will be presented to the Policy Committee on August 9, 2023.

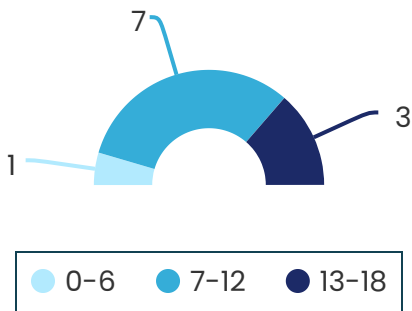
IV. **FINANCING:** None



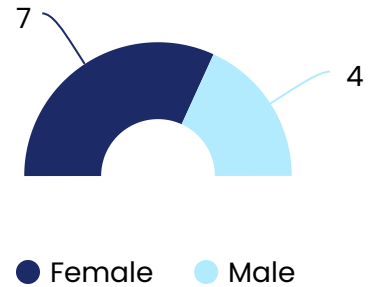
Madera County Child Advocacy Center (CAC)

July 2023

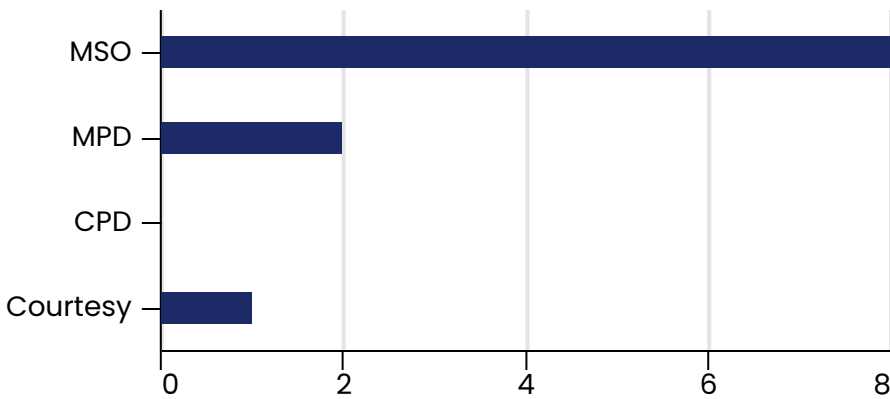
Age



Gender



Requesting Agency



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

Counseling Services

Referrals Made: 4
Onsite Counseling Sessions: 0



Child Forensic Interviews Year to Date

Year	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
2023	8	17	27	37	44	53	64					
2022	10	17	26	33	42	56	61	68	79	93	100	104



**ALTERNATIVE PAYMENT AND RESOURCE & REFERRAL PROGRAM
MONTHLY REPORTING – [AUGUST 2023](#)**

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

General Contract - CAPP	491
CalWORKs Stage 2 – C2AP	147
CalWORKs Stage 3 – C3AP	14
Bridge Program - BP	18
Total Children Enrolled	670

**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	53
IN – HOME LICENSE CHILD CARE PROVIDERS – LARGE	47
LICENSE-EXEMPT CHILD CARE PROVIDERS	70
Total Providers Enrolled	170

RESOURCE & REFERRAL LICENSED CHILD CARE PROVIDERS

ACTIVE - LICENSED CHILD CARE PROVIDERS	130
CLOSED - LICENSED CHILD CARE PROVIDERS	12

CHILD CARE INITIATIVE PROGRAM PROVIDER WORKSHOPS/TRAININGS

CHILD CARE INITIATIVE PROJECT (CCIP) Workshops:

- Workshops will resume in August 2023.

Family, Friend, and Neighbor Activity:

- Workshops will resume in August 2023.



Community Services Monthly Report to the Board of Directors

July 2023

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM

Program	Monthly Households Served	11-1-21 to June 30, 2023 Fiscal YTD Totals
ARPA – Non-Emergency	0	25
ARPA 2021-Emergency	0	23
ARPA 2021 – WPO	0	16
HEAP 2022- Non-Emergency	0	423
FAST TRACK 2022 – Emergency	0	564
2022 WOOD/PROPANE/OIL	0	16
HEAP 2023 –Non-Emergency	31	314
FAST TRACK 2023 - Emergency	73	455
WOOD/PROANE/OIL 2023	3	17
SLIHEAP – HEAP	0	24
SLIHEAP – FAST TRACK 2022	0	25
SLIHEAP – WOOD/PROANE/OIL 2022	0	0
ESLIHEAP – HEAP	34	50
ESLIHEAP – FAST TRACK	62	127
ESLIHEAP - WPO	3	5

LOW INCOME HOME WATER ASSISTANCE PROGRAM

Program	Monthly Households Served	Fiscal YTD Totals
LIHWAP Past Due Water Bills	27	411

HOMELESS PROGRAMS

Program	Residents	Vacancy
Shunammite Place	35	4
Madera Mental Health Service Act	12	0

EMERGENCY HOUSING VOUCHERS

Program	Amount	Issued
Emergency Housing Vouchers – Housing Services	33	0

July 2023 Homeless Prevention Assistance

Homeless Housing Assistance	0
Madera County Mortgage Rental Utility Assistance Program District 1 and District 3	10
Total	378

Kaiser Permanente Housing for Health Grant Opportunity

Spending Period July 1, 2022 through June 30, 2023

	Application Submitted	YTD Expenses	Budget Balance	
Funding	\$95,000	\$95,000	\$0	100% achieved
Objective	Goal	YTD Achieved	Balance	% Achieved

Kaiser Permanente Housing for Health Grant

Spending period July 1, 2023 through June 30, 2024

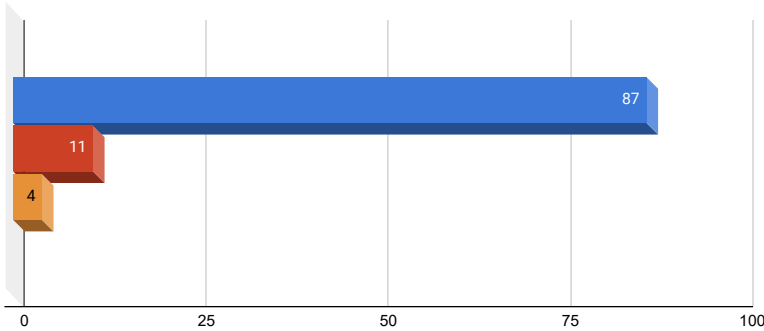
	Application Submitted	YTD Expenses	Budget Balance	
Funding	\$50,000	\$50	\$49950	1%
Objective	Goal	YTD Achieved	Balance	% Achieved



Homeless Engagement for Living Program (HELP Center) - July 2023 Services Report

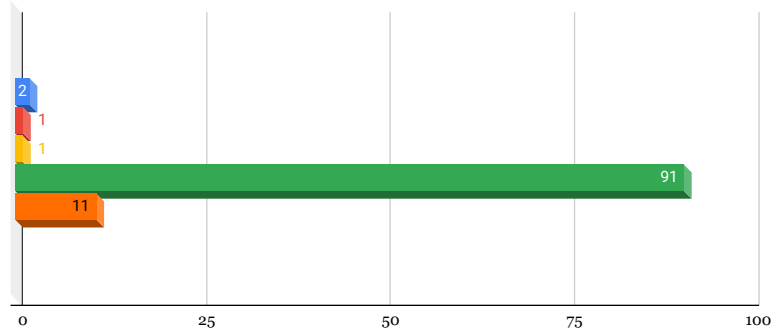
LOCATIONS

MADERA CITY CHOWCHILLA CITY EASTERN MADERA



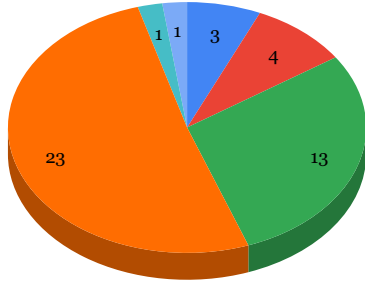
SUBGROUPS

DV TAY VETERAN INDIVIDUALS FAMILIES



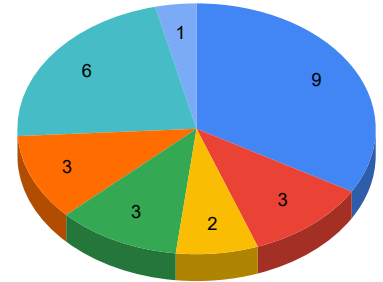
HOUSING SERVICES

SHELTER
 TRIAGE HOUSING
 HOUSING RESOURCE GUIDE
 SUBMITTED RENTAL APPLICATIONS
 PERMANENT HOUSING
 PERMANENT SUPPORTIVE HOUSING



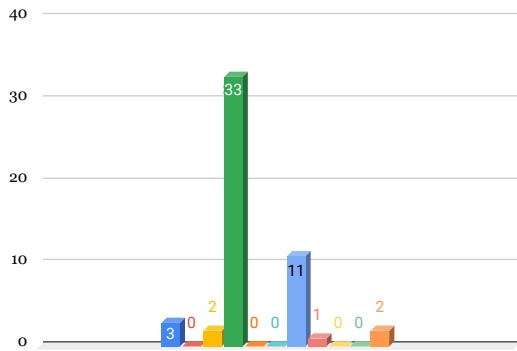
DOCUMENT COLLECTION

DMV VOUCHER FOR ID
 SOCIAL SECURITY CARD
 BIRTH CERTIFICATE
 INCOME VERIFICATION
 DISABILITY CERTIFICATION
 PSH SUPPORT LETTERS
 EMOTIONAL SUPPORT ANIMAL LETTER



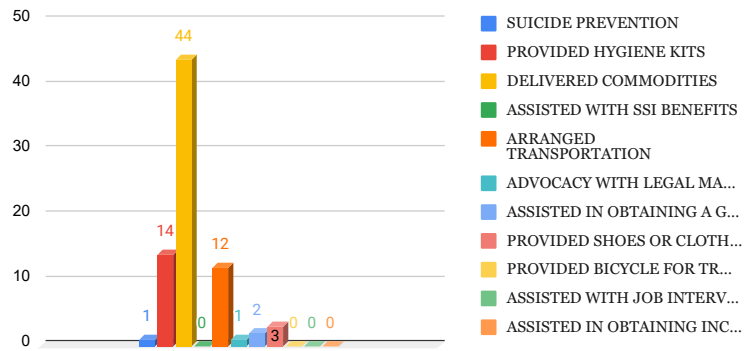
REFERRALS

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



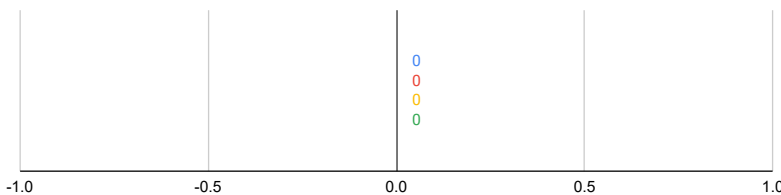
OTHER SERVICES

SUICIDE PREVENTION
 PROVIDED HYGIENE KITS
 DELIVERED COMMODITIES
 ASSISTED WITH SSI BENEFITS
 ARRANGED TRANSPORTATION
 ADVOCACY WITH LEGAL MA...
 ASSISTED IN OBTAINING A G...
 PROVIDED SHOES OR CLOTH...
 PROVIDED BICYCLE FOR TR...
 ASSISTED WITH JOB INTERV...
 ASSISTED IN OBTAINING INC...



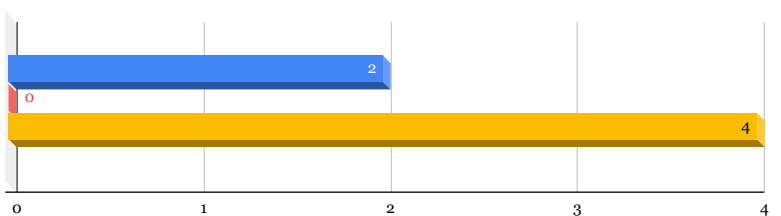
OTHER NON-CASH BENEFITS

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



COORDINATED ENTRY

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





Homeless Engagement for Living Program (HELP Center) Services Report - July 2023

Below are the number of services provided and contacts made in Madera County for the period of 07/01/2023 - 07/31/2023.

	Individuals	Families	DV	TAY	Veterans
Madera City	76	11	2	1	1
Chowchilla City	11	0	0	0	0
Eastern Madera	4	0	0	0	0
Total:	91	11	2	1	1

Outcomes-Services Offered		
HOUSING SERVICES	CURRENT MONTH	YEAR TO DATE
SHELTER	3	3
TRIAGE HOUSING	4	4
REUNIFICATION WITH FAMILY	0	0
HOUSING RESOURCE GUIDE	13	13
SUBMITTED RENTAL APPLICATIONS	23	23
PERMANENT HOUSING	1	1
PERMANENT SUPPORTIVE HOUSING	1	1
PROVIDED MOVE-IN COSTS	0	0
DOCUMENT COLLECTION	CURRENT MONTH	YEAR TO DATE
DMV VOUCHER FOR ID	9	9
SOCIAL SECURITY CARD	3	3
BIRTH CERTIFICATE	2	2
INCOME VERIFICATION	3	3
DISABILITY CERTIFICATION	3	3
PSH SUPPORT LETTERS	6	6
EMOTIONAL SUPPORT ANIMAL LETTER	1	1
REFERRALS	CURRENT MONTH	YEAR TO DATE
WORKFORCE	3	3
VICTIM SERVICES	0	0
VETERAN AFFAIRS	2	2
BEHAVIORAL HEALTH	33	33
IMMIGRATION SERVICES	0	0
FOSTER CARE SERVICES	0	0
RH COMMUNITY BUILDERS	11	11
SUBSTANCE ABUSE PROGRAM	1	1
DEPARTMENT OF SOCIAL SERVICES - APS	0	0
DEPARTMENT OF SOCIAL SERVICES - CPS	0	0
DEPARTMENT OF SOCIAL SERVICES - HOUSING	2	2
OTHER NON-CASH BENEFITS	CURRENT MONTH	YEAR TO DATE
ASSISTED IN OBTAINING MEDICAL APPTS	0	0
ASSISTED IN OBTAINING CASH AID / TANF	0	0
ASSISTED IN OBTAINING CALFRESH BENEFITS	0	0
ASSISTED IN OBTAINING HEALTH INSURANCE	0	0
OTHER SERVICES	CURRENT MONTH	YEAR TO DATE
SUICIDE PREVENTION	1	1
PROVIDED HYGIENE KITS	14	14
DELIVERED COMMODITIES	44	44
ASSISTED WITH SSI BENEFITS	0	0
ARRANGED TRANSPORTATION	12	12
ADVOCACY WITH LEGAL MATTER	1	1
ASSISTED IN OBTAINING A GOVT. PHONE	2	2
PROVIDED SHOES OR CLOTHES TO CLIENT	3	3
PROVIDED BICYCLE FOR TRANSPORTATION	0	0
ASSISTED WITH JOB INTERVIEW	0	0
ASSISTED IN OBTAINING INCOME	0	0
OTHER COORDINATED ENTRY	CURRENT MONTH	YEAR TO DATE
PLACED ON PSH PRIORITY LIST	2	2
PLACED ON RRH PRIORITY LIST	0	0
PLACED ON BY-NAME LIST	4	4



Victim Services

October 2022-September 2023

Domestic Violence Program

Services	1 st quarter (Oct.-Dec.)	2 nd quarter (Jan-March)	3 rd quarter (April-June)	4 th quarter (July-Sept.)
Crisis Intervention	208	169	161	
Individual or group counseling/support	302	396	459	
Criminal/Civil Legal Advocacy	106/28	14	148	
Assistance with protective/custody orders	50	92	111	

Shelter

Bed Nights	252 (19 individuals)	64 (6 individuals)	382 (23 individuals)	
Emergency food/clothing	13	10	10	

Victim Witness

Crisis Intervention	236	70	75	
Individual Counseling	218	273	206	
Criminal Advocacy/accompaniment	245	274	208	
Assistance in obtaining protection or restraining order	15	18	34	
Number of Victims of Crime Compensation claims submitted	18	4	11	

Sexual Assault

Crisis Intervention	241	122	81	
Individual Counseling (unduplicated)	104	165	82	
Individual Advocacy	44	32	21	
Criminal Justice Advocacy/Accompaniment	189	118	34	
On-scene Response	4	1	3	

Fiscal Year January-December 2023**Unservd/Underserved**

Services	1 st Quarter (Jan.-March)	2 nd Quarter (April-June)	3 rd Quarter (July-Sept.)	4 th Quarter (Oct.-Dec.)
Crisis Intervention	38	27		
Presentations to underserved population	3	1		
Outreach Events	5	10		
Immigration Assistance (visas, continued presence application, and other immigration relief)	19	8		
Provide information about the criminal justice process	34	58		
Criminal Justice Advocacy or Accompaniment	5	13		
Individual Advocacy (assist. With public assistance benefits, return of personal property)	13	7		

Transitional Housing

Services	1 st Quarter (Jan.-March)	2 nd Quarter (April-June)	3 rd Quarter (July-Sept.)	4 th Quarter (Oct.-Dec.)
Individual Counseling	31	18		
Individual Advocacy (assist. with public assistance benefits, return of personal property)	82	41		
Individuals Rec. Rental Assistancess	3	4		



Report to the Board of Directors

Agenda Item Number: E-1

Board of Directors Meeting for: August 10, 2023

Author: Jennifer Coronado

DATE: July 21, 2023

TO: Personnel Committee

FROM: Jennifer Coronado, Program Manager Victim Services

SUBJECT: Reclassification of Advocate III to Specialty Advocate for the Underserved Program.

I. RECOMMENDATION:

Review and consider approving the reclassification of Advocate III to Specialty Advocate (Unserved/Underserved Program).

II. SUMMARY:

The reclassification aligns all victim services programs with the same structure. The reclassification must be approved by the Board of Director in accordance with the Agency's Personnel Policies and Procedures.

III. DISCUSSION:

A. All victim services programs follow a structure of Specialty Advocate, Advocate III, and Advocate II. These positions all share the responsibilities for each program.

B. The Underserved program only has one advocate. This position is responsible for providing all crisis intervention, advocacy, and support services to victims/witnesses of crime and coordinating awareness events and training. This position also secures collaborative relationships with community partners and handles specialized cases such as human trafficking & labor trafficking.

C. Reclassification will adjust compensation from range 21.0 to 23.0 at a 10% increase.

D. This item was approved by the Personnel Committee on August 7, 2023.

IV. FINANCIAL IMPACT:

The monthly salary range would increase from \$3,492-\$4,255 (Advocate III) to \$3,855-\$4,697 (Specialty Advocate).



Report to the Board of Directors

Agenda Item Number: E-2

Personnel Committee Meeting for: August 10, 2023

Author: Daniel Seeto

DATE: July 31, 2023

TO: Personnel Committee

FROM: Daniel Seeto, Chief Financial Officer

SUBJECT: Program Accountant Job Description and Classification of Current Accounting Technician to Program Accountant

I. RECOMMENDATION:

Review and consider approving the Program Accountant job description and the classification of the current Accounting Technician to the Program Accountant.

II. SUMMARY:

The Program Accountant position is created to begin the restructuring of the Fiscal department organization chart.

The reclassification must be approved by the Board of Director in accordance with the Agency's Personnel Policies and Procedures.

III. DISCUSSION:

A. This position will report directly to the Chief Financial Officer.

B. The fiscal department currently holds positions for CFO, 5 Accountant Program Managers, 1 Accounting Supervisor, and 3 Accounting Technicians. The creation of the Program Accountant position would reduce the Accountant Program Manager slots by 1. The position is being created to provide a meaningful level between Accounting Technician and Accountant Program Manager.

C. The proposed staff member joined the Agency in December 2018 as an Accounting Technician. The staff member meets the education/experience requirements. The proposed staff member has direct experience with many aspects of the Alternative Payment and Resource & Referral programs, which are the funds they will be assigned to.

D. Reclassification will adjust the aforementioned staff member's compensation from range 21.0 to 24.0, resulting in 6 increases of 2.5%.

E. This item was approved by the Personnel Committee on August 7, 2023.

IV. FINANCIAL IMPACT:

\$52,243 – 63,653 is the annual salary range for the Program Accountant position.



07/23

Community Action Partnership of Madera County

JOB TITLE: PROGRAM ACCOUNTANT

DEPARTMENT: Fiscal

REPORT TO: Chief Financial Officer

SUPERVISE: N/A

COMPENSATION: Range 24.0

FLSA: Non-Exempt

JOB OVERVIEW: This position is responsible for budget development, expenditure control, monitoring of specific grant awards, and collection of receivables. Performs accounting, auditing and fiscal analysis duties involved in the preparation, maintenance, analysis, and verification of the agency's fiscal records, monthly financial statements, monthly reconciliations, and reports to various federal and state agencies and funding sources. Prepares and implement accounting procedures in accordance with GAAP to ensure accountability. Serves as a resource for interpretation of federal, state, and local laws, codes and regulations, especially related to funding terms and conditions.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability, core competencies, and/or physical required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:

- High School Diploma / GED with three years' experience in general accounting. Knowledge of non-profit or governmental accounting preferred.
- Experience in budget development and control.

ABILITY TO:

- Apply accounting principles and procedures.
- Analyze financial data, systems, and procedures to improve internal controls, efficiency of operations, and compliance.
- Prepare complex financial and budget statements.
- Communicate clearly, both orally and in writing.
- Prepare accurate, complete, and concise reports.

PROGRAM ACCOUNTANT

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- Work effectively with other individuals.
- Exercise independent judgment and make rational and effective decisions.
- Learn, interpret, comprehend, apply, and explain policies, procedures, laws, codes and regulations, especially related to funding terms and conditions, payroll, and expenditures.
- Use Microsoft Outlook, Teams, 365 products.

KNOWLEDGE OF:

- Generally accepted accounting principles and governmental fund accounting.
- Preparation of payroll and payroll reporting.
- Computerized accounting systems and applicable software applications.
- Personnel and public administration as well as principles of business management.
- Basic principles and techniques of management and program administration.
- Principles of procurement and property controls.

CORE COMPETENCIES:

- Customer Commitment – proactively seek to understand the needs of our customers and provide the highest standards of services.
- Dedication to Professionalism and Integrity – demonstrates and promotes fair, honest, professional and ethical behaviors that establishes trust throughout the organization and with the communities we serve.
- Organizational Excellence – takes ownership for excellence through one's personal effectiveness and dedication to the continuous improvement of our programs and services.
- Success through Teamwork – collaborates and builds partnerships through trust and the open exchange of diverse ideas and perspectives to achieve organizational goals.

GENERAL PHYSICAL REQUIREMENTS

- Exerting up to 15 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Able to maintain regular, punctual attendance consistent with the Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), California Family Rights Act (CFRA) and other federal, state and local standards.
- Able to perform the essential job functions consistent with the ADA, FMLA, CFRA and other federal, state and local standards.

MAJOR DUTIES & RESPONSIBILITIES:

LEADERSHIP

- Adheres to and applies the CAPMC mission, values, standards, policies and procedures.
- Attends mandatory new employee orientation/ mentor activities.
- Attends trainings, workshops, and classes to keep informed of current theories and practices in the field.
- Engages and encourages personal and professional development.

PROGRAM ACCOUNTANT

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- Ensures services are provided to all clients in a manner consistent with CAPMC mission, standards, values and grant requirements.
- Identifies and resolves concerns and issues.
- Interacts with clients and their families in a culturally and socially sensitive way.
- Keeps apprised of developments and trends in the program's operation and be attentive to the changing or growing needs of the community.
- Keeps informed of program terms, conditions, and eligibility changes.
- Maintains and ensures that staff and volunteers maintain the confidentiality of staff, parent, child, client, community, and agency information included in files, conversations, meetings, correspondence, or any other source.
- Makes recommendations for replacement, purchase, or repair of equipment.
- May supervise program or fiscal staff if deemed necessary.
- Models professionalism for parents, children, clients, community, co-workers, and volunteers.
- Prepares and actively participates in staff meetings and committees.
- Promotes a team environment and teamwork.
- Reports and assists in reporting suspected child abuse in accordance with CAPMC child abuse reporting procedures.
- Represents CAPMC in the community in a professional and competent manner.
- Responsible for setting priorities and meeting deadlines.
- Shares information and knowledge with appropriate staff members.
- Works as a team member to support the functions and operations of the Department and the Agency.

ADMINISTRATION:

- Provides initiatives in identifying the need for action by the Board of Directors to develop or revise appropriate policies and assists the Board in interpreting policies, directives, and instructions of State and other Federal funding sources.

ACCOUNTING / PROGRAM DUTIES

- Budget development, expenditure, budget projections, control, and monitoring of assigned programs.
- Proper coding and posting of all payroll and payroll related items.
- Reviews and authorizes expenditures.
- Interpret and explain fiscal policies and procedures.
- Maintains and reconciles a variety of general ledgers, reports, and account records and subsystems, such as, cash accounts payable, accounts receivable, payroll, and fixed assets.
- Preparation of expenditure reports to the funding sources.
- Reviews accrual of sick, vacation, and administrative leave/management time.
- Preparation of monthly financial statements, schedules, and other complex and comprehensive financial reports.
- Researches and analyzes transactions for allowability, cost allocation, and reasonableness and classification of expenditures and verifying availability of funds.
- Provides information as required by monitoring agencies for all fiscal audits and reviews. Correct audit exceptions or disallowances.

PROGRAM ACCOUNTANT

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- Maintains system to monitor attendance at child development centers.
- Maintains Fixed Asset Inventory and property records, including depreciation.

OTHER DUTIES:

- Adheres to the Americans with Disabilities Act of 1990 (ADA), which prohibits discriminatory actions toward any qualified individuals. Children with disabilities are enrolled in the classroom as mandated by federal and state laws.
- Ensures strict compliance with universal precautions during work-related visits or when administering first aid.
- Other duties as assigned within scope of job classification.

LIMITS OF AUTHORITY

- Relative authority to maintain compliance with federal, state, and local laws as well as the Agency's policies and procedures.
- Relative authority to maintain compliance with program standards and the requirements of funding guidelines.
- Maintains close communication with the immediate supervisor to recommend a course of action and to receive directives on priorities.

OTHER REQUIREMENTS:

- Must be able to relate with all people of the community regardless of sexual, ethnic, racial, or religious background or socio-economic level.
- Must pass health screening and TB skin test or chest x-ray.
- Must meet SB 792 immunization requirement.
- Must meet AB 1207 mandated reporter training requirement.
- Must be dedicated to the goals and philosophy of CAPMC and Department.
- Must possess emotional maturity, stability, tactfulness, and the ability to provide professional leadership.
- Must have dependable insured transportation and a valid California Driver's License and acceptable driving record. A DMV printout and proof of insurance will be required. Mileage may be reimbursed subjected to CAPMC's policy.
- Must complete all background requirements: references, sex offender registry check, livescan checks, a pre-employment drug screen, acknowledgement of child abuse reporting responsibility, criminal record statement, debarment and receive satisfactory clearance from all licensing and investigative authorities. Employment is contingent upon receiving clearances from appropriate authorities.
- Must use reasonable precautions in the performance of one's duties and adhere to all applicable safety rules and practices; and act in such a manner as to always ensure maximum safety for oneself, fellow employees, clients, and children.

PHYSICAL ACTIVITIES

- Balancing: Maintaining body equilibrium to prevent falling or tripping when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for

PROGRAM ACCOUNTANT

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ordinary locomotion and maintenance of body equilibrium.

- Climbing: Ascending or descending ladders, stairs, stepping stools, ramps, stairs, and the like, using feet and legs and/or hands and arms. Hands and arms may be used for balance, such as holding a railing.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Driving: Driving is the operation of a motorized passenger vehicle or other vehicle such as forklifts, golf carts, riding mowers.
- Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.
- Fine Manipulation: Touching, picking, pinching, or otherwise working primarily with fingers rather than the whole hand or arm as in gross manipulation.
- Foot or Leg Controls: Use of one or both feet or legs to move controls on machinery or equipment. Control includes, and is not limited to, pedals, buttons, levers, or cranks.
- Gross Manipulation: Seizing, holding, grasping, turning, or otherwise working with the hand(s). It is often present when lifting involves the hands. Fingers are involved only to the extent that they are an extension of the hand to hold or operate a tool such as tin snips or scissors.
- Hearing Requirements: The ability to hear, understand, and distinguish speech and/or other sounds (e.g., machinery alarms, medical codes or alarms). This includes in person speech, other remote speech, other sounds, telephone, video conference.
- Keyboarding: Entering text or data into a computer or other machine by means of a traditional keyboard. Traditional keyboard refers to a panel of keys used as the primary input device on a computer, typographic machine or 10-Key numeric keypad.
- Kneeling: Bending legs at the knees to come to a rest on knee(s).
- Lifting or Carrying: Lifting is raising or lowering an object from one level to another. Lifting can include an upward pulling motion. Carrying is to transport an object – usually by holding it in the hands or arms or wearing it on the body.
- Pushing or Pulling: Pushing is exerting force upon an object so that the object moves away from the origin of the force. Pulling is exerting force upon an object so that the object moves toward the origin of the force. Pushing or pulling may involve use of hands or arms and/or feet or legs done with one side of the body or both sides.
- Reaching at or below Shoulder Level: Reaching at or below the shoulder is present when there is 'Reaching,' but it does not meet the threshold for

PROGRAM ACCOUNTANT

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'Overhead.' 'Overhead' and 'At or Below the Shoulder Reaching' can be present in the same task.

- Reaching Overhead - Extending the arm(s) with the hand(s) higher than the head and one of these conditions exist: (1) A person bends the elbows, and the angle at the shoulders is about 90 degrees or more, or (2) A person keeps the elbow extended, and the angle at the shoulder is about 120 degrees or more.
- Repetitive Motions: Making frequent on continuous movement.
- Alternate Standing/Sitting at Will: The ability to alternate between standing and sitting is present when the employee has the flexibility to choose between standing or sitting as needed.
- Sitting: Remaining in a seated position.
- Speaking: Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.
- Standing or Walking: Standing is to remain on one's feet in an upright position without moving about. Walking is to move about on foot.
- Stooping: Stooping is bending the body forward and down while bending the spine at the waist 45 degrees or more either over something below waist level or down towards an object on or near the ground.

VISUAL ACUITY

- Near Visual Acuity: Clarity of vision at approximately 20 inches or less (i.e., working with small objects or reading small print), including use of computers.
- Far Visual Acuity: Clarity of vision at 20 feet or more. This is not just the ability to see a person or object, but the ability to recognize features as well.
- Peripheral Vision: Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS

- The worker is subject to both environmental conditions: Activities occur inside and outside.
- The worker may be exposed to infectious diseases.

To build a diverse workforce, CAPMC encourages applications from individuals with disabilities, minorities, veterans, and women. EEO/AA Employer.



Report to the Board of Directors

Agenda Item Number: E-3

Board of Directors' Meeting for: August 10, 2023

Author: Tina Gomez

DATE: July 27, 2023

TO: Board of Directors

FROM: Tina Gomez, Accounting Supervisor

SUBJECT: Compensation Schedules and Salary Schedules

I. **RECOMMENDATION:**

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

II. **SUMMARY:**

The updated compensation and salary schedules for all programs reflect a 7.5% cost of living adjustment (COLA) increase retroactively effective for the 2023/2024 program years. The compensation schedules are being updated to reflect the permanent COLA increase for Head Start staff (both union and non-union) and all other agency staff.

III. **DISCUSSION:**

- A. The Board of Directors has previously approved the applications for all of the Head Start programs, including Fresno which is not represented by the bargaining unit (SEIU Local 521). The Office of Head Start provided additional funding for these "across the board" salary adjustments.
- B. The schedules were last updated May 25, 2023 to reflect the range adjustments and was approved by the Board of Directors on June 8, 2023.
- C. Any new positions and job descriptions that have been approved by the Board of Directors have been included in the appropriate compensation schedules at the approved rate of pay.
- D. The attached Compensation Schedules and Salary Schedule reflects the 7.5% COLA effective as follows: March 1, 2023 for Madera Migrant Head Start; June 1, 2023 for Regional Head Start; July 1, 2023 for all Non Head Start programs and September 1, 2023 for Fresno Migrant Head Start. These dates correspond with the program and fiscal years for the Head Start programs and July 1st is the beginning of the agency's fiscal year.
- E. Through August 10, 2023 CAPMC has approval from Regional Head Start and is pending approval from Stanislaus County Office of Education and Community Action Partnership of San Luis Obispo which covers Madera Migrant Head Start and Fresno Migrant Head Start.

F. This item was approved by the Personnel Committee on August 7, 2023.

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

Community Action Partnership of Madera County, Inc.
Non-Represented Non-Head Start Employee Compensation Schedule
Includes 7.5% COLA Effective 7/1/2023

REVISED 07/27/2023

P

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

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

Clerical & Technical Series

Accounting Technician	21.0	21.66	26.39	3,754	4,574
Administrative Aide	18.5	19.14	23.32	3,318	4,043
Advocate II/Victim Services	20.0	20.61	25.12	3,573	4,354
Advocate III/Victim Services	21.0	21.66	26.39	3,754	4,574
Child Advocacy Center (CAC) Case Worker	23.0	23.91	29.13	4,144	5,049
Child Care Navigator	22.5	23.32	28.42	4,043	4,926
Customer Assistance Technician	18.5	19.14	23.32	3,318	4,043
Data Entry Technician	16.5	17.34	21.13	3,006	3,663
Executive Administrative Aide	20.0	20.61	25.12	3,573	4,354
Family Services Associate I (APP)	18.5	19.14	23.32	3,318	4,043

Community Action Partnership of Madera County, Inc.
Non-Represented Non-Head Start Employee Compensation Schedule
Includes 7.5% COLA Effective 7/1/2023

REVISED 07/27/2023

P

Class Title	Current Range	Hourly Amounts Steps A to I 2.5% Increments		Monthly Salary Based On 40 Hours Per Week	
		From Step A	To Step I	From Step A	To Step I
Family Services Associate II (APP)	19.5	20.11	24.50	3,486	4,247
Family Service Associate III (R&R/APP)	21.0	21.66	26.39	3,754	4,574
Family Services Quality Assurance Associate	22.0	22.75	27.72	3,944	4,806
Human Resources Assistant I	20.0	20.61	25.12	3,573	4,354
Human Resources Assistant II	21.0	21.66	26.39	3,754	4,574
Homeless Outreach Worker	18.5	19.14	23.32	3,318	4,043
Housing Case Worker	23.0	23.91	29.13	4,144	5,049
Internet Technology (IT)/Help Desk Support Technician	21.0	21.66	26.39	3,754	4,574
Maintenance Worker I	18.5	19.14	23.32	3,318	4,043
Homeless Outreach Worker	18.5	19.14	23.32	3,318	4,043
Prevention Advocate	21.0	21.66	26.39	3,754	4,574
Program Assistant/Clerk Typist II	16.5	17.34	21.13	3,006	3,663
Program Assistant/Clerk Typist II-(R&R/APP)	16.5	17.34	21.13	3,006	3,663
Provider Services Associate	18.5	19.14	23.32	3,318	4,043
Receptionist	16.0	16.92	20.61	2,933	3,573
Shelter/Resident Support Aide	15.5	16.51	20.11	2,861	3,486
Shunammite Place Resident Manager	23.5	24.50	29.86	4,247	5,175
Specialty Advocate (VS)	23.0	23.91	29.13	4,144	5,049
Transitional Housing Case Worker	23.0	23.91	29.13	4,144	5,049

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

**Community Action Partnership of Madera County, Inc.
Non-Represented Head Start Employee Compensation Schedule
Including 7.5% COLA**

**For Madera Migrant/Seasonal/CMIG effective 03/01/2023, Regional/Early/CSPP
effective 06/01/2023 and Fresno Migrant/Seasonal/Early effective 09/01/2023**

REVISED 07/27/2023

B

Class Title	New Range	Hourly Amounts Steps A to I 2.5% Increments		Monthly Salary Based On 40 Hours Per Week	
		From Step A	To Step I	From Step A	To Step I
<u>Administration</u>					
Head Start Director	37.0	47.73	58.15	8,273	10,080
Deputy Head Start Director - Child Development and Facilities	31.5	36.38	44.32	6,305	7,682
Deputy Head Start Director - Direct Services	31.5	36.38	44.32	6,305	7,682
Support Services Manager	29.5	32.96	40.15	5,712	6,960
<u>Mid-Management Series</u>					
Administrative Analyst	25.0	26.39	32.15	4,574	5,573
Area Manager	28.5	31.37	38.22	5,437	6,624
Area Manager - Fresno Migrant Head Start	28.5	31.37	38.22	5,437	6,624
Center Director I	25.0	26.39	32.15	4,574	5,573
Center Director II	26.5	28.42	34.62	4,926	6,001
Center Director/Teacher	23.0	23.91	29.13	4,144	5,049
Disabilities/Mental Health Services Content Specialist	27.0	29.13	35.49	5,049	6,151
Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) Services Content Specialist	27.0	29.13	35.49	5,049	6,151
Facilities Supervisor	24.5	25.74	31.37	4,462	5,437
Family Child Care Development/Quality Assurance Specialist	24.5	25.74	31.37	4,462	5,437
Head Start Professional Development Coach	25.0	26.39	32.15	4,574	5,573
Health Services Content Specialist	27.0	29.13	35.49	5,049	6,151
Nutrition Services Content Specialist	27.0	29.13	35.49	5,049	6,151
Parent and Governance Specialist	27.0	29.13	35.49	5,049	6,151
Site Supervisor/Teacher I	24.5	25.74	31.37	4,462	5,437
Site Supervisor/Teacher II **New Position**	26.5	28.42	34.62	4,926	6,001

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

Community Action Partnership of Madera County, Inc.
Non-Represented Head Start Employee Compensation Schedule
Including 7.5% COLA

**For Madera Migrant/Seasonal/CMIG effective 03/01/2023, Regional/Early/CSPP
effective 06/01/2023 and Fresno Migrant/Seasonal/Early effective 09/01/2023**

REVISED 07/27/2023

B

Class Title	New Range	Hourly Amounts Steps A to I 2.5% Increments		Monthly Salary Based On 40 Hours Per Week	
		From Step A	To Step I	From Step A	To Step I
<u>Clerical & Technical Series</u>					
Administrative Aide	18.5	19.14	23.32	3,318	4,043
Advocate II	20.5	21.13	25.74	3,663	4,462
Advocate III	22.0	22.75	27.72	3,944	4,806
Associate Teacher	19.5	20.11	24.50	3,486	4,247
Associate Teacher-Infants/Toddlers	19.5	20.11	24.50	3,486	4,247
Associate Teacher-Preschool	19.5	20.11	24.50	3,486	4,247
Child Care Assistant (SFP)	16.0	16.92	20.61	2,933	3,573
Data Entry Technician	16.5	17.34	21.13	3,006	3,663
Data Technician	18.5	19.14	23.32	3,318	4,043
Executive Administrative Aide	20.5	21.13	25.74	3,663	4,462
Family Skills Instructor (SFP)	22.5	23.32	28.42	4,043	4,926
Food Service Worker I	16.0	16.92	20.61	2,933	3,573
Food Service/Cook (40 meals or less)	17.0	17.78	21.66	3,081	3,754
Food Service/Head Cook (40+ meals)	17.5	18.22	22.20	3,158	3,848
Human Resources Assistant I	20.5	21.13	25.74	3,663	4,462
Human Resources Assistant II	21.5	22.20	27.05	3,848	4,688
Instructional Aide I/Janitor	16.0	16.92	20.61	2,933	3,573
Instructional Aide II/Janitor	16.5	17.34	21.13	3,006	3,663
Instructional Aide III	17.0	17.78	21.66	3,081	3,754
Janitor **FRESNO ONLY**	16.0	16.92	20.61	2,933	3,573
Maintenance Worker I	18.5	19.14	23.32	3,318	4,043
Master Teacher	21.0	21.66	26.39	3,754	4,574
Program Technician	18.5	19.14	23.32	3,318	4,043
Teacher I	21.0	21.66	26.39	3,754	4,574
Teacher II **New Position**	22.5	23.32	28.42	4,043	4,926
Teacher III **New Position**	24.0	25.12	30.60	4,354	5,304

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

**Community Action Partnership of Madera County, Inc.
 Union (SEIU Local 521) Employee Compensation Schedule
 Including 7.5% COLA
 For Madera Migrant/Seasonal effective 03/01/2023 and
 Regional/Early Head Start effective 06/01/2023
 REVISED 07/27/2023**

Class Title	New Range	Hourly Amounts Steps A to I 2.5% Increments		Monthly Salary Based On 40 Hours Per Week	
		From Step A	To Step I	From Step A	To Step I
Clerical & Technical Series					
Advocate II	20.5	21.13	25.74	3,663	4,462
Associate Teacher	19.5	20.11	24.50	3,486	4,247
Associate Teacher-Infants/Toddlers	19.5	20.11	24.50	3,486	4,247
Associate Teacher-Preschool	19.5	20.11	24.50	3,486	4,247
Data Entry Technician	16.5	17.34	21.13	3,006	3,663
Data Technician	18.5	19.14	23.32	3,318	4,043
Early Head Start Family Facilitator	21.5	22.20	27.05	3,848	4,688
Food Service Worker I	16.0	16.92	20.61	2,933	3,573
Food Service/Cook (40 meals or less)	17.0	17.78	21.66	3,081	3,754
Food Service/Head Cook (40+ meals)	17.5	18.22	22.20	3,158	3,848
Instructional Aide I/Janitor	16.0	16.92	20.61	2,933	3,573
Instructional Aide II/Janitor	16.5	17.34	21.13	3,006	3,663
Instructional Aide III	17.0	17.78	21.66	3,081	3,754
Maintenance Worker I	18.5	19.14	23.32	3,318	4,043
Maintenance Worker II	21.5	22.20	27.05	3,848	4,688
Master Teacher	21.0	21.66	26.39	3,754	4,574
Program Technician	18.5	19.14	23.32	3,318	4,043
Program Technician-CSPP and CMIG	18.5	19.14	23.32	3,318	4,043
Program Technician-In-kind and White Fleet	18.5	19.14	23.32	3,318	4,043
Program Technician-Purchase	18.5	19.14	23.32	3,318	4,043
Teacher I	21.0	21.66	26.39	3,754	4,574
Teacher II **New Position**	22.5	23.32	28.42	4,043	4,926
Teacher III **New Position**	24.0	25.12	30.60	4,354	5,304

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

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SALARY SCHEDULE FOR ALL PROGRAMS, INCLUDING HEAD START AND NON-HEAD START
Including 7.5% COLA
FOR MADERA MIGRANT/SEASONAL/CMIG, REGIONAL/EARLY/CSPP HEAD START
FRESNO MIGRANT/SEASONAL/EARLY HEAD START AND ALL OTHER PROGRAMS
REVISED 07/27/2023

RANGE #	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J 10 YRS,	STEP K 15 YRS.	STEP L 20 YRS.
15.5 HOURLY	2861 16.51	2933 16.92	3006 17.34	3081 17.78	3158 18.22	3237 18.68	3318 19.14	3401 19.62	3486 20.11	3663 21.13	3848 22.20	4043 23.32
16.0 HOURLY	2933 16.92	3006 17.34	3081 17.78	3158 18.22	3237 18.68	3318 19.14	3401 19.62	3486 20.11	3573 20.61	3754 21.66	3944 22.75	4144 23.91
16.5 HOURLY	3006 17.34	3081 17.78	3158 18.22	3237 18.68	3318 19.14	3401 19.62	3486 20.11	3573 20.61	3663 21.13	3848 22.20	4043 23.32	4247 24.50
17.0 HOURLY	3081 17.78	3158 18.22	3237 18.68	3318 19.14	3401 19.62	3486 20.11	3573 20.61	3663 21.13	3754 21.66	3944 22.75	4144 23.91	4354 25.12
17.5 HOURLY	3158 18.22	3237 18.68	3318 19.14	3401 19.62	3486 20.11	3573 20.61	3663 21.13	3754 21.66	3848 22.20	4043 23.32	4247 24.50	4462 25.74
18.0 HOURLY	3237 18.68	3318 19.14	3401 19.62	3486 20.11	3573 20.61	3663 21.13	3754 21.66	3848 22.20	3944 22.75	4144 23.91	4354 25.12	4574 26.39
18.5 HOURLY	3318 19.14	3401 19.62	3486 20.11	3573 20.61	3663 21.13	3754 21.66	3848 22.20	3944 22.75	4043 23.32	4247 24.50	4462 25.74	4688 27.05

Including 7.5% COLA
FOR MADERA MIGRANT/SEASONAL/CMIG, REGIONAL/EARLY/CSPP HEAD START
FRESNO MIGRANT/SEASONAL/EARLY HEAD START AND ALL OTHER PROGRAMS
REVISED 07/27/2023

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

Including 7.5% COLA
FOR MADERA MIGRANT/SEASONAL/CMIG, REGIONAL/EARLY/CSPP HEAD START
FRESNO MIGRANT/SEASONAL/EARLY HEAD START AND ALL OTHER PROGRAMS
REVISED 07/27/2023

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

Including 7.5% COLA
FOR MADERA MIGRANT/SEASONAL/CMIG, REGIONAL/EARLY/CSPP HEAD START
FRESNO MIGRANT/SEASONAL/EARLY HEAD START AND ALL OTHER PROGRAMS
REVISED 07/27/2023

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

Including 7.5% COLA
FOR MADERA MIGRANT/SEASONAL/CMIG, REGIONAL/EARLY/CSPP HEAD START
FRESNO MIGRANT/SEASONAL/EARLY HEAD START AND ALL OTHER PROGRAMS
REVISED 07/27/2023

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

Including 7.5% COLA
FOR MADERA MIGRANT/SEASONAL/CMIG, REGIONAL/EARLY/CSPP HEAD START
FRESNO MIGRANT/SEASONAL/EARLY HEAD START AND ALL OTHER PROGRAMS
REVISED 07/27/2023

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



Report to the Board of Directors

Agenda Item Number: E-4

Board of Directors' Meeting for: August 10, 2023

Author: Donna Tooley, Consultant

DATE: August 7, 2023

TO: Board of Directors

FROM: Daniel Seeto, Chief Financial Officer

SUBJECT: Review and approve the filings of the Tax and Information Returns of Community Action Partnership of Madera County, Inc. (CAPMC) prepared by Brown Armstrong CPA's for the Year Ended June 30, 2022

I. RECOMMENDATION:

Review and approve the filings of the tax and information returns of Community Action Partnership of Madera County, Inc. prepared by Brown Armstrong CPA's.

II. SUMMARY:

The agency is required to file certain tax and information returns each year. Brown Armstrong CPA's prepared the returns from the financial statement information for the year ended June 30, 2022.

III. DISCUSSION:

- A. A copy of the Form 990 is attached for your review and consideration. This return has to be filed electronically. The CFO and his designee Consultant have reviewed the tax return prior to presenting it to the Board of Directors.
- B. The returns are prepared from information obtained from the audited financial statements for the year ended June 30, 2022.
- C. Because of the federal disaster designation for Madera, California, the return deadlines are extended until October 16, 2023.
- D. The other required federal and state returns have been reviewed by the CFO and/or his designee Consultant and will be filed on behalf of the agency by the CFO. These include the California Return for Exempt Organizations Form 199 and the Annual Registry of Charitable Trusts Registration Form.

IV. FINANCING: Not Applicable

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

2021

Department of the Treasury
Internal Revenue Service

▶ Do not enter social security numbers on this form as it may be made public.
▶ Go to www.irs.gov/Form990 for instructions and the latest information.

Open to Public Inspection

A For the **2021** calendar year, or tax year beginning **7/01**, **2021**, and ending **6/30**, **2022**

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC. 1225 GILL AVENUE MADERA, CA 93637	D Employer identification number 94-1612823 E Telephone number (559) 673-9173 G Gross receipts \$ 31,429,099.
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F Name and address of principal officer: SAME AS C ABOVE	H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. See instructions.
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I Tax-exempt status:	<input checked="" type="checkbox"/> 501(c)(3)	<input type="checkbox"/> 501(c) () (insert no.)	<input type="checkbox"/> 4947(a)(1) or	<input type="checkbox"/> 527
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J Website: WWW.MADERACAP.ORG	H(c) Group exemption number ▶
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K Form of organization:	<input checked="" type="checkbox"/> Corporation	<input type="checkbox"/> Trust	<input type="checkbox"/> Association	<input type="checkbox"/> Other ▶	L Year of formation: 1965	M State of legal domicile: CA
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Part I Summary

1 Briefly describe the organization's mission or most significant activities: HELPING PEOPLE, CHANGING LIVES AND MAKING OUR COMMUNITY A BETTER PLACE TO LIVE BY PROVIDING RESOURCES AND SERVICES THAT INSPIRE PERSONAL GROWTH AND INDEPENDENCE.

2	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
3	Number of voting members of the governing body (Part VI, line 1a)	3	15
4	Number of independent voting members of the governing body (Part VI, line 1b)	4	15
5	Total number of individuals employed in calendar year 2021 (Part V, line 2a)	5	340
6	Total number of volunteers (estimate if necessary)	6	1,014
7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
7b	Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0.

		Prior Year	Current Year
8	Contributions and grants (Part VIII, line 1h)	30,941,311.	31,327,392.
9	Program service revenue (Part VIII, line 2g)	304,447.	
10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	1,560.	2,270.
11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	104,238.	99,437.
12	Total revenue – add lines 8 through 11 (must equal Part VIII, column (A), line 12)	31,351,556.	31,429,099.

		Prior Year	Current Year
13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)		
14	Benefits paid to or for members (Part IX, column (A), line 4)		
15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	16,529,898.	17,270,426.
16a	Professional fundraising fees (Part IX, column (A), line 11e)		
b	Total fundraising expenses (Part IX, column (D), line 25) ▶ <u>106,045.</u>		
17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	14,810,984.	14,120,662.
18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	31,340,882.	31,391,088.
19	Revenue less expenses. Subtract line 18 from line 12	10,674.	38,011.

		Beginning of Current Year	End of Year
20	Total assets (Part X, line 16)	7,553,724.	9,272,378.
21	Total liabilities (Part X, line 26)	4,914,156.	6,618,761.
22	Net assets or fund balances. Subtract line 21 from line 20	2,639,568.	2,653,617.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer <u>DANIEL SEETO</u> Type or print name and title	Date CFO
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Paid Preparer Use Only	Print/Type preparer's name CLINT W. BAIRD	Preparer's signature CLINT W. BAIRD	Date	Check <input type="checkbox"/> if self-employed	PTIN P01318969
	Firm's name ▶ BROWN ARMSTRONG ACCOUNTANCY CORP Firm's address ▶ 4200 TRUXTUN AVE STE 300 BAKERSFIELD, CA 93309			Firm's EIN ▶ 95-3109182 Phone no. (661) 324-4971	

May the IRS discuss this return with the preparer shown above? See instructions Yes No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III [X]

1 Briefly describe the organization's mission:

HELPING PEOPLE, CHANGING LIVES AND MAKING OUR COMMUNITY A BETTER PLACE TO LIVE BY PROVIDING RESOURCES AND SERVICES THAT INSPIRE PERSONAL GROWTH AND INDEPENDENCE.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? [] Yes [X] No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? [] Yes [X] No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ 10,298,382. including grants of \$) (Revenue \$ 39,235.)

MIGRANT PROGRAMS: THE MIGRANT PROGRAMS PROVIDE EARLY EDUCATION AND OTHER SERVICES TO LOW INCOME CHILDREN AND FAMILIES OF MIGRANT WORKERS IN FRESNO AND MADERA COUNTIES. SERVICES INCLUDE CHILD CARE, MEDICAL / DENTAL SCREENING, MEALS FOR CHILDREN, MENTAL HEALTH & DISABILITY SERVICES, AND HEALTH AND NUTRITION EDUCATION. IT SERVED 796 CHILDREN AND FAMILIES.

4b (Code:) (Expenses \$ 9,166,624. including grants of \$) (Revenue \$ 5,235.)

CHILD CARE PROGRAMS: THE CHILD CARE PROGRAMS PROVIDE CHILD CARE AND REFERRAL SERVICES FOR LOW INCOME FAMILIES. OTHER SERVICES PROVIDED INCLUDE EDUCATIONAL AND LEARNING MATERIALS, MEALS FOR CHILDREN AND CPR AND FIRST AID CLASSES TO PROVIDERS. APPROXIMATELY SERVED 686 CHILDREN WITH CHILD CARE, AND 123 CHILD CARE HOMES AND CENTERS WERE SERVED.

PROVIDED CHILDREN WITH 50,371 BREAKFASTS, 51,099 LUNCHES, AND 28,785 AFTERNOON SNACKS. STATE MIGRANT PROGRAM SERVED 116 CHILDREN AND THE CALIFORNIA STATE PRESCHOOL PROGRAM SERVED 142 CHILDREN.

4c (Code:) (Expenses \$ 4,880,126. including grants of \$) (Revenue \$)

SEE SCHEDULE O

4d Other program services (Describe on Schedule O.) SEE SCHEDULE O

(Expenses \$ 4,493,230. including grants of \$) (Revenue \$)

4e Total program service expenses 28,838,362.

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If 'Yes,' complete Schedule A.</i>	X	
2 Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ? See instructions	X	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If 'Yes,' complete Schedule C, Part I.</i>		X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If 'Yes,' complete Schedule C, Part II.</i>		X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? <i>If 'Yes,' complete Schedule C, Part III.</i>		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If 'Yes,' complete Schedule D, Part I.</i>		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If 'Yes,' complete Schedule D, Part II.</i>		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If 'Yes,' complete Schedule D, Part III.</i>		X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If 'Yes,' complete Schedule D, Part IV.</i>		X
10 Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? <i>If 'Yes,' complete Schedule D, Part V.</i>		X
11 If the organization's answer to any of the following questions is 'Yes,' then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If 'Yes,' complete Schedule D, Part VI.</i>	X	
b Did the organization report an amount for investments – other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? <i>If 'Yes,' complete Schedule D, Part VII.</i>		X
c Did the organization report an amount for investments – program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? <i>If 'Yes,' complete Schedule D, Part VIII.</i>		X
d Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? <i>If 'Yes,' complete Schedule D, Part IX.</i>		X
e Did the organization report an amount for other liabilities in Part X, line 25? <i>If 'Yes,' complete Schedule D, Part X.</i>	X	
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If 'Yes,' complete Schedule D, Part X.</i>		X
12a Did the organization obtain separate, independent audited financial statements for the tax year? <i>If 'Yes,' complete Schedule D, Parts XI and XII.</i>	X	
b Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If 'Yes,' and if the organization answered 'No' to line 12a, then completing Schedule D, Parts XI and XII is optional.</i>		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If 'Yes,' complete Schedule E.</i>		X
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If 'Yes,' complete Schedule F, Parts I and IV.</i>		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If 'Yes,' complete Schedule F, Parts II and IV.</i>		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If 'Yes,' complete Schedule F, Parts III and IV.</i>		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If 'Yes,' complete Schedule G, Part I.</i> See instructions		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If 'Yes,' complete Schedule G, Part II.</i>		X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If 'Yes,' complete Schedule G, Part III.</i>		X
20a Did the organization operate one or more hospital facilities? <i>If 'Yes,' complete Schedule H.</i>		X
b If 'Yes' to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If 'Yes,' complete Schedule I, Parts I and II.</i>		X

Part IV Checklist of Required Schedules (continued)

	Yes	No
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If 'Yes,' complete Schedule I, Parts I and III.</i>		X
23 Did the organization answer 'Yes' to Part VII, Section A, line 3, 4, or 5, about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If 'Yes,' complete Schedule J.</i>	X	
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If 'Yes,' answer lines 24b through 24d and complete Schedule K. If 'No,' go to line 25a.</i>		X
24b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?.....		
24c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?.....		
24d Did the organization act as an 'on behalf of' issuer for bonds outstanding at any time during the year?.....		
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If 'Yes,' complete Schedule L, Part I.</i>		X
25b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If 'Yes,' complete Schedule L, Part I.</i>		X
26 Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? <i>If 'Yes,' complete Schedule L, Part II.</i>		X
27 Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? <i>If 'Yes,' complete Schedule L, Part III.</i>		X
28 Was the organization a party to a business transaction with one of the following parties (see the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions):		
28a A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? <i>If 'Yes,' complete Schedule L, Part IV.</i>		X
28b A family member of any individual described in line 28a? <i>If 'Yes,' complete Schedule L, Part IV.</i>		X
28c A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? <i>If 'Yes,' complete Schedule L, Part IV.</i>		X
29 Did the organization receive more than \$25,000 in non-cash contributions? <i>If 'Yes,' complete Schedule M.</i>		X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If 'Yes,' complete Schedule M.</i>		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If 'Yes,' complete Schedule N, Part I.</i>		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If 'Yes,' complete Schedule N, Part II.</i>		X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If 'Yes,' complete Schedule R, Part I.</i>		X
34 Was the organization related to any tax-exempt or taxable entity? <i>If 'Yes,' complete Schedule R, Part II, III, or IV, and Part V, line 1.</i>		X
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?.....		X
35b If 'Yes' to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If 'Yes,' complete Schedule R, Part V, line 2.</i>		
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If 'Yes,' complete Schedule R, Part V, line 2.</i>		X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If 'Yes,' complete Schedule R, Part VI.</i>		X
38 Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? Note: All Form 990 filers are required to complete Schedule O.	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

	Yes	No
1 a Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable.....		
1 b Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable.....		
1 c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?.....	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)

		Yes	No
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return. 2a 340		
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? 2b	X	
Note: If the sum of lines 1a and 2a is greater than 250, you may be required to e-file. See instructions.			
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year? 3a		X
b	If 'Yes,' has it filed a Form 990-T for this year? If 'No' to line 3b, provide an explanation on Schedule O. 3b		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)? 4a		X
b	If 'Yes,' enter the name of the foreign country ▶ See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year? 5a		X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction? 5b		X
c	If 'Yes,' to line 5a or 5b, did the organization file Form 8886-T? 5c		
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions? 6a		X
b	If 'Yes,' did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible? 6b		
7	Organizations that may receive deductible contributions under section 170(c).		
a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor? 7a		X
b	If 'Yes,' did the organization notify the donor of the value of the goods or services provided? 7b		
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282? 7c		X
d	If 'Yes,' indicate the number of Forms 8282 filed during the year. 7d		
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract? 7e		X
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? 7f		X
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required? 7g		
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C? 7h		
8	Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year? 8		
9	Sponsoring organizations maintaining donor advised funds.		
a	Did the sponsoring organization make any taxable distributions under section 4966? 9a		
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person? 9b		
10	Section 501(c)(7) organizations. Enter:		
a	Initiation fees and capital contributions included on Part VIII, line 12. 10a		
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities. 10b		
11	Section 501(c)(12) organizations. Enter:		
a	Gross income from members or shareholders. 11a		
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.) 11b		
12a	Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041? 12a		
b	If 'Yes,' enter the amount of tax-exempt interest received or accrued during the year. 12b		
13	Section 501(c)(29) qualified nonprofit health insurance issuers.		
a	Is the organization licensed to issue qualified health plans in more than one state? 13a		
Note: See the instructions for additional information the organization must report on Schedule O.			
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans. 13b		
c	Enter the amount of reserves on hand 13c		
14a	Did the organization receive any payments for indoor tanning services during the tax year? 14a		X
b	If 'Yes,' has it filed a Form 720 to report these payments? If 'No,' provide an explanation on Schedule O. 14b		
15	Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? 15		X
If 'Yes,' see the instructions and file Form 4720, Schedule N.			
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? 16		X
If 'Yes,' complete Form 4720, Schedule O.			
17	Section 501(c)(21) organizations. Did the trust, any disqualified person, or mine operator engage in any activities that would result in the imposition of an excise tax under section 4951, 4952, or 4953? 17		
If 'Yes,' complete Form 6069.			

Part VI Governance, Management, and Disclosure. For each 'Yes' response to lines 2 through 7b below, and for a 'No' response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI.

Section A. Governing Body and Management

		Yes	No
1 a	Enter the number of voting members of the governing body at the end of the tax year. 1 a 15 If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.		
1 b	Enter the number of voting members included on line 1a, above, who are independent. 1 b 15		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?		X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?		X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed? SEE SCH O	X	
5	Did the organization become aware during the year of a significant diversion of the organization's assets?		X
6	Did the organization have members or stockholders?		X
7 a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?		X
7 b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?		X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
8 a	The governing body?	X	
8 b	Each committee with authority to act on behalf of the governing body?	X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If 'Yes,' provide the names and addresses on Schedule O.		X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

		Yes	No
10 a	Did the organization have local chapters, branches, or affiliates?		X
10 b	If 'Yes,' did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?		
11 a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	X	
11 b	Describe on Schedule O the process, if any, used by the organization to review this Form 990. SEE SCHEDULE O		
12 a	Did the organization have a written conflict of interest policy? If 'No,' go to line 13.	X	
12 b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	X	
12 c	Did the organization regularly and consistently monitor and enforce compliance with the policy? If 'Yes,' describe on Schedule O how this was done.	X	
13	Did the organization have a written whistleblower policy?	X	
14	Did the organization have a written document retention and destruction policy?	X	
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
15 a	The organization's CEO, Executive Director, or top management official.	X	
15 b	Other officers or key employees of the organization. SEE SCHEDULE O.	X	
	If 'Yes' to line 15a or 15b, describe the process on Schedule O. See instructions.		
16 a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		X
16 b	If 'Yes,' did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?		

Section C. Disclosure

- 17** List the states with which a copy of this Form 990 is required to be filed ▶ CA
- 18** Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
 Own website Another's website Upon request Other (explain on Schedule O)
- 19** Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year. **SEE SCHEDULE O**
- 20** State the name, address, and telephone number of the person who possesses the organization's books and records ▶
DANIEL SEETO 1225 GILL AVENUE MADERA CA 93637 (559) 673-9173

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII.

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1 a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See the instructions for definition of 'key employee.'
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

See the instructions for the order in which to list the persons above.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) MATTIE MENDEZ EXECUTIVE DIR.	40 0			X				0.	174,458.	70,190.
(2) MARTIZA GOMEZ-ZARAGOSA MADERA DIRECTOR	40 0					X		124,555.	0.	12,896.
(3) IRENE YANG HR DIRECTOR	40 0					X		121,086.	0.	6,677.
(4) DANIEL SEETO CFO	40 0			X				0.	105,192.	11,928.
(5) VICKI BANDY BOARD MEMBER	1 0	X						0.	0.	0.
(6) DEBI BRAY BOARD MEMBER	1 0	X						0.	0.	0.
(7) DEBORAH MARTINEZ BOARD MEMBER	1 0	X						0.	0.	0.
(8) DAVID HERNANDEZ SEC / TREASURER	1 0	X						0.	0.	0.
(9) LETICIA GONZALEZ BOARD MEMBER	1 0	X						0.	0.	0.
(10) DIANA PALMER BOARD MEMBER	1 0	X						0.	0.	0.
(11) DONALD HOLLEY BOARD MEMBER	1 0	X						0.	0.	0.
(12) ERIC LICALSI VICE CHAIR	1 0	X						0.	0.	0.
(13) ALMA HERNANDEZ BOARD MEMBER	1 0	X						0.	0.	0.
(14) RICHARD GUTIERREZ BOARD MEMBER	1 0	X						0.	0.	0.

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(15) TYSON POGUE CHAIRPERSON	1 0	X						0.	0.	0.
(16) MOLLY HERNANDEZ BOARD MEMBER	1 0	X						0.	0.	0.
(17) AURORA FLORES BOARD MEMBER	1 0	X						0.	0.	0.
(18) STEVE MONTES BOARD MEMBER	0 0	X						0.	0.	0.
(19) MARTHA GARCIA BOARD MEMBER	0 0	X						0.	0.	0.
(20)										
(21)										
(22)										
(23)										
(24)										
(25)										

1 b Subtotal	245,641.	279,650.	101,691.
c Total from continuation sheets to Part VII, Section A	0.	0.	0.
d Total (add lines 1b and 1c)	245,641.	279,650.	101,691.

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **2**

	Yes	No
3 Did the organization list any former officer, director, trustee, key employee, or highest compensated employee on line 1a? <i>If 'Yes,' complete Schedule J for such individual.</i>	3	X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If 'Yes,' complete Schedule J for such individual.</i>	4	X
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If 'Yes,' complete Schedule J for such person.</i>	5	X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
MERCED COUNTY COMMUNITY ACTION AGENCY P.O. BOX 2085 MERCED, CA 95344	WEATHERIZATION SERV.	475,390.
FRESNO ECONOMIC OPPORTUNITIES COMMISSION 1920 MARIPOSA MALL, STE. 33	DELIVERY SERVICES	202,737.
KIDS KARE SCHOOLS, INC. 4697 N. BENDEL FRESNO, CA 93722	CHILD CARE SERVICES	1,009,182.
MADERA COUNTY AUDITOR CONTROLLER 200 WEST FOURTH STREET MADERA, CA 9	SALARY REIMBURSEMENT	240,239.
KNIGHTS INN 1855 W. CLEVELAND MADERA, CA 93638	HOTEL ROOMS	273,993.

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization **22**

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

		(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514	
Contributions, Gifts, Grants, and Other Similar Amounts	1 a Federated campaigns	1 a				
	b Membership dues	1 b				
	c Fundraising events	1 c				
	d Related organizations	1 d				
	e Government grants (contributions)	1 e 31,198,307.				
	f All other contributions, gifts, grants, and similar amounts not included above	1 f 129,085.				
	g Noncash contributions included in lines 1a-1f	1 g				
	h Total. Add lines 1a-1f		31,327,392.			
	Program Service Revenue	2 a Business Code				
b						
c						
d						
e						
f All other program service revenue						
g Total. Add lines 2a-2f						
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)		2,270.		2,270.	
	4 Income from investment of tax-exempt bond proceeds					
	5 Royalties					
	6 a Gross rents	(i) Real				
		(ii) Personal				
		6 a	48,962.			
		b Less: rental expenses	6 b			
	c Rental income or (loss)	6 c 48,962.				
	d Net rental income or (loss)		48,962.		48,962.	
	7 a Gross amount from sales of assets other than inventory	(i) Securities				
		(ii) Other				
		7 a				
		b Less: cost or other basis and sales expenses	7 b			
	c Gain or (loss)	7 c				
d Net gain or (loss)						
8 a Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18	8 a					
	b Less: direct expenses	8 b				
	c Net income or (loss) from fundraising events					
9 a Gross income from gaming activities. See Part IV, line 19	9 a					
	b Less: direct expenses	9 b				
	c Net income or (loss) from gaming activities					
10 a Gross sales of inventory, less returns and allowances	10 a					
	b Less: cost of goods sold	10 b				
	c Net income or (loss) from sales of inventory					
Miscellaneous Revenue	11 a Business Code					
	OTHER INCOME		50,475.	50,475.		
	b					
	c					
	d All other revenue					
	e Total. Add lines 11a-11d		50,475.			
12 Total revenue. See instructions		31,429,099.	50,475.	0.	51,232.	

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX.

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	279,650.	174,458.	105,192.	0.
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)	0.	0.	0.	0.
7 Other salaries and wages	13,433,896.	12,142,054.	1,213,470.	78,372.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits	3,556,880.	3,226,481.	309,919.	20,480.
10 Payroll taxes				
11 Fees for services (nonemployees):				
a Management				
b Legal				
c Accounting				
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Schedule O.)	1,131,572.	912,331.	219,241.	
12 Advertising and promotion				
13 Office expenses	2,557,186.	2,387,166.	170,020.	
14 Information technology				
15 Royalties				
16 Occupancy	2,348,391.	2,050,630.	290,568.	7,193.
17 Travel	202,715.	181,960.	20,755.	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	5,810.	5,810.		
23 Insurance	44,655.	10,613.	34,042.	
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
a <u>DIRECT ASSISTANCE</u>	6,411,425.	6,411,425.		
b <u>TELEPHONE</u>	433,865.	409,594.	24,271.	
c <u>CAPITAL PURCHASES</u>	368,994.	368,994.		
d <u>VEHICLE EXPENSES</u>	184,454.	176,902.	7,552.	
e All other expenses	431,595.	379,944.	51,651.	
25 Total functional expenses. Add lines 1 through 24e.	31,391,088.	28,838,362.	2,446,681.	106,045.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720).				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X.

		(A) Beginning of year		(B) End of year
Assets	1 Cash – non-interest-bearing	44,089.	1	38,346.
	2 Savings and temporary cash investments	2,803,466.	2	3,721,778.
	3 Pledges and grants receivable, net	2,735,763.	3	3,469,586.
	4 Accounts receivable, net	32,359.	4	36,989.
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use	26,446.	8	29,501.
	9 Prepaid expenses and deferred charges	44,833.	9	57,776.
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 7,676,393.		
	b Less: accumulated depreciation	10b 5,897,996.	1,771,392.	10c 1,778,397.
	11 Investments – publicly traded securities		11	
	12 Investments – other securities. See Part IV, line 11		12	
	13 Investments – program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets. See Part IV, line 11	95,376.	15	140,005.
16 Total assets. Add lines 1 through 15 (must equal line 33)	7,553,724.	16	9,272,378.	
Liabilities	17 Accounts payable and accrued expenses	4,214,964.	17	4,788,052.
	18 Grants payable		18	
	19 Deferred revenue	470,365.	19	1,785,313.
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	228,827.	25	45,396.
	26 Total liabilities. Add lines 17 through 25	4,914,156.	26	6,618,761.
Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 27, 28, 32, and 33.			
	27 Net assets without donor restrictions	2,639,568.	27	2,653,617.
	28 Net assets with donor restrictions		28	
	Organizations that do not follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 29 through 33.			
	29 Capital stock or trust principal, or current funds		29	
	30 Paid-in or capital surplus, or land, building, or equipment fund		30	
	31 Retained earnings, endowment, accumulated income, or other funds		31	
32 Total net assets or fund balances	2,639,568.	32	2,653,617.	
33 Total liabilities and net assets/fund balances	7,553,724.	33	9,272,378.	

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI.

1	Total revenue (must equal Part VIII, column (A), line 12)	1	31,429,099.
2	Total expenses (must equal Part IX, column (A), line 25)	2	31,391,088.
3	Revenue less expenses. Subtract line 2 from line 1	3	38,011.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	2,639,568.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O). SEE SCHEDULE O	9	-23,962.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	2,653,617.

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII.

		Yes	No
1	Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____		
If the organization changed its method of accounting from a prior year or checked 'Other,' explain on Schedule O.			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant?		X
If 'Yes,' check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis			
2b	Were the organization's financial statements audited by an independent accountant?	X	
If 'Yes,' check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis			
2c	If 'Yes' to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?	X	
If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.			
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?	X	
3b	If 'Yes,' did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits	X	

SCHEDULE A
(Form 990)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2021

Open to Public Inspection

Name of the organization COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.	Employer identification number 94-1612823
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Part I Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i)**.
- 2 A school described in **section 170(b)(1)(A)(ii)**. (Attach Schedule E (Form 990).)
- 3 A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii)**.
- 4 A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii)**. Enter the hospital's name, city, and state: _____
- 5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv)**. (Complete Part II.)
- 6 A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v)**.
- 7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 8 A community trust described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 9 An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
- 10 An organization that normally receives (1) more than 33-1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33-1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2)**. (Complete Part III.)
- 11 An organization organized and operated exclusively to test for public safety. See **section 509(a)(4)**.
- 12 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3)**. Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
 - a **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
 - b **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
 - c **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
 - d **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
 - e Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
 - f Enter the number of supported organizations
 - g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any 'unusual grants'.)	24528517.	26206306.	29069955.	30817241.	31327392.	141949411.
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf.						0.
3 The value of services or facilities furnished by a governmental unit to the organization without charge						0.
4 Total. Add lines 1 through 3.	24528517.	26206306.	29069955.	30817241.	31327392.	141949411.
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						0.
6 Public support. Subtract line 5 from line 4.						141949411.

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
7 Amounts from line 4.	24528517.	26206306.	29069955.	30817241.	31327392.	141949411.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources.	25,344.	27,702.	23,889.	43,357.	51,232.	171,524.
9 Net income from unrelated business activities, whether or not the business is regularly carried on.						0.
10 Other income. Do not include gain or loss from the sale of capital assets. (Explain in Part VI.) SEE PART VI	4,967.				50,475.	55,442.
11 Total support. Add lines 7 through 10.						142176377.
12 Gross receipts from related activities, etc. (see instructions)					12	0.
13 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here ▶ <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

14 Public support percentage for 2021 (line 6, column (f), divided by line 11, column (f)).	14	99.84 %
15 Public support percentage from 2020 Schedule A, Part II, line 14.	15	99.87 %

16a **33-1/3% support test—2021.** If the organization did not check the box on line 13, and line 14 is 33-1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization. ▶

b **33-1/3% support test—2020.** If the organization did not check a box on line 13 or 16a, and line 15 is 33-1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization. ▶

17a **10%-facts-and-circumstances test—2021.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization. ▶

b **10%-facts-and-circumstances test—2020.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization. ▶

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions. ▶

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any 'unusual grants.')						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose.						
3 Gross receipts from activities that are not an unrelated trade or business under section 513.						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf.						
5 The value of services or facilities furnished by a governmental unit to the organization without charge.						
6 Total. Add lines 1 through 5.						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons.						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year.						
c Add lines 7a and 7b.						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
9 Amounts from line 6.						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources.						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975.						
c Add lines 10a and 10b.						
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on.						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						

14 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here**. ▶

Section C. Computation of Public Support Percentage

15 Public support percentage for 2021 (line 8, column (f), divided by line 13, column (f)).	15	%
16 Public support percentage from 2020 Schedule A, Part III, line 15.	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2021 (line 10c, column (f), divided by line 13, column (f)).	17	%
18 Investment income percentage from 2020 Schedule A, Part III, line 17.	18	%

19a 33-1/3% support tests—2021. If the organization did not check the box on line 14, and line 15 is more than 33-1/3%, and line 17 is not more than 33-1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization. ▶

b 33-1/3% support tests—2020. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33-1/3%, and line 18 is not more than 33-1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization. ▶

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions. ▶

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If 'No,' describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If 'Yes,' explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If 'Yes,' answer lines 3b and 3c below.</i>		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If 'Yes,' describe in Part VI when and how the organization made the determination.</i>		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If 'Yes,' explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a Was any supported organization not organized in the United States ('foreign supported organization')? <i>If 'Yes' and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.</i>		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If 'Yes,' describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If 'Yes,' explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If 'Yes,' answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If 'Yes,' provide detail in Part VI.</i>		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If 'Yes,' complete Part I of Schedule L (Form 990).</i>		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? <i>If 'Yes,' complete Part I of Schedule L (Form 990).</i>		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If 'Yes,' provide detail in Part VI.</i>		
b Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If 'Yes,' provide detail in Part VI.</i>		
c Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If 'Yes,' provide detail in Part VI.</i>		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If 'Yes,' answer line 10b below.</i>		
b Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

Part IV Supporting Organizations (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described on lines 11b and 11c below, the governing body of a supported organization?	11a	
b A family member of a person described on line 11a above?	11b	
c A 35% controlled entity of a person described on line 11a or 11b above? <i>If 'Yes' to line 11a, 11b, or 11c, provide detail in Part VI.</i>	11c	

Section B. Type I Supporting Organizations

	Yes	No
1 Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? <i>If 'No,' describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.</i>	1	
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? <i>If 'Yes,' explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.</i>	2	

Section C. Type II Supporting Organizations

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? <i>If 'No,' describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).</i>	1	

Section D. All Type III Supporting Organizations

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?	1	
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? <i>If 'No,' explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).</i>	2	
3 By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? <i>If 'Yes,' describe in Part VI the role the organization's supported organizations played in this regard.</i>	3	

Section E. Type III Functionally Integrated Supporting Organizations

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).			
a <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.			
b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.			
c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a governmental entity (see instructions).			
2 Activities Test. Answer lines 2a and 2b below.			
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? <i>If 'Yes,' then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.</i>	2a		
b Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? <i>If 'Yes,' explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.</i>	2b		
3 Parent of Supported Organizations. Answer lines 3a and 3b below.			
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? <i>If 'Yes' or 'No,' provide details in Part VI.</i>	3a		
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? <i>If 'Yes,' describe in Part VI the role played by the organization in this regard.</i>	3b		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A – Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	

Section B – Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C – Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	

7 Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

Part VI

Supplemental Information. Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

PART II, LINE 10 - OTHER INCOME

<u>NATURE AND SOURCE</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
SPECIAL EVENT INCOME					\$ 4,967.
OTHER	\$ 50,475.				
TOTAL	<u>\$ 50,475.</u>	<u>\$ 0.</u>	<u>\$ 0.</u>	<u>\$ 0.</u>	<u>\$ 4,967.</u>

Schedule B (Form 990)

Department of the Treasury Internal Revenue Service

Schedule of Contributors

Attach to Form 990 or Form 990-PF. Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2021

Name of the organization COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Employer identification number 94-1612823

Organization type (check one):

Filers of:

Section:

- Form 990 or 990-EZ [X] 501(c)(3) (enter number) organization
[] 4947(a)(1) nonexempt charitable trust not treated as a private foundation
[] 527 political organization
Form 990-PF [] 501(c)(3) exempt private foundation
[] 4947(a)(1) nonexempt charitable trust treated as a private foundation
[] 501(c)(3) taxable private foundation

Check if your organization is covered by the General Rule or a Special Rule.

Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

- [] For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

- [X] For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33-1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of (1) \$5,000; or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.
[] For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 exclusively for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering 'N/A' in column (b) instead of the contributor name and address), II, and III.
[] For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions exclusively for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an exclusively religious, charitable, etc., purpose. Don't complete any of the parts unless the General Rule applies to this organization because it received nonexclusively religious, charitable, etc., contributions totaling \$5,000 or more during the year. > \$

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990), but it must answer 'No' on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990).

Name of organization COMMUNITY ACTION PARTNERSHIP OF	Employer identification number 94-1612823
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Part I Contributors (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	U.S. DEPT. OF HEALTH & HUMAN SERV 330 C STREET, SW WASHINGTON, DC 20201	\$ 4,898,653.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	STANISLAUS CO. OFFICE OF EDUCATION 1100 H STREET MODESTO, CA 95354	\$ 7,792,644.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
3	COMM. ACTION PARTNERSHIP OF SLO CO. 1030 SOUTHWOOD DRIVE SAN LUIS OBISPO, CA 93401	\$ 4,982,812.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
4	CALIFORNIA DEPT. OF CSD 2389 GATEWAY OAKS DRIVE, #100 SACRAMENTO, CA 95833	\$ 1,360,995.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
5	CA GOVERNOR'S OFFICE OF EMER. SERV. 3650 SCHRIEVER AVENUE MATHER, CA 95655	\$ 1,481,005.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
6	CALIFORNIA DEPT OF SOCIAL SERVICES 1215 O STREET SACRAMENTO, CA 95814	\$ 7,464,528.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Name of organization COMMUNITY ACTION PARTNERSHIP OF	Employer identification number 94-1612823
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Part II **Noncash Property** (see instructions). Use duplicate copies of Part II if additional space is needed.

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
-----	N/A ----- ----- -----	\$-----	-----
-----	----- ----- -----	\$-----	-----
-----	----- ----- -----	\$-----	-----
-----	----- ----- -----	\$-----	-----
-----	----- ----- -----	\$-----	-----
-----	----- ----- -----	\$-----	-----
-----	----- ----- -----	\$-----	-----
-----	----- ----- -----	\$-----	-----

SCHEDULE D (Form 990)

Supplemental Financial Statements

OMB No. 1545-0047

2021

Department of the Treasury Internal Revenue Service

Complete if the organization answered 'Yes' on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b. Attach to Form 990.

Go to www.irs.gov/Form990 for instructions and the latest information.

Open to Public Inspection

Name of the organization

Employer identification number

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

94-1612823

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.

Complete if the organization answered 'Yes' on Form 990, Part IV, line 6.

Table with 3 columns: Question number, (a) Donor advised funds, (b) Funds and other accounts. Rows 1-4 for total number and aggregate values.

- 5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property...
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes...

Part II Conservation Easements.

Complete if the organization answered 'Yes' on Form 990, Part IV, line 7.

- 1 Purpose(s) of conservation easements held by the organization (check all that apply).
2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

Table with 2 columns: Question number, Held at the End of the Tax Year. Rows 2a-2d for conservation easement details.

- 3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year
4 Number of states where property subject to conservation easement is located
5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?
6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year
7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year
8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?
9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet...

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered 'Yes' on Form 990, Part IV, line 8.

- 1 a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.
b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:
2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

- 3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):
- a Public exhibition
 - b Scholarly research
 - c Preservation for future generations
 - d Loan or exchange program
 - e Other _____
- 4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.
- 5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? Yes No

Part IV Escrow and Custodial Arrangements. Complete if the organization answered 'Yes' on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1 a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? Yes No
- b If 'Yes,' explain the arrangement in Part XIII and complete the following table:
- | | Amount |
|---------------------------------|--------|
| c Beginning balance | 1 c |
| d Additions during the year | 1 d |
| e Distributions during the year | 1 e |
| f Ending balance | 1 f |
- 2 a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? Yes No
- b If 'Yes,' explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII.

Part V Endowment Funds. Complete if the organization answered 'Yes' on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1 a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

- 2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:
- a Board designated or quasi-endowment _____ %
 - b Permanent endowment _____ %
 - c Term endowment _____ %
- The percentages on lines 2a, 2b, and 2c should equal 100%.
- 3 a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:
- | | Yes | No |
|-----------------------------|--------|----|
| (i) Unrelated organizations | 3a(i) | |
| (ii) Related organizations | 3a(ii) | |
- b If 'Yes' on line 3a(ii), are the related organizations listed as required on Schedule R? **3b**

Part VI Land, Buildings, and Equipment. Complete if the organization answered 'Yes' on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1 a Land		59,005.		59,005.
b Buildings		4,364,110.	3,652,652.	711,458.
c Leasehold improvements		599,554.	266,323.	333,231.
d Equipment		2,653,724.	1,979,021.	674,703.
e Other				

Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.) **1,778,397.**

Part VII Investments – Other Securities.

N/A

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A) -----		
(B) -----		
(C) -----		
(D) -----		
(E) -----		
(F) -----		
(G) -----		
(H) -----		
(I) -----		
Total. (Column (b) must equal Form 990, Part X, column (B) line 12.)		

Part VIII Investments – Program Related.

N/A

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		
Total. (Column (b) must equal Form 990, Part X, column (B) line 13.)		

Part IX Other Assets.

N/A

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	
Total. (Column (b) must equal Form 990, Part X, column (B) line 15.)	

Part X Other Liabilities.

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) CDE RESERVE	42,480.
(3) DUE TO FUNDER	2,916.
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	
(11)	
Total. (Column (b) must equal Form 990, Part X, column (B) line 25.)	45,396.

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII.

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.

Complete if the organization answered 'Yes' on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements	1	33,431,269.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		
	a Net unrealized gains (losses) on investments	2a	
	b Donated services and use of facilities	2b	2,002,170.
	c Recoveries of prior year grants	2c	
	d Other (Describe in Part XIII.)	2d	
	e Add lines 2a through 2d	2e	2,002,170.
3	Subtract line 2e from line 1	3	31,429,099.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
	a Investment expenses not included on Form 990, Part VIII, line 7b	4a	
	b Other (Describe in Part XIII.)	4b	
	c Add lines 4a and 4b	4c	
5	Total revenue. Add lines 3 and 4c . (This must equal Form 990, Part I, line 12.)	5	31,429,099.

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered 'Yes' on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements	1	33,393,258.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:		
	a Donated services and use of facilities	2a	2,002,170.
	b Prior year adjustments	2b	
	c Other losses	2c	
	d Other (Describe in Part XIII.)	2d	
	e Add lines 2a through 2d	2e	2,002,170.
3	Subtract line 2e from line 1	3	31,391,088.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
	a Investment expenses not included on Form 990, Part VIII, line 7b	4a	
	b Other (Describe in Part XIII.)	4b	
	c Add lines 4a and 4b	4c	
5	Total expenses. Add lines 3 and 4c . (This must equal Form 990, Part I, line 18.)	5	31,391,088.

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

**SCHEDULE J
(Form 990)**

Department of the Treasury
Internal Revenue Service

Compensation Information

For certain Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

- ▶ Complete if the organization answered 'Yes' on Form 990, Part IV, line 23.
- ▶ Attach to Form 990.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2021

**Open to Public
Inspection**

Name of the organization

COMMUNITY ACTION PARTNERSHIP OF
MADERA COUNTY, INC.

Employer identification number

94-1612823

Part I Questions Regarding Compensation

1 a Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items.

- | | |
|--|--|
| <input type="checkbox"/> First-class or charter travel | <input type="checkbox"/> Housing allowance or residence for personal use |
| <input type="checkbox"/> Travel for companions | <input type="checkbox"/> Payments for business use of personal residence |
| <input type="checkbox"/> Tax indemnification and gross-up payments | <input type="checkbox"/> Health or social club dues or initiation fees |
| <input type="checkbox"/> Discretionary spending account | <input type="checkbox"/> Personal services (such as maid, chauffeur, chef) |

b If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If 'No,' complete Part III to explain.

2 Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a?

3 Indicate which, if any, of the following the organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III.

- | | |
|--|--|
| <input type="checkbox"/> Compensation committee | <input type="checkbox"/> Written employment contract |
| <input type="checkbox"/> Independent compensation consultant | <input type="checkbox"/> Compensation survey or study |
| <input type="checkbox"/> Form 990 of other organizations | <input type="checkbox"/> Approval by the board or compensation committee |

4 During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:

- a** Receive a severance payment or change-of-control payment? **4 a**
- b** Participate in or receive payment from a supplemental nonqualified retirement plan? **4 b**
- c** Participate in or receive payment from an equity-based compensation arrangement? **4 c**
- If 'Yes' to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III.

Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5-9.

5 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:

- a** The organization? **5 a**
- b** Any related organization? **5 b**
- If 'Yes' on line 5a or 5b, describe in Part III.

6 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:

- a** The organization? **6 a**
- b** Any related organization? **6 b**
- If 'Yes' on line 6a or 6b, describe in Part III.

7 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If 'Yes,' describe in Part III.

8 Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If 'Yes,' describe in Part III.

9 If 'Yes' on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)?

	Yes	No
1 b		
2		
4 a		X
4 b		X
4 c		X
5 a		X
5 b		X
6 a		X
6 b		X
7		X
8		X
9		

BAA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule J (Form 990) 2021

Part II Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees. Use duplicate copies if additional space is needed.

For each individual whose compensation must be reported on Schedule J, report compensation from the organization on row (i) and from related organizations, described in the instructions, on row (ii). Do not list any individuals that aren't listed on Form 990, Part VII.

Note: The sum of columns (B)(i)-(iii) for each listed individual must equal the total amount of Form 990, Part VII, Section A, line 1a, applicable column (D) and (E) amounts for that individual.

(A) Name and Title		(B) Breakdown of W-2 and/or 1099-MISC and/or 1099-NEC compensation			(D) Nontaxable benefits	(E) Total of columns(B)(i)-(D)	(F) Compensation in column (B) reported as deferred on prior Form 990
		(i) Base compensation	(ii) Bonus & incentive compensation	(iii) Other reportable compensation			
MATTIE MENDEZ 1 EXECUTIVE DIR.	(i)	0.	0.	0.	0.	0.	0.
	(ii)	174,458.	0.	0.	0.	174,458.	0.
2	(i)						
	(ii)						
3	(i)						
	(ii)						
4	(i)						
	(ii)						
5	(i)						
	(ii)						
6	(i)						
	(ii)						
7	(i)						
	(ii)						
8	(i)						
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13	(i)						
	(ii)						
14	(i)						
	(ii)						
15	(i)						
	(ii)						
16	(i)						
	(ii)						

Part III Supplemental Information

Provide the information, explanation, or descriptions required for Part I, lines 1a, 1b, 3, 4a, 4b, 4c, 5a, 5b, 6a, 6b, 7, and 8, and for Part II. Also complete this part for any additional information.

**SCHEDULE O
(Form 990)**

Supplemental Information to Form 990 or 990-EZ

OMB No. 1545-0047

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.
▶ Attach to Form 990 or Form 990-EZ.

2021

▶ Go to www.irs.gov/Form990 for the latest information.

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

Name of the organization **COMMUNITY ACTION PARTNERSHIP OF
MADERA COUNTY, INC.**

Employer identification number
94-1612823

FORM 990, PART III, LINE 4C - PROGRAM SERVICE ACCOMPLISHMENTS

OTHER PROGRAMS INCLUDING THE FOLLOWING:

*RAPE/SEXUAL ASSAULT SERVICES: VICTIM SERVICES PROVIDES HELP FOR SURVIVORS OF SEXUAL ASSAULT REGARDLESS OF HOW LONG AGO IT HAPPENED OR WHETHER OR NOT THE ASSAULT WAS REPORTED. SERVICES INCLUDE A CONFIDENTIAL 24-HOUR CRISIS LINE AND COUNSELING.

*CHILD FORENSIC INTERVIEW TEAM: PROVIDES MULTI-DISCIPLINARY TEAM TO CONDUCT INTERVIEW OF ALLEGED SEXUAL ABUSE WITH CHILDREN. PROVIDED 128 INTERVIEWS.

*VICTIM & WITNESS SERVICES: VICTIM SERVICES STRIVES TO REDUCE THE TRAUMA OF A CRIME BY EMPOWERING AND ASSISTING CRIME VICTIMS, WITNESSES, AND SIGNIFICANT OTHERS TO RESTRUCTURE THEIR LIVES THROUGH ADVOCACY, SUPPORT, INFORMATION, AND REFERRALS.

*MARTHA DIAZ DOMESTIC VIOLENCE & TRANSITIONAL HOUSING PROGRAMS: MARTHA DIAZ WILL PROVIDE UP TO 30 DAYS OF EMERGENCY SHELTER TO WOMEN AND CHILDREN WHO ARE IN IMMEDIATE DANGER OF DOMESTIC VIOLENCE. THE EXACT LOCATION OF THE 18-BED SHELTER IS KEPT CONFIDENTIAL TO PROTECT THE SAFETY OF THE RESIDENTS. ALL RESIDENTS RECEIVE LODGING, FOOD, AND CLOTHING. THERE WERE 49 INDIVIDUALS SERVED. THE TRANSITIONAL HOUSING PROGRAM PROVIDES HOUSING AND CONTINUED CASE MANAGEMENT FOR UP TO 18 MONTHS TO WOMEN AND CHILDREN FOLLOWING THE EMERGENCY SHELTER STAY. APPROXIMATELY 19 INDIVIDUALS WERE SERVED.

*STRENGTHENING FAMILIES PROGRAM: THIS PROGRAM INSTRUCTS PARENTS AND CHILDREN ON HOW TO FUNCTION AS AN IMPROVED FAMILY UNIT. IT TEACHES FAMILIES TO INTERACT WITH EACH OTHER IN A THOUGHTFUL FASHION. APPROXIMATELY 128 FAMILIES SECURED TRAINING.

Name of the organization COMMUNITY ACTION PARTNERSHIP OF
MADERA COUNTY, INC.

Employer identification number
94-1612823

FORM 990, PART III, LINE 4C - PROGRAM SERVICE ACCOMPLISHMENTS

*SENIOR NUTRITION PROGRAM: THIS PROGRAM SERVES MEALS TO SENIORS AND ASSISTS IN THEIR DAILY NUTRITIONAL NEEDS. THERE WERE APPROXIMATELY 145 SENIORS SERVED THROUGH HOMEBOUND DELIVERIES.

*HOUSING PROVIDED ON A NON-EMERGENCY BASIS: THERE WERE APPROXIMATELY 50 INDIVIDUALS WHO WERE PROVIDED HOUSING FOR THOSE WITH MENTAL HEALTH CONDITIONS. THIS HOUSING WAS IN ADDITION TO THOSE RECEIVING EMERGENCY HOUSING.

*EMERGENCY FOOD & SHELTER PROGRAMS: PROVIDE HOUSING ASSISTANCE TO QUALIFIED FAMILIES OF MADERA COUNTY. APPROXIMATELY 67 INDIVIDUALS WERE PROVIDED WITH RENTAL ASSISTANCE AND THERE WERE 1,311 OUTREACH SERVICES. THERE WERE 280 INDIVIDUALS PROVIDED FOOD AND 73 INDIVIDUALS WITH EMERGENCY SHELTER.

ENERGY PROGRAMS:

*THE COMMUNITY SERVICES DEPARTMENT RUNS THE LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP). LIHEAP APPLIES A CREDIT TO PG&E AND PROPANE ACCOUNTS, AND HELPS PAY FOR WOOD FOR APPLICANTS WHO QUALIFY.

*WEATHERIZATION ALSO FALLS UNDER THE COMMUNITY SERVICES DEPARTMENT. THE WEATHERIZATION SERVICE ENABLES FAMILIES TO PERMANENTLY REDUCE THEIR ENERGY BILLS BY MAKING THEIR HOMES MORE ENERGY EFFICIENT.

Name of the organization COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.	Employer identification number 94-1612823
--	--

FORM 990, PART III, LINE 4D - OTHER PROGRAM SERVICES DESCRIPTION

HEAD START: THE HEAD START PROGRAM PROVIDES EARLY EDUCATION AND SERVICES FOR LOW INCOME CHILDREN AND FAMILIES IN MADERA COUNTY. SERVICES INCLUDE CHILD CARE, MEDICAL/DENTAL SCREENING, MEALS FOR CHILDREN, MENTAL HEALTH & DISABILITY SERVICES, AND HEALTH AND NUTRITION EDUCATION. IT SERVED 317 CHILDREN AND FAMILIES.

FORM 990, PART VI, LINE 4 - SIGNIFICANT CHANGES TO ORGANIZATIONAL DOCUMENTS

THE CAPMC BOARD OF DIRECTORS APPROVED UPDATED BYLAWS ON 10/13/22.

FORM 990, PART VI, LINE 11B - FORM 990 REVIEW PROCESS

ALL INFORMATION RETURNS ARE REVIEWED BY THE AGENCY'S CFO AND EXECUTIVE DIRECTOR PRIOR TO FILING. COMPLETED FORMS ARE PRESENTED TO THE FINANCE COMMITTEE AND/OR THE BOARD OF DIRECTORS.

FORM 990, PART VI, LINE 15B - COMPENSATION REVIEW & APPROVAL PROCESS - OFFICERS & KEY EMPLOYEES

THE AGENCY CONDUCTS A SALARY COMPENSATION STUDY EVERY THREE YEARS. FROM THIS, A SALARY PLAN COVERING ALL CLASSES OF EMPLOYEES IN THE AGENCY IS PREPARED. THE PLAN DEPICTS MINIMUM, INTERMEDIATE AND MAXIMUM RATES OF PAY FOR EACH JOB CLASS. RATES ARE DETERMINED BY REVIEW OF THE FOLLOWING: A. PREVAILING RATES OF PAY FOR COMPARABLE WORK IN OTHER PUBLIC AND PRIVATE EMPLOYMENT; B. APPROPRIATE INTERNAL PAY DIFFERENCES BETWEEN THE AGENCY'S JOB CLASSES; C. CURRENT CHANGES IN COSTS OF LIVING; D. AGENCY FINANCIAL CONDITION; AND E. OTHER INFORMATION OR OUTSIDE SOURCES THE EXECUTIVE DIRECTOR DEEMS REASONABLE OR APPROPRIATE.

FORM 990, PART VI, LINE 19 - OTHER ORGANIZATION DOCUMENTS PUBLICLY AVAILABLE

CAPMC IS SUBJECT TO THE CA PUBLIC RECORDS ACT. INDIVIDUALS MAY REQUEST PUBLIC INSPECTION/ACCESS TO RECORDS EXCEPT THOSE EXEMPTED BY LAW. THE REQUEST MUST BE IN WRITING TO THE EXECUTIVE DIRECTOR. WITHIN 10 DAYS, THE AGENCY WILL DECIDE IF THE REQUEST WILL BE APPROVED, IN WHOLE OR IN PART. THE AGENCY'S AUDITED FINANCIAL STATEMENTS AND BOARD AGENDAS ARE ON THE AGENCY'S WEBSITE.

Name of the organization COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.	Employer identification number 94-1612823
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**FORM 990, PART XI, LINE 9
OTHER CHANGES IN NET ASSETS OR FUND BALANCES**

DEPRECIATION CHARGED AGAINST RESTRICTED NET ASSETS.....					
OTHER NET ASSETS.....					
	<table> <tr> <td data-bbox="1250 375 1274 399"></td> <td data-bbox="1274 375 1511 399">\$ -23,962.</td> </tr> <tr> <td data-bbox="1250 399 1274 420">TOTAL</td> <td data-bbox="1274 399 1511 420"><u>\$ -23,962.</u></td> </tr> </table>		\$ -23,962.	TOTAL	<u>\$ -23,962.</u>
	\$ -23,962.				
TOTAL	<u>\$ -23,962.</u>				



Report to the Board of Directors

Agenda Item Number: E-5

Board of Directors Meeting for: August 10, 2023

Author: Daniel Seeto

DATE: August 4, 2023

TO: Board of Directors

FROM: Daniel Seeto, Chief Financial Officer

SUBJECT: Community Action Partnership of Madera County, Inc. Agency-wide Budget

I. RECOMMENDATION:

Approve the agency-wide budget required by the CSBG Organizational Standards adopted by the State of California Community Services Division.

II. SUMMARY:

The CSBG Organizational Standards require that the CAPMC Board of Directors approve an agency-wide budget. Attached for your review is the proposed budget for the fiscal year ending June 30, 2023.

III. DISCUSSION:

- A. This agency-wide budget summary is intended to complement, not replace program budgets and is prepared for the fiscal year from July 1, 2022 to June 30, 2023.
- B. It is recognized that each grant or program will likely have an annual budget that may be for a different time period. Grant or program budgets may cross two organization fiscal years.
- C. The agency-wide budget is a forecast for the upcoming fiscal year, based on the best information at the time of development. It provides the board with an overview of expected revenues and expenditures. It is probable that actual revenues and expenditures will differ. There is no requirement for the agency to pass a modified agency-wide budget during the course of a year as things change.
- D. This budget has been prepared without using cash reserves and to maintain programs and services at existing levels.
- E. The budget reflects an increase of close to \$1,700,000 compared to the prior year budget (after removing in-kind). The biggest drivers of this difference were Child Care programs (CAPP, C2AP, C3AP) increasing by nearly \$875,000, Energy Programs (LIHEAP) increasing by nearly \$550,000, and Victim Services increasing by nearly \$160,000.
- F. Attached is the CAPMC agency-wide budget for the 2022-2023 year for your review and consideration.
- G. The elimination entries on the agency-wide budget involve the agency's indirect cost pool that funds administration, human resources, and fiscal services. It eliminates inter-agency revenue and expenses.

IV. FINANCING:

The estimated revenues and expenses are approximately \$36.65 million. The actual revenues and expenses for 2021-2022 were about \$33.43 million.

CAPMC AGENCY-WIDE BUDGET FOR THE YEAR ENDING JUNE 30, 2023

	Unrestricted Programs		Temporarily Restricted Programs								Eliminations	Total All Funds
	Corporate	CSBG	Regional Head Start	Migrant Programs	Child Care	Emerg. Food & Shelter	Energy Programs	Senior Services	Victim Services	Other Programs		
REVENUE												
Grant Income - Federal		407,425	5,183,177	11,019,366	4,952,196	1,517,072	1,470,800	97,884	1,341,778	20,000		26,009,698
Grant Income - State				-	5,423,889	422,894	-		309,468	13		6,156,264
Grant Income - Local Govt.				-	-	95,000		22,052	40,421	234,317		391,790
Grant & Contract Income - Other				-	-	-	-		-	-		-
In-Kind Contributions			2,372,001	1,559,433		10,968						3,942,402
Donations	6,323	-	-	-	-	8,771			24,102	44,882		84,078
Rental Income	-					57,438						57,438
Parent Fees												-
Interest Income	2,262				997							3,259
Cost Reimbursements	2,615,162										(2,615,162)	-
Other Revenue	1,372									1,117		2,489
	2,625,119	407,425	7,555,178	12,578,799	10,377,082	2,112,143	1,470,800	119,936	1,715,769	300,329	(2,615,162)	36,647,418
EXPENSES												
Salaries and Wages	1,428,842	222,410	2,363,156	5,720,325	2,003,971	472,962	301,146	1,669	830,225	107,496		13,452,202
Employee Benefits	330,178	64,839	608,514	1,504,901	531,542	114,335	69,653	282	212,093	30,149		3,466,486
In-Kind Expenditures	-		2,372,001	1,559,433		10,968						3,942,402
Direct Assistance	-	31,568	-	-	5,769,110	783,954	36,945		49,918	30		6,671,525
Medical Expenses	765	180	2,290	3,270	180	720			720	670		8,795
Consultants and Contractual	206,994	8,331	56,166	77,753	5,119	23,375	818,256	92,045	12,633	6,305		1,306,977
Materials and Supplies	207,192	10,838	392,183	798,372	870,513	128,119	38,253	135	110,531	38,431		2,594,567
Travel and Training	56,616	2,313	57,245	113,664	3,774	6,355	7,453		22,379	10,603		280,402
Repairs and Maintenance	2,210	587	18,560	48,069	16,226	3,411	305		41	881		90,290
Interest	-											-
Vehicle Expenses	7,401	-	46,236	91,149	8,281	11,993	7,448	45	25,111	415		198,079
Rent	196,832	18,304	264,500	295,534	122,005	244,838	18,410	19,302	72,796	29,094		1,281,615
Occupancy	123,218	41,121	564,973	838,481	74,315	80,117	4,348	189	46,746	2,837		1,776,345
Insurance	5,167	-	2,490	4,583	537	16			1,570			14,363
Postage and Printing	8,817	118	4,789	36,140	7,292	1,294	12,332	58	3,810	2,205		76,855
Telephone	16,552	4,466	168,574	226,718	56,531	14,353	2,131	1,820	29,373	7,420		527,938
Rentals	11,613	392	27,670	54,080	37,567	9,410	16,461	115	6,368	1,477		165,153
Capital Purchases	-	-	134,614	243,598	-	58,445	80,023	-	90,205	30,827		637,712
Indirect Administration	-	-	416,314	882,494	844,416	144,058	56,481	4,274	134,646	21,213	(2,615,162)	(111,266)
Other Expenses	22,722	1,958	54,903	80,235	25,703	3,420	1,155	2	14,768	2,049		206,915
Depreciation	-	-	-	-	-	-	-	-	-	-		-
	2,625,119	407,425	7,555,178	12,578,799	10,377,082	2,112,143	1,470,800	119,936	1,663,933	292,102	(2,615,162)	36,587,355



Report to the Board of Directors

Agenda Item Number: E-6

Board of Directors Meeting for: August 10, 2023

Author: Daniel Seeto

DATE: July 25, 2023

TO: Board of Directors

FROM: Daniel Seeto, Chief Financial Officer

SUBJECT: Results of the Department of Community Services and Development (CSD) desk review over the Community Action Partnership of Madera County, Inc.'s (CAPMC) fiscal audit for the year ended June 30, 2022

I. RECOMMENDATION:

Review the results of the Department of Community Services and Development (CSD) desk review. (Informational)

II. SUMMARY:

CSD performs desk reviews of audit reports in accordance with the provisions of the Office of Management and Budget (OMB) Title 2, Code of Federal Regulations (CFR), Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," Subpart F, Section 200.500 et seq. This review covered audit period July 1, 2021 through June 30, 2022 and included the following contracts:

Closed Contracts:

20B-2019 (LIHEAP)
20U-2568 (LIHEAP CARES)
20D-1019 (DAP)
21F-4023 (CSBG)
21F-4244 (CSBG Discretionary)
20F-3662 (CSBG CARES)

Open Contracts:

22B-4019 (LIHEAP)
21V-5568 (LIHEAP ARPA)
22F-5023 (CSBG)

III. DISCUSSION:

- A. CAPMC has had discussions with CSD Management Auditors regarding the findings in the attached report. No response is deemed necessary at this time. The findings from CSD are to be implemented for future reporting periods.
- B. CSD requires Supplemental Statements of Revenue and Expenditures (SSREs) to be reported in conformance with CSD's Supplemental Audit Guide. CAPMC's SSREs included extra information (total revenues and budget-vs-actuals). These schedules have already been modified in preparation for the June 30, 2023 audit.

- C. CSD recommends that CAPMC has appropriate risk mitigation plans to maximize its FDIC insurance coverage. Usually this is done by opening accounts at several institutions, but this is not practical for general operational purposes and creates potential security issues. CAPMC appropriately has an agreement with West America bank requiring collateralization of amounts above FDIC insurance coverage (\$250,000), as recommended by the Government Finance Officers Association (GFOA).
- D. CSD recommends that CAPMC has appropriate risk mitigation plans to reduce the negative effects of revenue concentrations. These revenue concentrations are inherent to the nature of CAPs. Management is constantly seeking additional avenues that could further the purpose of CAPMC and tries to find funding that best suits current needs.

IV. FINANCING:

None



State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov



July 21, 2023

Mattie Mendez, Executive Director
Community Action Partnership of Madera County
1225 Gill Avenue
Madera, CA 93637

Dear Ms. Mendez:

Audit Transmittal Report (TR) 22-043 (FYE 6/30/2022)

The Department of Community Services and Development (CSD) has performed a desk review of an audit report submitted to this office, Community Action Partnership of Madera County. (Madera or Agency) or the auditor identified below. This review is conducted in accordance with the provisions of the Office of Management and Budget (OMB) Title 2, Code of Federal Regulations (CFR), Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," Subpart F, Section 200.500 et seq.

Auditor: Brown Armstrong Accountancy Corporation
Audit Period: July 1, 2021, through June 30, 2022
Contract No. 's 20B-2019; 20F-3662; 21B-5019; 20U-2568; 21F-4023; 21F-4424;
20D-1019; 21V-5568; 22B-4019; and 22F-5023
Report Date: 6/15/2023 **FAC Date:** 6/24/2023 **Date Rec'd:** 6/16/2023

This desk review of the single audit report ensures that applicable standards have been met and determines if outstanding matters must be resolved before the audit is closed. This review is solely based on the Single Audit desk review for the fiscal year ended June 30, 2022, and is not part of any other audit or investigation. Based on our review, we have the following comments or actions required.

CONTRACT NUMBERS: 20B-2019; 20F-3662; 20U-2568; 21F-4023; 21F-4424; and 20D-1019

The terms of these contracts were covered in the audited period. Since there were no audit findings requiring corrective action, Audit Services Unit considers these contracts closed.

SUPPLEMENTAL STATEMENTS OF REVENUE AND EXPENDITURES (SSREs)

The SSREs provided in your agency's audit report are not in conformance to CSD's Supplemental Audit Guide. The SSREs included grant and total revenue on the Reported Costs column. In addition, the Agency included Budget vs. Actual Variance column. Please refer to Exhibit A for examples of the format to use for the required supplemental statements (please see Supplemental Audit Guide page 5 through page 8).

Action Required:

1. Please ensure that the Agency updates its SSREs' templates according to the Supplemental Audit Guide. The Agency must exclude grant and total revenue on the Reported Costs column. In addition, the Agency must exclude Budget vs. Actual Variance column.

CONCENTRATION OF CREDIT RISK

Its states:

"Financial instruments that potentially subject the Agency to concentrations of credit risk consist principally of uninsured cash balances. The Agency places its cash deposits with high-credit, quality financial institutions. At times, balances in the Agency's accounts may exceed the Federal Deposit Insurance Corporation (FDIC) limit of \$250,000. The Agency has an agreement with West America Bank, which requires the bank to collateralize all deposits in excess of the first \$250,000 in demand deposits. An independent third party holds assets pledged as collateral by the bank under this agreement."

Recommendation:

1. Please ensure the Agency develops and implements an appropriate risk mitigation plan to maximize its FDIC insurance coverage.

CONCENTRATION OF REVENUE SOURCES

It states:

"During the year ended June 30, 2022, the Agency had four major revenue sources that together accounted for approximately 82% of the total revenue of the Agency. The major revenue sources include the Agency's Head Start Program, its two Migrant Head Start Programs, and the California Department of Social Services grants included within the Child Care Programs."

Mattie Mendez
July 21, 2023

Recommendation:

2. Please ensure the Agency develops and implements an appropriate risk mitigation plan to reduce the negative effects of the revenue concentrations.

CONTRACT NUMBERS: 21V-5568; 22B-4019; and 22F-5023

The terms of these contracts extend beyond the audit reporting period. Please ensure these contracts are included in the next single audit and that expenditures are identified by CSD contract number, program components (i.e., Weatherization and ECIP/HEAP/Assurance16; CSBG and CSBG Discretionary), and Catalog of Federal Domestic Assistance number. Supplemental Statements of Revenues and Expenses that reconcile to the Schedule of Expenditures of Federal Awards are required for all contracts passed through CSD. These supplemental statements should also be broken down by program component, fiscal year, and CSD budget line item.

Our review did not disclose any other findings requiring corrective action that have not already been addressed. Therefore, the audit has been closed. If Madera has any questions or needs additional information, please reference the TR number in your correspondence. I may be contacted by phone at (916) 570-7930 or email at Jeffry.Takili@csd.ca.gov.

Thank you for your dedication and commitment to serving low-income individuals and families throughout the state. CSD looks forward to working in partnership with you to develop innovative and effective programs and strengthen our capacity to reduce poverty and improve the lives of those living in poverty in California.

Sincerely,



JEFFRY TAKILI
CSD Management Auditor

c: Eric Licalsi, Board Chairperson

Attachment



DAVID SCRIBNER
DIRECTOR

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov



GAVIN NEWSOM
GOVERNOR

To: All Community Service Block Grant, Low-Income Home Energy Assistance Program, Department of Energy, and Other Program Contractors

From: CSD Audit Services Unit

Date: January 28, 2021

SUPPLEMENTAL AUDIT GUIDE

Introduction

The purpose of this Supplemental Audit Guide is to provide further instructions for the independent auditor and/or certified public accountant (CPA) firms that perform audits of agencies that contract with the California Department of Community Services and Development (CSD). As specified in each program contract, all independent auditors and/or CPA firms must follow this Supplemental Audit Guide if the Contractor being audited is funded totally or in part by CSD. This guide is not intended to be an auditing procedure manual but rather to further instruct the independent auditor and/or CPA firm in testing certain costs identified by CSD as needing more detailed disclosure.

The primary focus of this guide is auditing and reporting on specific items of costs funded by CSD contracts. The procedures outlined in this guide either clarify and complement or, exceed the Subpart F-Audit Requirements under Titles 2 and 45 of the Code of Federal Regulations (CFR).

Auditor's Judgment

Auditors performing the work according to this Supplemental Audit Guide must continue to exercise professional judgment. The auditor shall follow the procedures included in this audit guide unless, in the exercise of his or her professional judgment, the auditor determines that other procedures are more appropriate in particular circumstances. The auditor, however, must justify in writing any change from the audit procedures suggested by this Supplemental Audit Guide. The audit report must contain assurances that a review for compliance with applicable CFR sections identified in each individual CSD contract was conducted.

Selected Items of Cost

Inventory System (All Contracts)

1. The independent auditor or CPA firm must gather evidence to validate the inventory listed as an asset on the balance sheet.
2. The closeout report on CSD contracts requires an inventory listing on all items purchased with CSD contract funds.
3. Inventories listed on the balance sheet and on the CSD closeout reports must be verified that they physically exist, are owned (not leased), and are in operable condition.
4. Inventory listings must be accurately compiled in the inventory accounts. Inventories are to be properly stated at cost (except when the market rate is lower).

Prohibition on Lobbying

The independent auditor shall verify that no CSD contract funds were used to influence or attempt to influence an officer or employee of a state or federal government agency, or a member of Congress or the State Legislature, in connection with the awarding of any contract, grant, loan, or cooperative agreement.

System of Internal Control

Audits must include an examination of the systems of internal control. Internal control systems must be established to ensure compliance with laws and regulations affecting the expenditure of State and/or Federal funds, financial transactions and accounts, and the agency's process for submission of Contractor billings submitted to CSD for the performance of the contract.

The Contractor's accounting system must provide for accumulating and recording of expenditures by cost category (budget line items) shown in the approved budget. The independent auditor or CPA firm must give an opinion on the internal controls of the Contractor being reviewed.

Administrative Cost Cap

CSD contracts have an administrative cost cap. Administrative costs charged to each CSD contract must not exceed this cost. In addition, other Federal funds must not be used to exceed the total administrative cost cap charged to the CSD contract, unless specifically allowed by Federal statute.

Use of Indirect Cost Rates, De Minimis, or Other Indirect Cost Methodology

1. A Federally Approved Indirect Cost Allocation Rate, De Minimis, or other indirect cost methodology may be used for selected items of costs up to the maximum allowed by the CSD contract's administrative cost rate. Costs claimed for a specific line item in the budget cannot be reported as direct costs and also as indirect costs.
2. Validate the indirect cost rate, De Minimis, or other indirect cost methodology and the application of the rate used by the Contractor.
3. Ensure compliance with applicable CFR section identified in each individual CSD contract.

Basis for Allocation of Costs

1. The independent auditor or CPA firm must identify the Contractor's basis for allocating costs to CSD contracts. Costs charged to CSD contracts must be allocable, allowable, and based on actual expenses incurred by the Contractor for the CSD contract. Costs charged to the CSD contract must also have an approved contract budget line item.
2. Ensure compliance with applicable CFR section identified in each individual CSD contract.

Subsequent Events

The independent auditor or CPA firm must provide a "positive assurance" statement that any (significant) subsequent events, related directly or indirectly, that occurred after the final closeout report and single agency-wide audit are submitted to CSD, do not materially affect the closeout report, as submitted by the Contractor.

Going Concern

The independent auditor or CPA firm must provide "positive assurance" whether or not the Contractor will continue as a going concern. Some examples are litigation settlement, bankruptcy, mergers, large loans, cash flow problems, etc.

Schedule of Expenditures of Federal Awards (SEFA)

The auditee must prepare a SEFA for the period covered by the auditee's financial statements which must include the total Federal awards expended as determined in accordance with §200.502. In addition, all LIHEAP grants shall be reported separately on the SEFA by program component i.e., Weatherization (Wx) and ECIP/HEAP/Assurance 16 (EHA16).

Supplemental Statements of Revenues and Expenses (SSRE)

CSD contract provisions require the financial and compliance audit to include SSREs and are only required for contracts that have closed out during the fiscal year. The SSREs should include total expenses charged to the contract and must be included as part of the package submitted to CSD with the single audit. CSD uses the supplemental statements to reconcile the audited costs to the costs reported by the Contractor.

The SSRE must include expenditures for each contract budget line item broken out by program component (WX, EHA16) and fiscal year and should include total audited costs and total reported expenses. The SSREs must contain CSD funds only. Please refer to Exhibit A for examples of the format to use for the required supplemental statements.

Testing of Transactions/Controls

A sufficient number of items should be selected for review that represents all material costs categories. The audit should determine whether:

- a. Contractor's internal control over the contract is effective and working as intended;
- b. Reported program expenditures are allowable and allocable;
- c. Reported expenditures conform to funding or program limitations or exclusions;
- d. Reported expenditures are not charged to, or reimbursed by, other programs or funding sources;
- e. Transactions are properly approved, reported, and supported by source documents;
- f. Reported expenditures were incurred within the appropriate contract term; and
- g. Contractor complied with applicable laws, regulations, and contract requirements.
- h. Ensure federal funds received from CSD do not violate requirements in the contract pertaining to conflict-of-interest or code-of-conduct.

ACME COMMUNITY DEVELOPMENT, INC.
 SUPPLEMENTAL STATEMENT OF REVENUE AND EXPENDITURES (SSRE)
 CSD CONTRACT NO. XXB-XXXX (WX)
 FOR THE PERIOD OCT. 1, 20XX THROUGH DEC. 31, 20XX (Contract Period)

	1-Oct-16 through 30-Jun-17	1-Jul-17 through 30-Jun-18	1-Jul-18 through 31-Dec-18	Total Audited Costs	Total Reported Expenses	Total Budget
REVENUE						
Grant Revenue (CSD funds only)	\$130,541	\$112,647	\$125,678	\$368,866		\$368,865
Interest Income ⁽¹⁾⁽²⁾	\$0	\$0	\$0	\$0		
Program Income ⁽²⁾	\$0	\$0	\$0	\$0		
Total Revenue:	\$130,541	\$112,647	\$125,678	\$368,866		\$368,865
EXPENDITURES⁽³⁾						
Weatherization Support Costs						
Intake	\$9,836	\$19,672	\$2,769	\$29,508	\$29,509	\$29,509
Outreach	\$6,148	\$12,295	\$5,922	\$18,443	\$18,443	\$18,443
Training & Technical Assistance	\$12,400	\$0	\$0	\$12,400	\$12,400	\$18,443
Out of State Travel	\$0	\$0	\$0	\$0	\$0	\$0
Major Vehicle and Field Equipment (More than \$5k)	\$0	\$0	\$0	\$0	\$0	\$0
Minor Vehicle and Field Equipment (Less than \$5k)	\$2,000	\$0	\$0	\$2,000	\$2,000	\$2,000
Liability Insurance						
General Operating Costs	\$21,667	\$49,377	\$7,874	\$71,044	\$63,043	\$65,000
Training & Technical Assistance-Solar H ₂ O Heating	\$0	\$0	\$0	\$0	\$0	\$0
Total Support Costs:	\$52,051	\$81,344	\$16,565	\$133,395	\$125,395	\$133,395
Weatherization Direct Program Costs						
Direct Program Activities	\$75,823	\$151,647	\$106,168	\$227,470	\$235,470	\$227,470
Other Program Costs	\$1,565	\$5,482	\$2,845	\$7,047	\$7,047	\$8,000
Total Expenses:	\$127,875	\$232,991	\$122,733	\$360,865	\$360,865	\$360,865

⁽¹⁾ Interest Income should **NOT** be reported on the SEFA but will get reported in the SSRE.
 According to 2 CFR 200.305(b)(9) Payments: Amounts up to \$500 per year may be retained for administrative expense.
Any additional interest earned on Federal advance payments must be remitted annually to Federal HHS.

⁽²⁾ Interest or program income earned on **CSD funds only.**

⁽³⁾ Please note that the supplemental statements should be based on the budget line items contained in the contract and will need to be adjusted to incorporate the line items applicable to specific contracts.

ACME COMMUNITY DEVELOPMENT, INC.
 SUPPLEMENTAL STATEMENT OF REVENUE AND EXPENDITURES (SSRE)
 CSD CONTRACT NO. XXB-XXXX (EHA16)
 FOR THE PERIOD OCT. 1, 2016 THROUGH DEC 31, 2018

	1-Oct-16 through 30-Jun-17	1-Jul-17 through 30-Jun-18	1-Jul-18 through 31-Dec-18	Total Audited Costs	Total Reported Expenses	Total Budget
REVENUE						
Grant Revenue (CSD funds only)	\$283,351	\$425,026	\$139,713	\$848,090		\$708,377
Interest Income ⁽¹⁾⁽²⁾	\$0	\$0	\$0	\$0		
Program Income ⁽²⁾	\$0	\$0	\$0	\$0		
Total Revenue:	\$283,351	\$425,026	\$139,713	\$848,090		\$708,377
EXPENDITURES⁽³⁾						
Assurance 16 Costs						
Assurance 16 Costs	\$29,602	\$44,404	\$16,842	\$90,848	\$90,848	\$74,006
Administrative Costs						
Administrative Costs	\$29,567	\$44,351	\$17,935	\$91,853	\$73,918	\$73,918
Administrative Equipment (More Than \$5,000)	\$0	\$0	\$0	\$0	\$0	\$0
Out of State Travel	\$0	\$0	\$0	\$0	\$0	\$0
Total A-16/Administration Costs:	\$59,170	\$88,754	\$34,777	\$91,853	\$164,766	\$147,924
Program Support Costs						
Intake	\$28,336	\$42,504	\$14,682	\$85,522	\$70,840	\$70,840
Outreach	\$17,710	\$26,565	\$9,731	\$54,006	\$44,275	\$44,275
Training & Technical Assistance	\$7,084	\$10,626	\$0	\$17,710	\$17,710	\$17,710
Out of State Travel	\$0	\$0	\$0	\$0	\$0	\$0
Major Vehicle and Equipment (More than \$5k)	\$0	\$0	\$0	\$0	\$0	\$0
Minor Vehicle and Equipment (Less than \$5k)	\$160	\$240	\$0	\$400	\$400	\$400
General Operating Expenditures	\$25,600	\$38,400	\$18,624	\$82,624	\$64,000	\$64,000
Automation Supplemental	\$2,895	\$4,343	\$0	\$7,238	\$7,238	\$7,238
Total Program Support Costs	\$81,785	\$122,678	\$43,037	\$247,500	\$204,463	\$204,463
Program Services Costs						
ECIP Emergency Heating & Cooling Services (EHCS)	\$60,000	\$90,000	\$35,919	\$185,919	\$150,000	\$150,000
Severe Weather Energy Assist. & Trans. Svcs (SWEATS)	\$0	\$0	\$0	\$0	\$0	\$0
Wood, Propane, and Oil (ECIP & HEAP WPO)	\$26,511	\$39,766	\$25,980	\$92,257	\$66,277	\$66,277
Total Program Services Costs	\$86,511	\$129,766	\$61,899	\$278,176	\$216,277	\$216,277
Total Expenses:	\$227,466	\$341,198	\$139,713	\$617,529	\$585,506	\$568,664

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⁽²⁾ Interest or program income earned on **CSD funds only**.

⁽³⁾ Please note that the supplemental statements should be based on the budget line items contained in the contract and will need to be adjusted to incorporate the line items applicable to specific contracts.

ACME COMMUNITY DEVELOPMENT, INC.
 SUPPLEMENTAL STATEMENT OF REVENUE AND EXPENDITURES (SSRE)
 CSD CONTRACT NO. XXC-XXXX
 FOR THE PERIOD JUL 1, 2016 THROUGH JAN. 31, 2017

	1-Jul-16 through 31-Jan-17	Total Audited Costs	Total Reported Expenses	Total Budget
REVENUE				
Grant Revenue (CSD funds only)	\$265,363	\$265,363		\$265,363
Interest Income ⁽¹⁾⁽²⁾	\$0	\$0		\$0
Program Income ⁽²⁾	\$0	\$0		\$0
Total Revenue:	\$265,363	\$265,363		\$265,363
EXPENDITURES⁽³⁾				
Administration				
Administrative Costs	\$15,823	\$15,823	\$15,823	\$15,823
Administrative Equipment (\$5k or greater)	\$0	\$0	\$0	\$0
Administrative Out-of-State Travel	\$0	\$0	\$0	\$0
Total Administration Costs:	\$15,823	\$15,823	\$15,823	\$15,823
Training & Technical Assistance				
Training & Technical Assistance	\$12,265	\$12,265	\$12,268	\$15,118
Out-of-State Travel	\$0	\$0	\$0	\$0
Total Training & Technical Assistance:	\$12,265	\$12,265	\$12,265	\$15,118
Program Costs				
Liability Insurance	\$1,345	\$1,345	\$1,345	\$1,000
Major Vehicle and Equipment (\$5k or greater)	\$0	\$0	\$0	\$0
Intake	\$21,200	\$21,200	\$21,200	\$21,200
Outreach	\$15,000	\$15,000	\$15,000	\$15,000
Direct Program Activities	\$124,826	\$124,826	\$124,826	\$123,318
Minor Vehicle & Field Equip. (Less than \$5,000)	\$0	\$0	\$0	\$0
General Overhead Costs	\$22,025	\$22,025	\$22,025	\$20,000
Client Education	\$8,975	\$8,975	\$8,975	\$10,000
Auditomation Supplemental	\$5,000	\$5,000	\$5,000	\$5,000
Health & Safety Activities	\$38,904	\$38,904	\$38,904	\$38,904
Total Program Costs:	\$237,275	\$237,275	\$237,275	\$234,422
Total Expenses:	\$265,363	\$265,363	\$265,363	\$265,363

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ACME COMMUNITY DEVELOPMENT INC
 SUPPLEMENTAL STATEMENT OF REVENUE AND EXPENDITURES (SSRE)
 CSD CONTRACT NO. XXF-XXXX
 FOR THE PERIOD JAN. 1, 2016 THROUGH DEC. 31, 2016

REVENUE	1-Jan-16 through 30-Jun-16	1-Jul-16 through 31-Dec-16	Total Audited Costs	Total Reported Expenses	Total Budget
Grant Revenue (CSD funds only)	\$271,486	\$407,230	\$678,716		\$678,716
Interest Income ⁽¹⁾⁽²⁾	\$0	\$0	\$0		
Program Income ⁽²⁾	\$0	\$0	\$0		
Total Revenue:	\$271,486	\$407,230	\$678,716		\$678,716
EXPENDITURES⁽³⁾					
Administrative Costs					
Salaries & Wages	\$105,392	\$158,087	\$263,479	\$263,479	\$263,479
Fringe benefits	\$24,171	\$36,256	\$60,427	\$60,427	\$60,427
Operating Expenses	\$64,080	\$96,120	\$160,200	\$160,200	\$160,200
Equipment	\$0	\$0	\$0	\$0	\$0
Out-of-State Travel	\$2,000	\$3,000	\$5,000	\$5,000	\$5,000
Contract/Consultant Services	\$4,783	\$7,175	\$11,958	\$11,958	\$11,958
Other Costs	\$0	\$0	\$0	\$0	\$0
Total Administrative Costs:	\$200,426	\$300,638	\$501,064	\$501,064	\$501,064
Program Costs					
Salaries & Wages	\$46,077	\$69,116	\$115,193	\$115,193	\$115,193
Fringe benefits	\$12,464	\$18,695	\$31,159	\$31,159	\$31,159
Operating Expenses	\$8,998	\$13,498	\$22,496	\$22,496	\$22,496
Equipment	\$0	\$0	\$0	\$0	\$0
Out-of-State Travel	\$2,322	\$3,482	\$5,804	\$5,804	\$5,804
Subcontractor/Consultant Services	\$1,200	\$1,800	\$3,000	\$3,000	\$3,000
Other Costs	\$0	\$0	\$0	\$0	\$0
Total Program Costs	\$71,061	\$106,591	\$177,652	\$177,652	\$177,652
Total Expenses:	\$271,486	\$407,230	\$678,716	\$678,716	\$678,716

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⁽³⁾ Please note that the supplemental statements should be based on the budget line items contained in the contract and will need to be adjusted to incorporate the line items applicable to specific contracts.



BEST PRACTICES

Collateralizing Public Deposits

GFOA recommends the use of a written agreement with pledging requirements as protection for state or local government's deposits.

Depending on applicable state or federal law, public unit deposits may be secured by collateral or assets of a bank or financial institution. In the event of the failure of the bank, the FDIC will honor the collateralization agreement if the agreement is valid and enforceable under applicable law. The FDIC does not guarantee, however, that the collateral will be sufficient to cover the amount of uninsured funds. As such, although it does not increase the Insurance coverage of the public unit deposits, collateralization provides an avenue of recovery in the unlikely event of the failure of an insured bank. FDIC insurance covers deposits up to \$250,000 for each entity. Deposits above this FDIC limit must be collateralized to ensure the safety of public funds.

Collateralization of public deposits through the pledging of appropriate securities or other instruments (i.e. surety bonds or letters of credit) by depositories is an important safeguard for such deposits. The amount of pledged collateral is determined by a governmental entity's deposit level and the policy or legally required collateral margin. Some states have established programs for the pooling of collateral for deposit of public funds. All collateralization agreements between financial institutions and public entities must adhere to state and federal laws, including FDIC regulations.

GFOA recommends the use of a written agreement with pledging requirements as

protection for state or local government's deposits. GFOA further recommends that governmental entities establish adequate and efficient administrative systems to monitor such pledged collateral, including state or locally administered collateral pledging or collateral pools. To accomplish these goals, GFOA recommends the following:

1. Governmental entities should review applicable federal, state statutes and confirm compliance. The governmental entity should establish and follow procedures for ongoing review of collateral. In addition, a periodic report of collateral holdings and compliance with state statute and local policy should be provided to the governing body or investment committee (or other committees as applicable).
2. In the absence of a state program for pooling collateral, public entities should establish and implement collateralization procedures, including procedures to monitor their collateral positions. Monitoring informs a public entity of under collateralization, which may threaten the safety of an entity's deposits, and overcollateralization, which may increase the cost of banking services. Governmental entities, however, should not accept the liability for maintaining collateral levels which is the responsibility of the financial institution.
3. Governmental entities/depositors should take all possible actions to ensure that their security interests in collateral pledged to secure deposits are enforceable against the receiver of a failed financial institution.
4. Governmental entities should have all pledged collateral held at an independent third-party institution (custodian) outside the holding company of their bank, and evidenced by a written agreement between the custodian and the government. Governmental entities should know and understand securities pledged as collateral.
5. Governments should seek a margin level of at least 100%, or as dictated by state statute. The government should also indicate its desired margin level in its investment policy. The value of the pledged collateral should be marked to market and reported monthly, or more frequently depending on the volatility of the collateral pledged. Some

state statutes dictate a minimum margin level for collateral based on deposit levels.

6. Margin levels and bank balances should be monitored daily as there may be a large influx of deposits for a short amount of time (e.g., semi-annual/annual tax payments within the span of a day or two).
7. Substitutions of collateral should meet the requirements of the collateral agreement, be approved by the governmental entity in writing prior to release, and the collateral should not be released until the replacement collateral has been received.
8. The public entity should require, at a minimum, monthly reporting directly from the custodian. The custodian should warrant and be signatory to the agreement.
9. Letters of credit may be pledged in lieu of securities. The governmental entity should perform a legal review of the terms and conditions of any letters of credit. Such letters of credit must be issued by a federal agency or government sponsored enterprise (e.g., Federal Home Loan Bank, etc.) and be irrevocable.

Board approval date: Friday, September 20, 2019



Report to the Board of Directors

Agenda Item Number: E-7

Board of Directors Meeting for: August 10, 2023

Author: Maritza Gomez-Zaragoza

DATE: July 26, 2023

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Notification of the Underenrollment Letter for Regional Head Start

I. RECOMMENDATIONS:

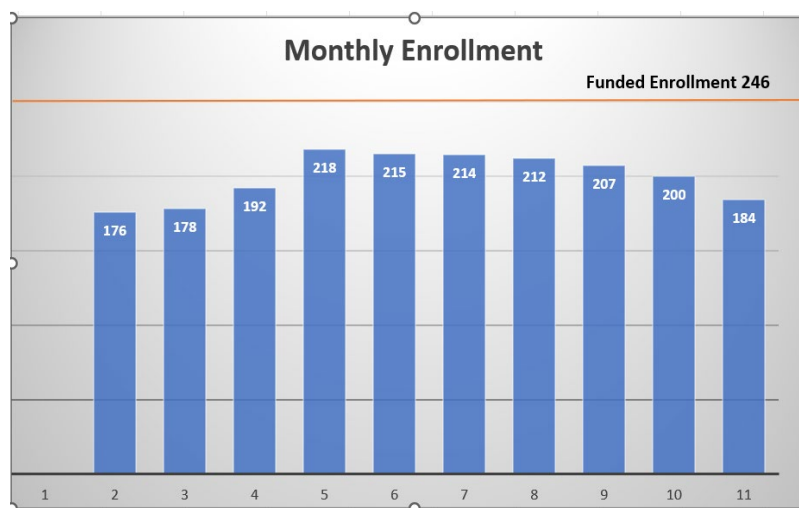
Review the Notification of the Under Enrollment Letter for Regional Head Start. (Informational)

II. SUMMARY:

In the 2022-2023 the average monthly enrollment for the Regional Head Start program was 81%. The minimum enrollment allowed per OHS is 97%. Therefore, CAPMC-Head Start received an underenrollment letter outlining the requirements and due date for a plan to ensure full enrollment.

III. DISCUSSION:

A. As stated above, Regional Head Start's average enrollment throughout the 2022-2023 program year was 81% with fluctuations at the beginning and toward the end of the program year. Below is a chart for reference:



B. To provide context for the causes that affected the program's ability to be at full enrollment, the following events need to be considered:

- a. COVID-19 – prior to the pandemic, the program did not have any difficulty meeting enrollment. Although there's been on-going concerns with a couple of

- mountain sites, the program was able to reach and maintain full enrollment.
- b. COVID-19 also affected the program's ability to retain and/or hire staff. Unfortunately, the program has experienced a high turnover of staff, especially teaching staff. This has also caused the program's inability to fill centers to capacity.
 - c. OHS COVID mandates also hindered the program's ability to hire and enroll children, especially in the mountain sites where enrollment is significantly lower. Potential candidates did not want to comply with the vaccine mandate or request for waiver. Parents did not want their children to use masks, therefore, declining to enroll.
 - d. Alternative preschool services available to families have also played a role in being able to reach full enrollment.
- C. The letter specifies that a plan must be developed to address the program's underenrollment. Program staff are currently having discussions with Advocates and Site Supervisors to develop a plan that will increase enrollment at all Head Start sites.
- D. Once the complete plan is developed, the plan will be brought to the Policy Council and Board for review and feedback.
- III. FINANCIAL IMPACT: Undetermined at this time.



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | Region 9 | 90 Seventh Street, Room 450, San Francisco CA 94103 | eclkc.ohs.acf.hhs.gov

June 28, 2023

Mr. Eric LiCalsi, Chairperson
Madera County Board of Supervisors/CAPMC
1225 Gill Ave
Madera, CA 93637-5234

Re: Grant No. 09CH011519

Dear Mr. LiCalsi,

This letter is to inform you that, pursuant to Section 641A(h)(3) of the Head Start Act, Madera County Board of Supervisors/CAPMC is required to develop a plan in collaboration with the Office of Head Start (OHS) to address its current underenrollment status. OHS recognizes the challenges that the pandemic has created for Head Start recipients and the impacts on program operations including, but not limited to, enrollment.

Full Enrollment Requirements

Section 641A(h)(3) of the Head Start Act requires OHS to determine which Head Start agencies have operated with an actual enrollment that is less than full funded enrollment for at least four consecutive months. OHS is also required to collaborate with such agencies on the development of a plan and timetable for reducing or eliminating underenrollment.

Based on the Head Start enrollment level reported by your agency, Madera County Board of Supervisors/CAPMC, will be given 12 months to achieve at least 97 percent enrollment, as described in Section 641A(h)(5) of the Head Start Act. The 12-month period goes into effect 10 days following the date of this letter. During the 12-month period, OHS would like to partner with your agency to ensure that you have a plan and the technical assistance support necessary to reach full enrollment. The 12-month period will conclude not later than `{12MonthPlanEndDate}`.

OHS requests a meeting with your agency leadership to collaborate on the development of a plan for reaching at least 97% funded enrollment. OHS requests the Board Chair and/or a Governing Body Official be present during the meeting.

In preparation for the meeting, your organization should review available data and information including the community assessment as well as the factors outlined in Section 641A(h) of the Head Start Act (included as Attachment A). This review should help guide your agency in identifying the factors which may be contributing to your program's underenrollment.

The initial Full Enrollment Initiative meeting is scheduled for **Wednesday July 12th, 2023, at 1 pm PST**. Please plan to attend the virtual meeting and register via the link provided below:

Join ZoomGov Meeting Register in advance for this meeting

<https://acf-hhs-gov.zoomgov.com/meeting/register/vJlSdO-hpzMvGbsEDaEOY5Z4LqE5JkQnt14>

A calendar invite to register will be sent via email to all required participants. Please feel free to share the registration link with other relevant managers or staff from your organization that you would like to be in attendance at this initial meeting.

Underenrollment Reporting Requirements

During the 12-month period, the following is required:

- **Center Level Enrollment Reporting** –Monthly enrollment **must be** reported by center and program option using the Center Level Reporting Spreadsheet. A webinar training on this requirement is available in the Head Start Enterprise System. Please watch, "Training –Center Level Reporting Spreadsheet", under the Enrollment tab of the Resources page to learn how to download, complete, and upload this spreadsheet when reporting monthly enrollment.
- **Enrollment Plan Submission** –Your organization must develop, in collaboration with the Regional Office, a plan and timetable for reducing or eliminating underenrollment. A working plan to reduce underenrollment **must be** submitted to the Regional Office **by August 12th, 2023**. Please note, the Regional Office does not formally approve plans; however, the plan will be used to support and facilitate conversations during the 12-month period.

Next Steps and Potential Actions

If your agency reaches at least 97 percent enrollment at the end of the 12-month period, then OHS will continue to evaluate enrollment to ensure your program maintains at least 97 percent enrollment for the next six consecutive months. If this is achieved, a Completion Letter at the end of the six consecutive months will be issued as formal recognition of satisfactory completion of the underenrollment plan.

If your agency does not reach at least 97 percent enrollment at the end of the 12-month period, then your program may be designated “chronically underenrolled” by OHS, consistent with Section 641A(h)(5)(A)(i) of the Head Start Act, and subject to the recapture, withholding, or reduction of your base grant. Any reduction in funding would lead to an adjustment of your funded enrollment to be consistent with the historical, actual enrollment level.

Based on your most recently reported enrollment levels, your Head Start program is underenrolled by 62 slots. If OHS were to decrease your funded enrollment according to this figure, it would equate to recapturing \$1,130,613 from your Head Start base grant. Please note, OHS is **not** recapturing any funds from your agency at this time and the figures presented in this letter are provided to you for informational purposes only based on current data.

We look forward to working with you as you evaluate your community, plan strategically, and implement your plan to reach full enrollment. For more information about the Full Enrollment Initiative, please see [ACF-PI-HS-18-04](#).

Sincerely,

/Cynthia Yao/

Regional Program Manager
Office of Head Start, Region 9

ATTACHMENT A

[Sec. 641A Standards; Monitoring of Head Start Agencies and Programs](#)

...

(h) Reduction of Grants and Redistribution of Funds in Cases of Underenrollment-

(1) DEFINITIONS- In this subsection:

(A) ACTUAL ENROLLMENT- The term 'actual enrollment' means, with respect to the program of a Head Start agency, the actual number of children enrolled in such program and reported by the agency (as required in paragraph (2)) in a given month.

(B) BASE GRANT- The term 'base grant' has the meaning given the term in section 640(a)(7).

(C) FUNDED ENROLLMENT- The term 'funded enrollment' means, with respect to the program of a Head Start agency in a fiscal year, the number of children that the agency is funded to serve through a grant for the program during such fiscal year, as indicated in the grant agreement.

(2) ENROLLMENT REPORTING REQUIREMENT- Each entity carrying out a Head Start program shall report on a monthly basis to the Secretary and the relevant Head Start agency

(A) the actual enrollment in such program; and

(B) if such actual enrollment is less than the funded enrollment, any apparent reason for such enrollment shortfall.

(3) SECRETARIAL REVIEW AND PLAN- The Secretary shall

(A) on a semiannual basis, determine which Head Start agencies are operating with an actual enrollment that is less than the funded enrollment based on not less than 4 consecutive months of data;

(B) for each such Head Start agency operating a program with an actual enrollment that is less than its funded enrollment, as determined under subparagraph (A), develop, in collaboration with such agency, a plan and timetable for reducing or eliminating underenrollment taking into consideration--

(i) the quality and extent of the outreach, recruitment, and communitywide strategic planning and needs assessment conducted by such agency;

(ii) changing demographics, mobility of populations, and the identification of new underserved low-income populations;

(iii) facilities-related issues that may impact enrollment;

(iv) the ability to provide full-working-day programs, where needed, through funds made available under this subchapter or through collaboration with entities carrying out other early childhood education and development programs, or programs with other funding sources (where available);

(v) the availability and use by families of other early childhood education and development options in the community served; and

(vi) agency management procedures that may impact enrollment; and

(C) provide timely and ongoing technical assistance to each agency described in subparagraph (B) for the purpose of assisting the Head Start agency to implement the plan described in such subparagraph.

(4) IMPLEMENTATION- Upon receipt of the technical assistance described in paragraph (3)(C), a Head Start agency shall immediately implement the plan described in paragraph (3)(B). The Secretary shall, where determined appropriate, continue to provide technical assistance to such agency.

(5) SECRETARIAL REVIEW AND ADJUSTMENT FOR CHRONIC UNDERENROLLMENT-

(A) IN GENERAL- If, after receiving technical assistance and developing and implementing the plan as described in paragraphs (3) and (4) for 12 months, a Head Start agency is operating a program with an actual enrollment that is less than 97 percent of its funded enrollment, the Secretary may--

(i) designate such agency as chronically underenrolled; and

(ii) recapture, withhold, or reduce the base grant for the program by a percentage equal to the percentage difference between funded enrollment and actual enrollment for the program for the most recent year for which the agency is determined to be underenrolled under paragraph (3)(A).

(B) WAIVER OR LIMITATION OF REDUCTIONS- The Secretary may, as appropriate, waive or reduce the percentage recapturing, withholding, or reduction otherwise required by subparagraph (A), if, after the implementation of the plan described in paragraph (3)(B), the Secretary finds that--

(i) the causes of the enrollment shortfall, or a portion of the shortfall, are related to the agency's serving significant numbers of highly mobile children, or are other significant causes as determined by the Secretary;

(ii) the shortfall can reasonably be expected to be temporary; or

(iii) the number of slots allotted to the agency is small enough that underenrollment does not create a significant shortfall.

(6) REDISTRIBUTION OF FUNDS-

(A) IN GENERAL- Funds held by the Secretary as a result of recapturing, withholding, or reducing a base grant in a fiscal year shall be redistributed by the end of the following fiscal year as follows:

(i) INDIAN HEAD START PROGRAMS- If such funds are derived from an Indian Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Indian Head Start programs.

(ii) MIGRANT AND SEASONAL HEAD START PROGRAMS- If such funds are derived from a migrant or seasonal Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more programs of the type from which such funds are derived.

(iii) EARLY HEAD START PROGRAMS- If such funds are derived from an Early Head Start program in a State, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Early Head Start programs in that State. If such funds are derived from an Indian Early Head Start program, then such funds shall be redistributed to increase enrollment by the end of the

following fiscal year in 1 or more Indian Early Head Start programs.

(iv) OTHER HEAD START PROGRAMS- If such funds are derived from a Head Start program in a State (excluding programs described in clauses (i) through (iii)), then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Head Start programs (excluding programs described in clauses (i) through (iii)) that are carried out in such State.

(B) ADJUSTMENT TO FUNDED ENROLLMENT- The Secretary shall adjust as necessary the requirements relating to funded enrollment indicated in the grant agreement of a Head Start agency receiving redistributed funds under this paragraph.



Report to the Board of Directors

Agenda Item Number: E-8

Board of Directors Meeting for: August 10, 2023

Author: Cristal Sanchez

DATE: August 9, 2023

TO: Board of Directors

FROM: Mattie Mendez, Executive Director

SUBJECT: Removal of Community Action Partnership of Madera County, Inc. Board Member Due to Non-Attendance

I. RECOMMENDATION:

Consider the removal of Private Sector Director, Vicki Bandy, from the CAPMC Board of Directors due to non-attendance.

II. SUMMARY:

As stewards of CAPMC's mission, vision, goals, and the Community Action Promise, the attendance of members of the Board of Directors is not only a fiduciary responsibility but also a commitment to the organization and ultimately to the individuals, children, and families that are served. The CAPMC Bylaws address grounds for removal of members for non-attendance.

III. DISCUSSION:

As active participants in steering the organization towards meeting its goals, it is crucial that each Board Member contributes their time, expertise, and commitment to the best of their abilities. The attendance of all members of the CAPMC Board of Directors is essential for effective decision-making and the overall success of CAPMC. Please consider the following:

- a. Article 6: Board of Directors, Section 4: Removal of Directors of the CAPMC Bylaws considers *the absence of a member or the member's alternate from 50% or more of the regularly scheduled meetings within a twelve-month period* as ground for removal.
- b. Attendance records show that this Director was in attendance for one out of twelve regularly scheduled meetings which yields a < 1% attendance rate.
- c. A letter was sent to the Director on June 15, 2023, to provide notice of the intent for removal and to provide a thirty-day response period.
- d. The final decision should be reached via a two-thirds vote.

IV. FINANCING: None



BOARD OF DIRECTORS 2022 ATTENDANCE

Director	Area Represented	January	February	March	April	May	June	July	August	September	October	November	December
Public Officials													
Deborah Martinez A: Sharon Diaz	Department of Social Services	P	P	P	A	P	P	P	P		X	X	
David Hernandez <i>Secretary/Treasurer</i>	Madera Unified School District	P	P	P	P	P	P	X	P		P	X	
Leticia Gonzalez A: Robert Poythress	Madera County Board of Supervisors	P	P	P	P	P	P	X	P		P	X	
Steve Montes A: Artemio Villegas	Madera City Council	P	P	P	X	P	P	P	P		P	P	
Diana Palmer A: Kelly Smith	Chowchilla City Council	P	P	X	P	P	P	X	P		P	P	
Private Sector Officials													
Debi Bray	Madera Chamber of Commerce	P	P	P	X	P	P	P	P		P	P	
Alma Hernandez Trainice Lee (<i>Effective October 2022</i>)	Head Start Policy Council	X	X	P	X	P	P	X	P		P	P	
Donald Holley	Community Affairs	P	P	P	P	P	P	P	P		P	P	
Eric LiCalsi <i>Vice-Chairperson</i>	Attorney at Law	X	P	P	X	P	P	P	X	CANCELLED	X	P	CANCELLED
Vicki Bandy	Early Childhood Education & Development	X	X	P	X	X	P	X	X	CANCELLED	X	X	CANCELLED
Low-Income Target Area Officials													
Martha Garcia A: Joann Lorange	Central Madera/Alpha	X	P	P	P	P	X	P	P	MEETING	P	X	MEETING
Tyson Pogue <i>Chairperson</i>	Eastern Madera County	P	P	P	P	P	P	X	P	MEETING	P	X	MEETING
Richard Gutierrez	Eastside/Parksdale	P	P	P	P	X	P	P	P		P	X	
Molly Hernandez	Fairmead/Chowchilla	P	P	X	P	X	P	X	P		X	P	
Aurora Flores A: Octavio Pineda	Monroe/Washington	P	X	X	P	X	P	P	P		X	P	
<i>Total Directors</i>		11/15	12/15	12/15	10/15	11/15	14/15	8/15	13/15	0/0	10/15	8/15	0/0

P = Primary Present | A = Alternate Present | X = Absent



BOARD OF DIRECTORS 2023 ATTENDANCE

Director	Area Represented	January	February	March	April	May	June	July	August	September	October	November	December
Public Officials													
Deborah Martinez A: Sharon Diaz	Department of Social Services	P	P		X	X	P	X					
David Hernandez <i>Vice-Chairperson</i>	Madera Unified School District	P	X		P	P	X	P					
Leticia Gonzalez A: Robert Poythress	Madera County Board of Supervisors	P	P		X	P	P	P					
Steve Montes A: Artemio Villegas	Madera City Council	P	P		P	P	P	P					
Jeff Troost	Chowchilla City Council	P	P		P	X	P	P					
Private Sector Officials													
Debi Bray	Madera Chamber of Commerce	P	P	MEETING CANCELED	P	P	X	X					
VACANT AS OF 6/2023	Head Start Policy Council	P	P		P	P	-	-					
Donald Holley	Community Affairs	P	P		P	P	P	P					
Eric LiCalsi <i>Chairperson</i>	Attorney at Law	P	P		X	P	P	X					
Vicki Bandy	Early Childhood Education & Development	X	X		X	X	X	X					
Low-Income Target Area Officials													
Martha Garcia A: Joann Lorange	Central Madera/Alpha	P	P		X	P	P	P					
Tyson Pogue <i>Secretary/Treasurer</i>	Eastern Madera County	X	P		P	P	P	P					
Richard Gutierrez	Eastside/Parksdale	P	P		P	P	P	P					
Molly Hernandez	Fairmead/Chowchilla	P	P		P	X	P	P					
Aurora Flores A: Octavio Pineda	Monroe/Washington	P	P		X	P	X	X					
<i>Total Directors</i>		13/15	13/15	0/0	9/15	11/15	10/15	9/15					

P = Primary Present | A = Alternate Present | X = Absent

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED JULY 31, 2023**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
CSBG 01/01/2023 - 12/31/2023 218	312,051.00	202,351.04	58.33%	64.85%	Provide social service programs and administrative expenses
CSBG DISCRETIONARY 01/01/2023 - 12/31/2023 218	7,251.00	3,476.30	58.33%	47.94%	Provide social service programs and administrative expenses
HEAD START & CHILD DEVELOPMENT					
HEAD START REGIONAL 06/1/23 - 05/31/24 311/380	4,522,453.00	269,101.83	16.67%	5.95%	Provide HS services to low income preschool children and families
HEAD START T/TA 06/01/23 - 05/31/24 310	46,025.00	5,050.42	16.67%	10.97%	Provide training for staff and parents
EARLY HEAD START REGIONAL 06/01/23 - 05/31/24 312	678,411.00	86,326.63	16.67%	12.72%	Provide early HS services to 42 low income infant, toddlers and pregnant women
EARLY HEAD START T/TA 06/01/23 - 05/31/24 309	13,373.00	61.12	16.67%	0.46%	Provide training for staff and parents
MADERA STATE CSPPP/RHS LAYERED 07/01/23 - 06/30/24 319	1,091,317.00	0.00	8.33%	0.00%	Provide child care services to HS preschool children and families
CHILD & ADULT CARE FOOD PROGRAM 10/01/22 - 09/30/23 390	513,902.00	324,084.41	83.33%	63.06%	Provide funds to serve hot meals to HS & state childcare children
MADERA MIGRANT HEAD START 03/01/23 - 02/29/24 321/362	5,632,943.00	1,750,679.14	41.67%	31.08%	Provide HS services to 579 migrant and seasonal children and families
MADERA MIGRANT HS TRAINING 03/01/23 - 02/28/24 320	31,845.00	22,221.33	41.67%	69.78%	Provide training for staff and parents
MADERA MIGRANT CHILD CARE - PART YEAR 07/01/23 - 06/30/24 322/324	970,788.00	0.00	8.33%	0.00%	Provide child care services to migrant eligible infant and toddlers
MADERA MIGRANT CHILD CARE - SPECIALIZED SRV 07/01/22 - 06/30/23 325	137,096.00	8,012.89	8.33%	5.84%	Provide start up funding for supplies and staff to provide services to migrant eligible infant and toddlers
REGIONAL MADERA COE QUALITY COUNTS 06/01/2021 - 06/30/2024 356	93,112.00	0.00	70.27%	0.00%	Provide low-income children high quality preschool programs with focus on child development, teaching and program/environment quality

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED JULY 31, 2023**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
FRESNO MIGRANT HEAD START 09/01/22 - 08/31/23 331	4,803,310.00	3,937,075.70	91.67%	81.97%	Provide HS services to to 469 migrant children and families
FRESNO MIGRANT HS -TRAINING 09/01/22 - 08/31/23 330	82,690.00	36,973.34	91.67%	44.71%	Provide training for staff and parents
FRESNO MIGRANT HEAD START CARES 09/01/22 - 08/31/23 831	141,154.00	141,154.00	91.67%	100.00%	Provide funds to prevent, prepare for and respond to COVID-19 in the Fresno Migrant Head Start
FRESNO MIGRANT FRESNO COE QUALITY COUNTS 09/01/2020 - 06/30/2024 351	288,436.00	26,401.90	67.65%	9.15%	Provide low-income children high quality preschool programs with focus on child development, teaching and program/environment quality
DSS STRENGTHENING FAMILIES 07/01/2023 - 06/30/2024 371	277,136.00	11,747.44	8.33%	4.24%	Provides training and education to parents to strengthen family relationships

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED JULY 31, 2023**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
RESOURCE & REFERRAL:					
CCDF-HEALTH & SAFETY 07/01/23 - 06/30/24 411	4,702.00	0.00	8.33%	0.00%	Training and supplies for child care providers
R & R GENERAL 07/01/23 - 06/30/24 401	215,057.00	16,056.36	8.33%	7.47%	Provide resources and referrals regarding child care and related issues
EMERGENCY CHILD CARE BRIDGE PROGRAM 07/01/23 - 06/30/24 407	177,138.00	1,000.93	8.33%	0.57%	Provide subsidized child care for eligible foster children
CHILD CARE INITIATIVE PROJECT 07/01/23 - 06/30/24 424	28,503.00	955.76	8.33%	3.35%	Recruiting and training child care providers for infants and toddlers
ALTERNATIVE PAYMENT 07/01/22 - 06/30/24 426/432	7,810,104.00	3,737,324.12	54.17%	47.85%	Provide subsidized child care for eligible families
**Note: This will start being used once the rollover is fully expended					
ALTERNATIVE PAYMENT 07/01/23 - 06/30/24 429	7,231,224.00	0.00	8.33%	0.00%	Provide subsidized child care for eligible families
**Note: Because of overlapping contract periods Fund 429 was predominantly used to account for this grant temporarily.					
ALTERNATIVE PAYMENT STAGE 2 07/01/23 - 06/30/24 427	1,103,944.00	4,457.34	8.33%	0.40%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 3 07/01/23 - 06/30/24 428	1,236,710.00	6,210.67	8.33%	0.50%	Provide subsidized child care for eligible families
CHILD CARE INITIATIVE PROJECT-EXPANSION CCDBG - US DEPT. OF HHS 2YR 08/01/21 - 07/31/23 410	304,849.00	304,849.00	100.00%	100.00%	One-time ARPA funding to R&Rs to support family child care providers affected by COVID-19

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED JULY 31, 2023**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
VICTIM SERVICES:					
RSVP/CALOES (10/01/22 - 09/30/23) 500	335,034.00	265,179.99	83.33%	79.15%	Assist victims of sexual assault
VICTIM WITNESS/CALOES (10/01/22 - 09/30/23) 501	316,881.00	262,271.17	83.33%	82.77%	Assist victims of crime
SHELTER-BASED DOMESTIC VIOLENCE (10/01/22 - 09/30/23) 533	537,587.00	411,998.79	83.33%	76.64%	Provide shelter services for domestic violence victims
DOM. VIO. MARRIAGE LICENSE (07/01/23 - 06/30/24) 502	22,000.00	0.00	8.33%	0.00%	Provides shelter and services to domestic violence victims
DOMESTIC VIOLENCE RESTITUTION (07/01/23 - 06/30/24) 504	4,000.00	0.00	8.33%	0.00%	Provides shelter and services to domestic violence victims
VSC DOMESTIC VIOLENCE GENERAL FUND (07/01/23 - 06/30/24) DONATIONS ONLY 507/525	2,000.00	0.00	8.33%	0.00%	Assist victims of domestic violence
VICTIM SERVICES CENTER FUND (07/01/23 - 06/30/24) DONATIONS ONLY 510	5,000.00	6.68	8.33%	0.13%	Assist with program operations for all Victim Services clients
UNSERVED/UNDERSERVED VICTIM ADVOCACY & OUTREACH (01/01/23 - 12/31/23) 508	163,177.00	95,463.90	58.33%	58.50%	Assist unserved/underserved, primarily Hispanic, victims of crime
TRANSITIONAL HOUSING (01/01/23 - 12/31/23) 531	126,807.00	89,915.40	58.33%	70.91%	Provide long-term shelter services for domestic violence and human trafficking victims
YOUTH AND SPECIALIZED SERVICES:					
CHILD ADVOCACY CENTER (07/01/23 - 06/30/24) 516	2,500.00	0.00	8.33%	0.00%	Provide child sexual assault interviews
CHILD ADVOCACY CENTER (KC) PROGRAM CALOES 04/01/2023 -03/31/2024 535	200,000.00	87,492.47	33.33%	43.75%	Provide funding to operate child advocacy center and provide child sexual assault interviews
CHILD ADVOCACY CENTER PROGRAM IMPROVEMENT NATIONAL CHILDREN'S ALLIANCE (01/01/23 - 12/31/23) 536	50,000.00	2,483.04	58.33%	4.97%	Provide funding for program improvements to meet National Children's Alliance standards

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED JULY 31, 2023**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
COMMUNITY SERVICES - EMERGENCY & OTHER SERVICES:					
E.C.I.P./LIHEAP (11/01/22 - 06/30/24) 203	1,045,256.00	643,191.99	45.00%	61.53%	Assistance for low income clients for energy bills and weatherization services
E.C.I.P./LIHEAP (11/01/21 - 06/30/23) 208	819,064.00	624,599.97	105.00%	76.26%	Assistance for low income clients for energy bills and weatherization services
FEMA 11/01/21 - 12/31/23 205	1,589.00	1,589.00	80.77%	100.00%	Administration of the FEMA program
FEMA (11/01/21 - 12/31/23) 235	1,685.00	945.33	80.77%	56.10%	Administration of the FEMA program
FEMA ARPA-R 11/01/21 - 12/31/23 210	4,910.00	1,862.82	80.77%	37.94%	Administration of the FEMA program
MADERA MENTAL HEALTH PROPERTY MGMT (07/01/23 - 06/30/24) 216	50,000.00	5,113.92	8.33%	10.23%	Provides property management services for the County of Madera Behavioral Health
2021 AMERICAN RESCUE PLAN ACT (ARPA) (08/01/21 - 09/30/23) 270	728,183.00	490,609.61	92.31%	67.37%	Assistance for low income clients for energy bills and weatherization services
LOW-INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM (LIHWAP) (04/01/22 - 12/31/23) 277	141,299.50	79,385.63	94.12%	56.18%	Assistance for low income clients with a water crisis

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED JULY 31, 2023**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
COMMUNITY SERVICES - HOMELESS PROGRAMS:					
HEFFERNAN FOUNDATION (07/01/23 - 06/30/24) 221	2,946.88	0.00	8.33%	0.00%	Provides funding for homeless support and emergency services
HEFFERNAN FOUNDATION (07/01/23 - 06/30/24) 223	4,710.91	0.00	8.33%	0.00%	Provides funding for homeless support and emergency services
SHUNAMMITE PLACE (11/01/22 - 10/31/23) 224	581,016.00	451,901.51	75.00%	77.78%	Provides permanent supportive housing for homeless people with disabilities
ONE-TIME FUNDING HOMELESSNESS (07/01/23 - 06/30/24) 226	10,569.52	146.47	8.33%	1.39%	Provides funding for homeless support and emergency services
CITY OF MADERA - CDBG (07/01/23 - 06/30/24) 231	20,000.00	982.93	8.33%	4.91%	Provides funding for Fresno-Madera Continuum of Care and homeless support
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP) BEHAVIORAL HEALTH (06/01/20 - 6/30/25) 246	411,434.00	411,434.26	62.30%	100.00%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP-3) BEHAVIORAL HEALTH (07/01/23 - 06/30/26) 278	421,308.69	4,554.52	2.78%	1.08%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
HOUSING & HOMELESSNESS INCENTIVE PROGRAM (HHIP) (04/01/23 - 10/31/23) 281	250,000.00	78,821.86	57.14%	31.53%	Improves health outcomes and access to whole person care services by addressing housing insecurity and instability

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Consolidated Balance Sheet by Object June 30, 2023

	<u>This Year</u>
Assets	
1113- CASH IN WESTAMERICA PAYROLL CK	4,950.34
1115- CASH IN WESTAMERICA MENTAL HEALTH	0.00
1116- CASH IN WESTAMERICA HEAD START MONEY MARKET	2,515.94
1117- CASH IN WESTAMERICA ACCTS PAYABLE CHECKING	268,175.30
1122- SAVINGS - WESTAMERICA	6,507,910.76
1130- PETTY CASH	810.00
1310- GRANTS RECEIVABLE	(938,944.42)
1320- ACCOUNTS RECEIVABLE	250.00
1322- A/R INTERSTATE ASSOC. - CHURCH OF GOD	3,806.53
1323- A/R IGNITE MY CITY CHURCH	418.72
1327- A/R-OTHER	0.00
1328- EMPLOYEE & TRAVEL ADVANCES	(0.10)
1329- ADVANCE CLEARING	8,215.13
1410- PREPAID EXPENSES	108,119.28
1420- SECURITY DEPOSITS	42,661.04
1421- WORKERS' COMP DEPOSIT	162,435.44
1450- INVENTORY	17,648.13
1512- EQUIPMENT	1,525,644.60
1513- VEHICLES	1,128,080.81
1514- BUILDINGS	4,364,110.45
1515- LAND IMPROVEMENTS	190,835.13
1516- BUILDING IMPROVEMENTS	408,719.12
1519- LAND	59,005.00
1522- ACC DEPR - EQUIPMENT	(1,109,844.01)
1523- ACC DEPR - VEHICLES	(869,177.21)
1524- ACC DEPR - BUILDINGS	(3,652,653.54)
1525- ACC DEPR - LAND IMPROVE.	(155,076.68)
1526- ACC DEPR - BUILDING IMPROVE.	(111,246.50)
Total Assets	7,967,369.26
Liabilities and Net Assets	
2101- ACCOUNTS PAYABLE	1,372,672.72
2111- ACCOUNTS PAYABLE - MANUAL	168,047.42
2112- ACCOUNTS PAY-FUNDING SOURCE	(82,957.04)
2115- A/P OTHERS	(1,374.45)
2121- ACCRUED PAYROLL	320,463.08
2122- ACCRUED VACATION	1,113,113.10
2123- ACCRUED PAYROLL - MANUAL	(15,343.70)
2211- FICA PAYABLE	67,469.98
2212- FICA-MED PAYABLE	15,779.72
2213- FIT PAYABLE	37,062.00
2215- SIT PAYABLE	16,426.82

2216- SDI PAYABLE	4,914.17
2217- SUI PAYABLE	7,528.26
2218- GARNISHMENTS PAYABLE	0.00
2220- WORKER'S COMP PAYABLE	115,582.12
2231- RETIREMENT PAYABLE-ER CONTRIB	859,454.61
2233- W/H RETIREMENT-ER403B BENEFIT	0.00
2244- KAISER MID20	(1,197.91)
2245- KAISER HIGH15	(1,358.16)
2248- KAISER LOW30	3,464.64
2249- KAISER DHMO40	(424.41)
2252- SELF INSURANCE - LIFE & ADD	6,552.39
2253- VISION INSURANCE PAYABLE	121.87
2254- SELF INSURANCE - DENTAL	74,211.98
2255- UNION DUES & FEE PAYMENTS	0.00
2258- TELEMEDICINE	(52.00)
2260- MADERA RHS PARENT GROUPS	552.34
2262- FRESNO MHS PARENT GROUPS	2,130.16
2264- MCAC EMP FUND-UNIFICATION	64.15
2265- FRESNO - EDS - FUNDS	1,854.17
2266- R & R PROGRAM	5,965.75
2410- DEFERRED GRANT REVENUE	1,546,257.19
2415- RESERVE ACCOUNT	9,362.00
2420- OTHER DEFERRED REVENUE	9,927.13
Total Liabilities	<u>5,656,270.10</u>
3000- NET ASSETS W/O DONOR RESTRICTIONS	438,006.20
3050- NET ASSETS - BOARD DESIGNATED	560,000.00
3100- NET ASSETS - RESTRICTED FIXED ASSETS	1,655,608.46
Change in Net Assets	(342,515.50)
Total Net Assets	<u>2,311,099.16</u>
Total Liabilities and Net Assets	<u><u>7,967,369.26</u></u>

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COMMUNITY ACTION PARTERNSHIP OF MADERA COUNTY, INC. Consolidated Revenue and Expense June 30, 2023

	<u>Year-To-Date</u>
<u>Revenues</u>	
4110- GRANT INCOME-FEDERAL	25,785,953.16
4120- GRANT INCOME-STATE	6,156,264.93
4130- GRANT INCOME-AREA	391,791.28
4140- FOOD	22,299.11
4210- DONATIONS	84,077.60
4220- IN KIND CONTRIBUTIONS	3,942,401.29
4310- CHILD CRE REVENUE	0.00
4320- INTEREST INCOME	3,258.54
4330- SALE OF ASSETS	0.00
4350- RENTAL INCOME	57,437.73
4370- MERCHANDISE SALES	277.00
4390- MISCELLANEOUS INCOME	2,211.79
4900- INDIRECT COST REIMBURSEMENT	<u>2,505,128.48</u>
Total Revenues	<u>38,951,100.91</u>
<u>Expenses</u>	
5010- SALARIES & WAGES	12,507,212.44
5012- DIRECTOR'S SALARY	183,573.34
5020- ACCRUED VACATION PAY	784,436.69
5112- HEALTH INSURANCE	1,160,667.37
5114- WORKER'S COMPENSATION	342,827.04
5116- PENSION	676,513.65
5122- FICA	1,007,133.23
5124- SUI	145,673.21
5125- DIRECTOR'S FRINGE	92,446.46
5130- ACCRUED VACATION FRINGE	46,548.81
6110- OFFICE SUPPLIES	126,062.98
6112- DATA PROCESSING SUPPLIES	706,227.59
6120- FOOD/KITCHEN SUPPLIES	411.16
6121- FOOD	476,040.22
6122- KITCHEN SUPPLIES	100,384.77
6130- PROGRAM SUPPLIES	825,050.42
6132- MEDICAL & DENTAL SUPPLIES	87,127.88
6134- INSTRUCTIONAL SUPPLIES	88,544.10
6140- CUSTODIAL SUPPLIES	117,789.84
6142- LINEN/LAUNDRY	711.00
6143- FURNISHINGS	66,930.63
6150- UNIFORM RENTAL/PURCHASE	896.13
6170- POSTAGE & SHIPPING	27,396.64
6180- EQUIPMENT RENTAL	165,152.44
6181- EQUIPMENT MAINTENANCE	90,294.21
6216- CAPITAL EXPENDITURES > \$1000	196,288.78
6221- EQUIPMENT OVER > \$5000	497,772.13
6232- BUILDING IMPROVEMENTS	1,472.97
6310- PRINTING & PUBLICATIONS	49,459.23

6312- ADVERTISING & PROMOTION	7,229.93
6320- TELEPHONE	527,996.39
6410- RENT	1,281,926.83
6420- UTILITIES/ DISPOSAL	509,661.77
6432- BUILDING REPAIRS/ MAINTENANCE	868,816.19
6433- GROUNDS MAINTENANCE	257,623.41
6436- PEST CONTROL	25,807.74
6437- BURGLAR & FIRE ALARM	46,264.01
6440- PROPERTY INSURANCE	68,222.21
6510- AUDIT	72,000.00
6520- CONSULTANTS	108,531.48
6522- CONSULTANT EXPENSES	3,650.48
6524- CONTRACTS	936,824.71
6530- LEGAL	96,923.32
6540- CUSTODIAL SERVICES	89,045.00
6555- MEDICAL SCREENING/DEAT/STAFF	8,795.00
6610- GAS & OIL	52,685.97
6620- VEHICLE INSURANCE	91,462.81
6640- VEHICLE REPAIR & MAINTENANCE	54,505.49
6712- STAFF TRAVEL-LOCAL	25,734.50
6714- STAFF TRAVEL-OUT OF AREA	52,785.62
6722- PER DIEM - STAFF	5,168.00
6730- VOLUNTEER TRAVEL	15,505.68
6742- TRAINING - STAFF	170,027.07
6744- TRAINING - VOLUNTEER	7,956.25
6745- TRAINING - PARTICIPANT/CLIENTS	826.74
6746- TRAINING - PARENT	2,436.50
6810- BANK CHARGES	5,446.95
6832- LIABILITY INSURANCE	8,006.96
6834- STUDENT ACTIVITY INSURANCE	6,356.11
6840- PROPERTY TAXES	856.72
6850- FEES & LICENSES	100,673.48
6851- CPR FEES	4,642.50
6852- FINGERPRINT	13,639.00
6875- EMPLOYEE HEALTH & WELFARE COSTS	62,103.17
7110- PARENT ACTIVITIES	1,425.84
7111- PARENT MILEAGE	237.78
7112- PARENT INVOLVEMENT	4,847.48
7114- PC ALLOWANCE	4,590.00
7116- POLICY COUNCIL FOOD ALLOWANCE	1,224.67
7210- TRANSPORTATION VOUCHERS	792.31
7224- CLIENT RENT	499,294.90
7226- CLIENT LODGING/SHELTER	243,211.62
7230- CLIENT FOOD	4,809.06
7232- FOOD VOUCHERS	100.00
7240- DIRECT BENEFITS	5,924,369.63
8110- IN KIND SALARIES	2,288,303.69
8120- IN KIND RENT	527,043.60
8130- IN KIND - OTHER	1,127,054.00
9010- INDIRECT COST ALLOCATION	2,505,128.48
Total Expenses	<u>39,293,616.41</u>
Excess Revenue Over (Under) Expenditures	<u>(342,515.50)</u>

**Victims Services-Domestic Violence Program
October 1, 2022 to June 30, 2023**

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual June 30, 2023</u>	<u>YTD Budget June 30, 2023</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
533 0 SHELTER BASED DV SERVICES								
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	0.00	29,524.06	239,246.10	0.00	0.00	0.00	239,246.10	(239,246.10)
4120- GRANT INCOME-STATE	0.00	16,000.00	144,000.00	0.00	0.00	0.00	144,000.00	(144,000.00)
Total Revenues	0.00	45,524.06	383,246.10	0.00	0.00	0.00	383,246.10	(383,246.10)
<u>Expenses</u>								
5010- SALARIES & WAGES	0.00	25,157.32	211,297.62	0.00	0.00	0.00	211,297.62	(211,297.62)
5020- ACCRUED VACATION PAY	0.00	1,457.59	12,894.20	0.00	0.00	0.00	12,894.20	(12,894.20)
5112- HEALTH INSURANCE	0.00	2,980.97	23,823.34	0.00	0.00	0.00	23,823.34	(23,823.34)
5114- WORKER'S COMPENSATION	0.00	604.26	4,475.05	0.00	0.00	0.00	4,475.05	(4,475.05)
5116- PENSION	0.00	1,335.12	12,285.71	0.00	0.00	0.00	12,285.71	(12,285.71)
5122- FICA	0.00	2,070.00	17,460.54	0.00	0.00	0.00	17,460.54	(17,460.54)
5124- SUI	0.00	132.72	3,185.77	0.00	0.00	0.00	3,185.77	(3,185.77)
5130- ACCRUED VACATION FICA	0.00	(71.44)	(155.73)	0.00	0.00	0.00	(155.73)	155.73
6110- OFFICE SUPPLIES	0.00	34.15	234.73	0.00	0.00	29.22	263.95	(263.95)
6112- DATA PROCESSING SUPPLIES	0.00	1,249.13	6,892.21	0.00	0.00	193.35	7,085.56	(7,085.56)
6121- FOOD	0.00	19.23	19.23	0.00	0.00	0.00	19.23	(19.23)
6130- PROGRAM SUPPLIES	0.00	244.43	2,039.01	0.00	0.00	0.00	2,039.01	(2,039.01)
6140- CUSTODIAL SUPPLIES	0.00	0.00	191.28	0.00	0.00	0.00	191.28	(191.28)
6170- POSTAGE & SHIPPING	0.00	48.76	57.37	0.00	0.00	0.00	57.37	(57.37)
6180- EQUIPMENT RENTAL	0.00	219.10	1,186.07	0.00	0.00	0.00	1,186.07	(1,186.07)
6181- EQUIPMENT MAINTENANCE	0.00	2.61	6.52	0.00	0.00	0.00	6.52	(6.52)
6310- PRINTING & PUBLICATIONS	0.00	21.09	1,071.90	0.00	0.00	0.00	1,071.90	(1,071.90)
6312- ADVERTISING & PROMOTION	0.00	57.60	1,130.87	0.00	0.00	0.00	1,130.87	(1,130.87)
6320- TELEPHONE	0.00	1,080.61	9,783.85	0.00	0.00	0.00	9,783.85	(9,783.85)
6410- RENT	0.00	1,189.68	10,660.46	0.00	0.00	0.00	10,660.46	(10,660.46)
6420- UTILITIES/ DISPOSAL	0.00	1,719.86	10,736.02	0.00	0.00	0.00	10,736.02	(10,736.02)
6432- BUILDING REPAIRS/ MAINTENANCE	0.00	266.14	1,989.03	0.00	0.00	0.00	1,989.03	(1,989.03)
6433- GROUNDS MAINTENANCE	0.00	350.00	2,960.00	0.00	0.00	0.00	2,960.00	(2,960.00)
6436- PEST CONTROL	0.00	161.98	1,372.92	0.00	0.00	0.00	1,372.92	(1,372.92)
6437- BURGLAR & FIRE ALARM	0.00	28.00	1,292.14	0.00	0.00	0.00	1,292.14	(1,292.14)
6440- PROPERTY INSURANCE	0.00	274.51	2,470.59	0.00	0.00	0.00	2,470.59	(2,470.59)
6540- CUSTODIAL SERVICES	0.00	261.14	2,350.26	0.00	0.00	0.00	2,350.26	(2,350.26)
6555- MEDICAL SCREENING/DEAT/STAFF	0.00	180.00	360.00	0.00	0.00	0.00	360.00	(360.00)
6610- GAS & OIL	0.00	246.26	1,562.15	0.00	0.00	0.00	1,562.15	(1,562.15)

**Victims Services-Domestic Violence Program
October 1, 2022 to June 30, 2023**

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual June 30, 2023</u>	<u>YTD Budget June 30, 2023</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
533 0 SHELTER BASED DV SERVICES								
6620- VEHICLE INSURANCE	0.00	263.36	2,370.21	0.00	0.00	0.00	2,370.21	(2,370.21)
6640- VEHICLE REPAIR & MAINTENANCE	0.00	37.00	1,132.41	0.00	0.00	0.00	1,132.41	(1,132.41)
6712- STAFF TRAVEL-LOCAL	0.00	0.00	46.51	0.00	0.00	0.00	46.51	(46.51)
6832- LIABILITY INSURANCE	0.00	4.02	295.53	0.00	0.00	0.00	295.53	(295.53)
6840- PROPERTY TAXES	0.00	0.00	1,714.37	0.00	0.00	0.00	1,714.37	(1,714.37)
6850- FEES & LICENSES	0.00	275.60	687.52	0.00	0.00	0.00	687.52	(687.52)
6852- FINGERPRINT	0.00	1.50	1,534.50	0.00	0.00	0.00	1,534.50	(1,534.50)
6875- EMPLOYEE HEALTH & WELFARE	0.00	6.75	416.42	0.00	0.00	(0.59)	415.83	(415.83)
7230- CLIENT FOOD	0.00	40.00	219.05	0.00	0.00	0.00	219.05	(219.05)
9010- INDIRECT COST ALLOCATION	0.00	3,797.15	31,966.45	0.00	0.00	0.00	31,966.45	(31,966.45)
Total Expenses	0.00	45,746.20	384,016.08	0.00	0.00	221.98	384,238.06	(384,238.06)
Excess Revenue Over (Under) Expenditures	0.00	(222.14)	(769.98)	0.00	0.00	(221.98)	(991.96)	991.96
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	(222.14)	(769.98)	0.00	0.00	(221.98)	(991.96)	991.96

ESLIPHEAP 23J-5723 - Fund 282
April 15, 2023 to June 30, 2023

<u>282 0 EMERGENCY SUPPLEMENTAL LOW INCOME HOME ENERGY ASSISTANCE PROGRAM</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual June 30, 2023</u>	<u>YTD Budget June 30, 2023</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	0.00	0.00	1,090.59	0.00	0.00	0.00	1,090.59	(1,090.59)
Total Revenues	0.00	0.00	1,090.59	0.00	0.00	0.00	1,090.59	(1,090.59)
<u>Expenses</u>								
5010- SALARIES & WAGES	0.00	4,417.60	5,197.54	0.00	0.00	0.00	5,197.54	(5,197.54)
5020- ACCRUED VACATION PAY	0.00	255.92	299.68	0.00	0.00	0.00	299.68	(299.68)
5112- HEALTH INSURANCE	0.00	296.07	296.07	0.00	0.00	0.00	296.07	(296.07)
5114- WORKER'S COMPENSATION	0.00	23.36	27.30	0.00	0.00	0.00	27.30	(27.30)
5116- PENSION	0.00	294.93	333.93	0.00	0.00	0.00	333.93	(333.93)
5122- FICA	0.00	354.23	413.90	0.00	0.00	0.00	413.90	(413.90)
5130- ACCRUED VACATION FICA	0.00	13.84	17.20	0.00	0.00	0.00	17.20	(17.20)
6320- TELEPHONE	0.00	0.00	7.41	0.00	0.00	0.00	7.41	(7.41)
6410- RENT	0.00	0.00	53.31	0.00	0.00	0.00	53.31	(53.31)
6420- UTILITIES/ DISPOSAL	0.00	0.00	9.23	0.00	0.00	0.00	9.23	(9.23)
7240- DIRECT BENEFITS	0.00	1,054.00	1,054.00	0.00	0.00	0.00	1,054.00	(1,054.00)
9010- INDIRECT COST ALLOCATION	0.00	0.00	90.97	0.00	0.00	0.00	90.97	(90.97)
Total Expenses	0.00	6,709.95	7,800.54	0.00	0.00	0.00	7,800.54	(7,800.54)
Excess Revenue Over (Under) Expenditures	0.00	(6,709.95)	(6,709.95)	0.00	0.00	0.00	(6,709.95)	6,709.95
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	(6,709.95)	(6,709.95)	0.00	0.00	0.00	(6,709.95)	6,709.95

**LIHEAP ARPA 21V-5568 - Fund 270
August 1, 2021 to June 30, 2023**

270 0 AMERICAN RESCUE PLAN ACT (ARPA)	Grant Budget	Current Month Actual	YTD Actual June 30, 2023	YTD Budget June 30, 2023	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	728,183.00	0.00	490,031.14	(70,000.00)	(0.67)	0.00	490,031.14	238,151.86
Total Revenues	728,183.00	0.00	490,031.14	(70,000.00)	(0.67)	0.00	490,031.14	238,151.86
Expenses								
5010- SALARIES & WAGES	175,938.00	0.00	142,043.80	0.00	0.81	0.00	142,043.80	33,894.20
5020- ACCRUED VACATION PAY	0.00	0.00	7,916.25	0.00	0.00	0.00	7,916.25	(7,916.25)
5112- HEALTH INSURANCE	8,762.00	0.00	15,627.53	0.00	1.78	0.00	15,627.53	(6,865.53)
5114- WORKER'S COMPENSATION	848.00	0.00	558.57	0.00	0.66	0.00	558.57	289.43
5116- PENSION	10,817.00	0.00	5,195.08	0.00	0.48	0.00	5,195.08	5,621.92
5122- FICA	13,673.00	0.00	11,031.68	0.00	0.81	0.00	11,031.68	2,641.32
5124- SUI	3,767.00	0.00	2,553.82	0.00	0.68	0.00	2,553.82	1,213.18
5130- ACCRUED VACATION FICA	0.00	0.00	242.97	0.00	0.00	0.00	242.97	(242.97)
6110- OFFICE SUPPLIES	3,653.00	0.11	5,177.21	0.00	1.42	0.00	5,177.21	(1,524.21)
6112- DATA PROCESSING SUPPLIES	15,000.00	0.00	20,457.77	0.00	1.36	0.00	20,457.77	(5,457.77)
6121- FOOD	0.00	0.00	202.36	0.00	0.00	0.00	202.36	(202.36)
6130- PROGRAM SUPPLIES	25,062.00	0.00	239.91	0.00	0.01	0.00	239.91	24,822.09
6142- LINEN/LAUNDRY	15.00	0.00	0.00	0.00	0.00	0.00	0.00	15.00
6143- FURNISHINGS	0.00	0.00	220.83	0.00	0.00	0.00	220.83	(220.83)
6170- POSTAGE & SHIPPING	3,500.00	0.00	3,857.53	0.00	1.10	0.00	3,857.53	(357.53)
6180- EQUIPMENT RENTAL	3,000.00	0.17	7,685.93	0.00	2.56	0.00	7,685.93	(4,685.93)
6181- EQUIPMENT MAINTENANCE	4,600.00	0.00	865.36	0.00	0.19	0.00	865.36	3,734.64
6221- EQUIPMENT OVER > \$5000	37,487.00	0.00	32,268.03	0.00	0.86	0.00	32,268.03	5,218.97
6310- PRINTING & PUBLICATIONS	1,500.00	0.00	17.64	0.00	0.01	0.00	17.64	1,482.36
6312- ADVERTISING & PROMOTION	6,500.00	0.00	100.00	0.00	0.02	0.00	100.00	6,400.00
6320- TELEPHONE	9,500.00	0.00	978.85	0.00	0.10	0.00	978.85	8,521.15
6410- RENT	13,485.00	0.00	10,111.14	0.00	0.75	0.00	10,111.14	3,373.86
6420- UTILITIES/ DISPOSAL	5,200.00	0.00	1,771.75	0.00	0.34	0.00	1,771.75	3,428.25
6432- BUILDING REPAIRS/ MAINTENANCE	1,250.00	0.00	533.68	0.00	0.43	0.00	533.68	716.32
6440- PROPERTY INSURANCE	725.00	0.00	1,007.20	0.00	1.39	0.00	1,007.20	(282.20)
6524- CONTRACTS	46,989.00	0.00	145,989.00	0.00	3.11	0.00	145,989.00	(99,000.00)
6530- LEGAL	88.00	0.00	0.00	0.00	0.00	0.00	0.00	88.00
6555- MEDICAL SCREENING/DEAT/STAFF	120.00	0.00	105.00	0.00	0.88	0.00	105.00	15.00
6610- GAS & OIL	3,500.00	0.00	83.04	0.00	0.02	0.00	83.04	3,416.96

**LIHEAP ARPA 21V-5568 - Fund 270
August 1, 2021 to June 30, 2023**

270 0 AMERICAN RESCUE PLAN ACT (ARPA)	Grant Budget	Current Month Actual	YTD Actual June 30, 2023	YTD Budget June 30, 2023	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
6620- VEHICLE INSURANCE	2,160.00	0.00	692.76	0.00	0.32	0.00	692.76	1,467.24
6630- VEHICLE LICENSE & FEES	650.00	0.00	0.00	0.00	0.00	0.00	0.00	650.00
6640- VEHICLE REPAIR & MAINTENANCE	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
6712- STAFF TRAVEL-LOCAL	250.00	0.00	7.02	0.00	0.03	0.00	7.02	242.98
6742- TRAINING - STAFF	3,170.00	0.00	0.00	0.00	0.00	0.00	0.00	3,170.00
6820- INTEREST EXPENSE	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
6840- PROPERTY TAXES	15.00	0.00	0.00	0.00	0.00	0.00	0.00	15.00
6850- FEES & LICENSES	1,200.00	0.00	258.12	0.00	0.22	0.00	258.12	941.88
6852- FINGERPRINT	260.00	0.00	1.50	0.00	0.01	0.00	1.50	258.50
6875- EMPLOYEE HEALTH & WELFARE	200.00	4.13	426.63	0.00	2.13	0.00	426.63	(226.63)
7240- DIRECT BENEFITS	100,000.00	437.00	45,196.30	(70,000.00)	0.45	0.00	45,196.30	54,803.70
7250- FURNACE REPAIRS/REPLACEMENT	189,000.00	0.00	0.00	0.00	0.00	0.00	0.00	189,000.00
9010- INDIRECT COST ALLOCATION	34,798.00	0.00	27,048.33	0.00	0.78	0.00	27,048.33	7,749.67
Total Expenses	728,183.00	441.41	490,472.59	(70,000.00)	0.67	0.00	490,472.59	237,710.41
Excess Revenue Over (Under) Expenditures	0.00	(441.41)	(441.45)	0.00	0.00	0.00	(441.45)	441.45
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	(441.41)	(441.45)	0.00	0.00	0.00	(441.45)	441.45

LIHEAP 23B-5019 - Fund 203
November 1, 2022 to June 30, 2023

203 0 HOME ENERGY ASSISTANCE PROGRAM	Grant Budget	Current Month Actual	YTD Actual June 30, 2023	YTD Budget June 30, 2023	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	0.00	0.00	542,072.61	0.00	0.00	0.00	542,072.61	(542,072.61)
Total Revenues	0.00	0.00	542,072.61	0.00	0.00	0.00	542,072.61	(542,072.61)
Expenses								
5010- SALARIES & WAGES	0.00	16,086.85	108,428.91	0.00	0.00	0.00	108,428.91	(108,428.91)
5020- ACCRUED VACATION PAY	0.00	887.25	8,956.85	0.00	0.00	0.00	8,956.85	(8,956.85)
5112- HEALTH INSURANCE	0.00	1,382.19	10,474.03	0.00	0.00	0.00	10,474.03	(10,474.03)
5114- WORKER'S COMPENSATION	0.00	98.23	500.81	0.00	0.00	0.00	500.81	(500.81)
5116- PENSION	0.00	896.43	6,379.85	0.00	0.00	0.00	6,379.85	(6,379.85)
5122- FICA	0.00	1,274.42	8,659.58	0.00	0.00	0.00	8,659.58	(8,659.58)
5124- SUI	0.00	0.00	1,980.84	0.00	0.00	0.00	1,980.84	(1,980.84)
5130- ACCRUED VACATION FICA	0.00	(2.45)	263.53	0.00	0.00	0.00	263.53	(263.53)
6110- OFFICE SUPPLIES	0.00	755.17	7,162.72	0.00	0.00	0.00	7,162.72	(7,162.72)
6112- DATA PROCESSING SUPPLIES	0.00	1,232.21	9,775.12	0.00	0.00	0.00	9,775.12	(9,775.12)
6130- PROGRAM SUPPLIES	0.00	105.98	279.18	0.00	0.00	0.00	279.18	(279.18)
6143- FURNISHINGS	0.00	0.00	182.94	0.00	0.00	0.00	182.94	(182.94)
6170- POSTAGE & SHIPPING	0.00	907.68	3,546.07	0.00	0.00	0.00	3,546.07	(3,546.07)
6180- EQUIPMENT RENTAL	0.00	1,075.01	7,759.44	0.00	0.00	0.00	7,759.44	(7,759.44)
6181- EQUIPMENT MAINTENANCE	0.00	55.02	98.10	0.00	0.00	0.00	98.10	(98.10)
6310- PRINTING & PUBLICATIONS	0.00	133.09	133.09	0.00	0.00	0.00	133.09	(133.09)
6320- TELEPHONE	0.00	40.01	797.39	0.00	0.00	0.00	797.39	(797.39)
6410- RENT	0.00	0.00	5,271.93	0.00	0.00	0.00	5,271.93	(5,271.93)
6420- UTILITIES/ DISPOSAL	0.00	0.00	935.15	0.00	0.00	0.00	935.15	(935.15)
6436- PEST CONTROL	0.00	0.00	0.60	0.00	0.00	0.00	0.60	(0.60)
6437- BURGLAR & FIRE ALARM	0.00	0.00	0.97	0.00	0.00	0.00	0.97	(0.97)
6440- PROPERTY INSURANCE	0.00	82.64	247.92	0.00	0.00	0.00	247.92	(247.92)
6524- CONTRACTS	0.00	47,445.95	397,638.13	0.00	0.00	0.00	397,638.13	(397,638.13)
6620- VEHICLE INSURANCE	0.00	237.28	1,423.68	0.00	0.00	0.00	1,423.68	(1,423.68)
6640- VEHICLE REPAIR & MAINTENANCE	0.00	0.00	3,496.79	0.00	0.00	0.00	3,496.79	(3,496.79)
6742- TRAINING - STAFF	0.00	3,335.45	3,848.76	0.00	0.00	0.00	3,848.76	(3,848.76)
6840- PROPERTY TAXES	0.00	0.00	29.15	0.00	0.00	0.00	29.15	(29.15)
6850- FEES & LICENSES	0.00	0.00	71.50	0.00	0.00	0.00	71.50	(71.50)
6875- EMPLOYEE HEALTH & WELFARE	0.00	0.00	22.21	0.00	0.00	0.00	22.21	(22.21)
7240- DIRECT BENEFITS	0.00	1,579.00	14,284.65	0.00	0.00	0.00	14,284.65	(14,284.65)
9010- INDIRECT COST ALLOCATION	0.00	0.00	17,030.13	0.00	0.00	0.00	17,030.13	(17,030.13)
Total Expenses	0.00	77,607.41	619,680.02	0.00	0.00	0.00	619,680.02	(619,680.02)

LIHEAP 23B-5019 - Fund 203
November 1, 2022 to June 30, 2023

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual June 30, 2023</u>	<u>YTD Budget June 30, 2023</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
203 0 HOME ENERGY ASSISTANCE PROGRAM								
Excess Revenue Over (Under) Expenditures	0.00	(77,607.41)	(77,607.41)	0.00	0.00	0.00	(77,607.41)	77,607.41
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	(77,607.41)	(77,607.41)	0.00	0.00	0.00	(77,607.41)	77,607.41

**LIHEAP 22B-4019 - Fund 208
November 1, 2021 to June 30, 2023**

208 0 HOME ENERGY ASSIST. PROG.	Grant Budget	Current Month Actual	YTD Actual June 30, 2023	YTD Budget June 30, 2023	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	819,064.00	0.00	621,857.62	0.00	(0.76)	0.00	621,857.62	197,206.38
Total Revenues	819,064.00	0.00	621,857.62	0.00	(0.76)	0.00	621,857.62	197,206.38
<u>Expenses</u>								
5010- SALARIES & WAGES	189,443.00	0.00	126,279.36	0.00	0.67	0.00	126,279.36	63,163.64
5020- ACCRUED VACATION PAY	0.00	0.00	6,773.99	0.00	0.00	0.00	6,773.99	(6,773.99)
5112- HEALTH INSURANCE	20,869.00	0.00	11,756.85	0.00	0.56	0.00	11,756.85	9,112.15
5114- WORKER'S COMPENSATION	841.00	0.00	557.02	0.00	0.66	0.00	557.02	283.98
5116- PENSION	10,868.00	0.00	6,194.62	0.00	0.57	0.00	6,194.62	4,673.38
5122- FICA	14,874.00	0.00	10,145.21	0.00	0.68	0.00	10,145.21	4,728.79
5124- SUI	2,069.00	0.00	0.00	0.00	0.00	0.00	0.00	2,069.00
5130- ACCRUED VACATION FICA	0.00	0.00	(14.98)	0.00	0.00	0.00	(14.98)	14.98
6110- OFFICE SUPPLIES	5,000.00	0.00	4,475.15	0.00	0.90	0.00	4,475.15	524.85
6112- DATA PROCESSING SUPPLIES	6,000.00	0.00	15,261.12	0.00	2.54	0.00	15,261.12	(9,261.12)
6130- PROGRAM SUPPLIES	6,225.95	0.00	0.00	0.00	0.00	0.00	0.00	6,225.95
6142- LINEN/LAUNDRY	20.00	0.00	18.50	0.00	0.93	0.00	18.50	1.50
6170- POSTAGE & SHIPPING	3,500.00	4.33	3,031.50	0.00	0.87	0.00	3,031.50	468.50
6180- EQUIPMENT RENTAL	1,600.00	0.00	6,901.55	0.00	4.31	0.00	6,901.55	(5,301.55)
6181- EQUIPMENT MAINTENANCE	300.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
6216- CAPITAL EXPENDITURES > \$1000	0.00	0.00	80,023.24	0.00	0.00	0.00	80,023.24	(80,023.24)
6310- PRINTING & PUBLICATIONS	5,000.00	0.00	2,379.67	0.00	0.48	0.00	2,379.67	2,620.33
6312- ADVERTISING & PROMOTION	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
6320- TELEPHONE	11,000.00	15.60	1,085.25	0.00	0.10	0.00	1,085.25	9,914.75
6410- RENT	18,000.00	47.25	9,685.54	0.00	0.54	0.00	9,685.54	8,314.46
6420- UTILITIES/ DISPOSAL	10,000.00	3.31	1,830.03	0.00	0.18	0.00	1,830.03	8,169.97
6432- BUILDING REPAIRS/ MAINTENANCE	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
6436- PEST CONTROL	0.00	0.60	2.37	0.00	0.00	0.00	2.37	(2.37)
6437- BURGLAR & FIRE ALARM	0.00	0.22	3.14	0.00	0.00	0.00	3.14	(3.14)
6440- PROPERTY INSURANCE	1,575.00	0.00	165.31	0.00	0.10	0.00	165.31	1,409.69
6524- CONTRACTS	450,973.00	0.00	288,739.74	0.00	0.64	0.00	288,739.74	162,233.26
6530- LEGAL	50.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
6555- MEDICAL SCREENING/DEAT/STAFF	150.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
6610- GAS & OIL	2,500.00	0.00	71.38	0.00	0.03	0.00	71.38	2,428.62
6620- VEHICLE INSURANCE	0.00	0.00	2,211.60	0.00	0.00	0.00	2,211.60	(2,211.60)

LIHEAP 22B-4019 - Fund 208
November 1, 2021 to June 30, 2023

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual June 30, 2023</u>	<u>YTD Budget June 30, 2023</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
208 0 HOME ENERGY ASSIST. PROG.								
6640- VEHICLE REPAIR & MAINTENANCE	1,500.00	0.00	215.24	0.00	0.14	0.00	215.24	1,284.76
6712- STAFF TRAVEL-LOCAL	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6714- STAFF TRAVEL-OUT OF AREA	200.00	0.00	2,639.66	0.00	13.20	0.00	2,639.66	(2,439.66)
6722- PER DIEM - STAFF	0.00	0.00	164.00	0.00	0.00	0.00	164.00	(164.00)
6742- TRAINING - STAFF	5,002.00	0.00	834.99	0.00	0.17	0.00	834.99	4,167.01
6820- INTEREST EXPENSE	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
6850- FEES & LICENSES	50.00	0.00	251.46	0.00	5.03	0.00	251.46	(201.46)
6852- FINGERPRINT	150.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
6875- EMPLOYEE HEALTH & WELFARE	150.00	1.45	137.21	0.00	0.91	0.00	137.21	12.79
7240- DIRECT BENEFITS	6,000.00	0.00	11,172.00	0.00	1.86	0.00	11,172.00	(5,172.00)
7250- FURNACE REPAIRS/REPLACEMENT	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
9010- INDIRECT COST ALLOCATION	31,453.05	0.00	28,938.66	0.00	0.92	0.00	28,938.66	2,514.39
Total Expenses	819,064.00	72.76	621,930.38	0.00	0.76	0.00	621,930.38	197,133.62
Excess Revenue Over (Under) Expenditures	0.00	(72.76)	(72.76)	0.00	0.00	0.00	(72.76)	72.76
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	(72.76)	(72.76)	0.00	0.00	0.00	(72.76)	72.76

Fresno Migrant Head Start
Budget to Actual (331 Basic)
Period Ending June-23

Account Description	Grant Budget	Current	Current Mth	Prior Mth	Current vs Budget	YTD		YTD Actual +			
		Period	YTD	YTD	YTD	Budget	% Spent	Encumbered	Encumbered	Budget Balance	
REVENUES											
4110 GRANT INCOME-FEDERAL	4,803,310.00	571,927.26	3,408,345.76	2,836,418.50	(25,848.70)	3,434,194.46	70.96%	30,825.39	3,439,171.15	(1,364,138.85)	
4130 GRANT INCOME-AREA		0.00			-		0.00%	0.00	0.00	0.00	
4210 DONATIONS		0.00			-		0.00%	0.00	0.00	0.00	
4220 IN KIND CONTRIBUTIONS	666,273.00	54,370.41	495,908.75	441,538.34	23,908.75	472,000.00	74.43%	0.00	495,908.75	(170,364.25)	
4330- SALE OF ASSETS		0.00			-		0.00%	0.00	0.00	0.00	
4390 MISC INCOME		0.00			-		0.00%	0.00	0.00	0.00	
TOTAL REVENUES	5,469,583.00	626,297.67	3,904,254.51	3,256,898.22	(1,939.95)	3,906,194.46	71.38%	30,825.39	3,935,079.90	(1,534,503.10)	
5010 SALARIES & WAGES	6A 2,798,780.80	338,312.18	1,830,740.82	1,492,428.64	(126,412.18)	1,957,153.00	65.41%	0.00	1,830,740.82	(968,039.78)	
5012- DIRECTOR'S SALARY	6A 0.00	0.00			-		0.00%	0.00	0.00	0.00	
5019- SALARIES & WAGES C19	6A 0.00	0.00			-		0.00%	0.00	0.00	0.00	
5020 ACCRUED VACATION PAY	6A 179,504.75	21,675.51	114,606.30	92,930.79	(10,914.97)	125,521.27	63.85%	0.00	114,606.30	(64,898.45)	
5112 HEALTH INSURANCE	6B 226,921.48	22,765.34	132,158.20	109,392.86	(38,316.80)	170,475.00	58.24%	0.00	132,158.20	(94,763.28)	
5114 WORKER'S COMPENSATION	6B 112,377.74	11,845.88	63,322.23	51,476.35	(15,247.77)	78,570.00	56.35%	0.00	63,322.23	(49,055.51)	
5115- Worker's Compensation C19	6B 0.00	0.00			-		0.00%	0.00	0.00	0.00	
5116 PENSION	6B 184,850.84	20,890.11	114,128.08	93,237.97	(14,006.92)	128,135.00	61.74%	0.00	114,128.08	(70,722.76)	
5117- Pension C19	6B 0.00	0.00			-		0.00%	0.00	0.00	0.00	
5121- FICA C19	6B 0.00	0.00			-		0.00%	0.00	0.00	0.00	
5122 FICA	6B 209,310.94	26,282.52	154,045.00	127,762.48	7,649.00	146,396.00	73.60%	0.00	154,045.00	(55,265.94)	
5124 SUI	6B 41,859.28	11,961.72	30,933.05	18,971.33	2,437.18	28,495.87	73.90%	0.00	30,933.05	(10,926.23)	
5125- DIRECTOR'S FRINGE	6B 0.00	0.00			-		0.00%	0.00	0.00	0.00	
5130 ACCRUED VACATION FRINGE	6B 13,282.37	1,657.98	8,767.43	7,109.45	(515.57)	9,283.00	66.01%	0.00	8,767.43	(4,514.94)	
6714 STAFF TRAVEL-OUT OF AREA	6C 0.00	0.00	16.43	16.43	16.43	0.00	0.00%	0.00	16.43	16.43	
6722 PER DIEM - STAFF	6C 0.00	0.00			-		0.00%	0.00	0.00	0.00	
6221 EQUIPMENT OVER > \$5000	6D 6,000.00	0.00			-		0.00%	0.00	0.00	(6,000.00)	
6110 OFFICE SUPPLIES	6E 14,580.00	2,680.13	8,689.87	6,009.74	(2,042.13)	10,732.00	59.60%	1,052.41	9,742.28	(4,837.72)	
6112 DATA PROCESSING SUPPLIES	6E 10,000.00	10,086.53	77,449.16	67,362.63	70,273.16	7,176.00	774.49%	666.52	78,115.68	68,115.68	
6121 FOOD	6E 20,000.00	0.00	6,426.05	6,426.05	(6,901.95)	13,328.00	32.13%	0.00	6,426.05	(13,573.95)	
6122 KITCHEN SUPPLIES	6E 1,050.00	906.05	5,667.49	4,761.44	4,617.49	1,050.00	539.76%	2,469.42	8,136.91	7,086.91	
6130 PROGRAM SUPPLIES	6E 50,000.00	5,084.36	49,849.85	44,765.49	14,083.85	35,766.00	99.70%	3,838.44	53,688.29	3,688.29	
6134 INSTRUCTIONAL SUPPLIES	6E 1,050.00	0.00	6,833.56	6,833.56	6,133.56	700.00	650.82%	0.00	6,833.56	5,783.56	
6140 CUSTODIAL SUPPLIES	6E 20,400.00	1,433.38	13,569.26	12,135.88	(780.74)	14,350.00	66.52%	0.00	13,569.26	(6,830.74)	
6142 LINEN/LAUNDRY	6E 0.00	0.00			-		0.00%	0.00	0.00	0.00	
6170 POSTAGE & SHIPPING	6E 1,500.00	138.51	555.46	416.95	(694.54)	1,250.00	37.03%	0.00	555.46	(944.54)	
6132 MEDICAL & DENTAL SUPPLIES	6H 175.00	2,008.03	2,008.03	0.00	2,008.03	0.00	1147.45%	978.25	2,986.28	2,811.28	
6150 UNIFORM RENTAL/PURCHASE	6H 0.00	0.00	296.13	296.13	296.13	0.00	0.00%	0.00	296.13	296.13	
6180 EQUIPMENT RENTAL	6H 33,876.00	2,739.01	27,921.23	25,182.22	(308.77)	28,230.00	82.42%	0.00	27,921.23	(5,954.77)	
6181 EQUIPMENT MAINTENANCE	6H 18,576.00	1,926.99	21,412.09	19,485.10	5,932.09	15,480.00	115.27%	0.00	21,412.09	2,836.09	
6212 EQUIPMENT PURCHASES < \$500	6H 0.00	0.00			-		0.00%	0.00	0.00	0.00	
6214 EQUIPMENT OVER > 500	6H 0.00	0.00			-		0.00%	0.00	0.00	0.00	
6216 EQUIPMENT OVER > \$1000	6H 0.00	0.00			-		0.00%	0.00	0.00	0.00	
6231 BUILDING RENOVATION	6H 0.00	0.00			-		0.00%	0.00	0.00	0.00	
6232 BUILDING IMPROVEMENTS	6H 0.00	0.00			-		0.00%	0.00	0.00	0.00	
6310 PRINTING & PUBLICATIONS	6H 5,010.00	5,766.98	23,638.07	17,871.09	20,298.07	3,340.00	471.82%	147.66	23,785.73	18,775.73	
6312 ADVERTISING & PROMOTION	6H 240.00	0.00	0.00	0.00	(160.00)	160.00	0.00%	0.00	0.00	(240.00)	
6320 TELEPHONE	6H 74,868.00	1,713.41	97,307.67	95,594.26	34,917.67	62,390.00	129.97%	0.00	97,307.67	22,439.67	
6410 RENT	6H 102,175.00	7,156.16	73,373.41	66,217.25	(11,773.59)	85,147.00	71.81%	0.00	73,373.41	(28,801.59)	
6420 UTILITIES/ DISPOSAL	6H 78,000.00	5,517.37	58,191.42	52,674.05	(6,808.58)	65,000.00	74.60%	0.00	58,191.42	(19,808.58)	
6432 BUILDING REPAIRS/ MAINT	6H 32,000.00	5,368.09	49,980.14	44,612.05	23,308.14	26,872.00	156.19%	5,701.55	55,681.69	23,681.69	
6433 GROUNDS MAINTENANCE	6H 21,000.00	3,402.27	39,214.96	35,812.69	21,714.96	17,500.00	186.74%	0.00	39,214.96	18,214.96	
6436 PEST CONTROL	6H 6,600.00	641.76	6,188.70	5,546.94	688.70	5,500.00	93.77%	0.00	6,188.70	(411.30)	
6437 BURGLAR & FIRE ALARM	6H 6,512.00	1,041.34	4,417.63	3,376.29	(1,626.37)	6,044.00	67.84%	0.00	4,417.63	(2,094.37)	
6440 PROPERTY INSURANCE	6H 13,600.00	1,375.99	12,383.91	11,007.92	833.91	11,550.00	91.06%	0.00	12,383.91	(1,216.09)	
6520 CONSULTANTS	6H 18,520.00	0.00	2,957.46	2,957.46	(9,385.54)	12,343.00	15.97%	12,000.00	14,957.46	(3,562.54)	
6522 CONSULTANT EXPENSES	6H 378.00	0.00	49.78	49.78	(202.22)	252.00	13.17%	0.00	49.78	(328.22)	
6524 CONTRACTS	6H 13,700.00	0.00	0.00	0.00	(9,132.00)	9,132.00	0.00%	0.00	0.00	(13,700.00)	
6530 LEGAL	6H 6,000.00	3,000.00	3,625.00	625.00	(375.00)	4,000.00	60.42%	0.00	3,625.00	(2,375.00)	

Fresno Migrant Head Start
Budget to Actual (331 Basic)
Period Ending June-23

Account Description	Grant Budget	Current	Current Mth	Prior Mth	Current vs Budget	YTD	% Spent	Encumbered	YTD Actual +		
		Period	YTD	YTD	YTD	Budget			Encumbered	Budget Balance	
6540 CUSTODIAL SERVICES	6H	4,776.00	398.00	4,063.00	3,665.00	83.00	3,980.00	85.07%	0.00	4,063.00	(713.00)
6555 MEDICAL SCREENING/DEAT/S	6H	1,000.00	0.00	1,085.00	1,085.00	485.00	600.00	108.50%	0.00	1,085.00	85.00
6562 MEDICAL EXAM	6H	0.00	0.00			-		0.00%		0.00	0.00
6564 MEDICAL FOLLOW-UP	6H	0.00	0.00			-		0.00%		0.00	0.00
6566 DENTAL EXAM	6H	0.00	0.00			-		0.00%		0.00	0.00
6568 DENTAL FOLLOW-UP	6H	0.00	0.00			-		0.00%		0.00	0.00
6610 GAS & OIL	6H	12,500.00	1,529.06	11,043.47	9,514.41	627.47	10,416.00	88.35%	0.00	11,043.47	(1,456.53)
6620 VEHICLE INSURANCE	6H	19,800.00	2,176.54	19,455.38	17,278.84	2,955.38	16,500.00	98.26%	0.00	19,455.38	(344.62)
6630 VEHICLE LICENSE AND FEES	6H	0.00	0.00			-		0.00%		0.00	0.00
6640 VEHICLE REPAIR & MAINTENANCE	6H	9,996.00	142.28	9,532.60	9,390.32	1,202.60	8,330.00	95.36%	0.00	9,532.60	(463.40)
6712 STAFF TRAVEL-LOCAL	6H	3,930.00	1,651.92	6,479.68	4,827.76	3,859.68	2,620.00	164.88%	0.00	6,479.68	2,549.68
6724 PER DIEM - PARENT	6H	0.00	0.00			-		0.00%		0.00	0.00
6730 VOLUNTEER TRAVEL	6H	0.00	0.00			-		0.00%		0.00	0.00
6742 TRAINING - STAFF	6H	0.00	0.00	2,578.74	2,578.74	2,578.74	0.00	0.00%	0.00	2,578.74	2,578.74
6744 TRAINING - VOLUNTEER	6H	0.00	0.00			-		0.00%		0.00	0.00
6745 TRAINING - PARTICIPANTS/CLIENTS	6H	0.00	0.00			-		0.00%		0.00	0.00
6746 TRAINING - PARENT	6H	0.00	0.00			-		0.00%		0.00	0.00
6748 EDUCATION REIMBURSEMENT	6H	0.00	0.00			-		0.00%		0.00	0.00
6750 FIELD TRIPS	6H	0.00	0.00			-		0.00%		0.00	0.00
6820 INTEREST EXPENSE	6H	0.00	0.00			-		0.00%		0.00	0.00
6832 LIABILITY INSURANCE	6H	432.00	37.52	375.20	337.68	15.20	360.00	86.85%	0.00	375.20	(56.80)
6834 STUDENT ACTIVITY INSURAN	6H	1,140.00	171.97	1,105.78	933.81	345.78	760.00	97.00%	0.00	1,105.78	(34.22)
6840 PROPERTY TAXES	6H	5,800.00	0.00	(1,842.30)	(1,842.30)	(7,642.30)	5,800.00	-31.76%	0.00	(1,842.30)	(7,642.30)
6850 FEES & LICENSES	6H	10,500.00	708.00	24,282.64	23,574.64	17,049.32	7,233.32	231.26%	1,400.00	25,682.64	15,182.64
6851 CPR FEES	6H	240.00	0.00	0.00	0.00	(200.00)	200.00	0.00%	0.00	0.00	(240.00)
6852 FINGER PRINTING	6H	500.00	0.00	260.25	260.25	(89.75)	350.00	52.05%	0.00	260.25	(239.75)
6860 DEPRECIATION EXPENSE	6H	0.00	0.00			-		0.00%		0.00	0.00
6870 EMPLOYEE RECOGNITION	6H	0.00	0.00			-		0.00%		0.00	0.00
6875- EMPLOYEE HEALTH & WELFARE	6H	8,475.00	0.00	4,643.22	4,643.22	(3,831.78)	8,475.00	54.79%	0.00	4,643.22	(3,831.78)
6892 CASH SHORT/OVER	6H	0.00	0.00			-		0.00%		0.00	0.00
7110 PARENT ACTIVITIES	6H	700.00	30.08	30.08	0.00	(389.92)	420.00	4.30%	0.00	30.08	(669.92)
7111- PARENT MILEAGE	6H	126.00	0.00	0.00	0.00	(84.00)	84.00	0.00%	0.00	0.00	(126.00)
7112 PARENT INVOLVEMENT	6H	0.00	0.00			-		0.00%		0.00	0.00
7114 PC ALLOWANCE	6H	0.00	0.00	240.00	240.00	240.00	0.00	0.00%	0.00	240.00	240.00
7116 PC FOOD	6H	600.00	0.00	0.00	0.00	(500.00)	500.00	0.00%	0.00	0.00	(600.00)
8110 INKIND SALARIES		451,921.00	39,462.66	346,831.25	307,368.59	26,681.25	320,150.00	76.75%	0.00	346,831.25	(105,089.75)
8120 INKIND RENT		210,665.00	14,907.75	149,077.50	134,169.75	(161.50)	149,239.00	70.77%	0.00	149,077.50	(61,587.50)
8130 INKIND OTHER		3,687.00	0.00	0.00	0.00	(2,611.00)	2,611.00	0.00%	0.00	0.00	(3,687.00)
9010 INDIRECT EXPENSE	6J	400,097.00	47,704.29	284,289.15	236,584.86	(2,155.85)	286,445.00	71.06%	2,571.14	286,860.29	(113,236.71)
TOTAL EXPENSES		5,469,583.00	626,297.67	3,904,254.51	3,256,898.22	(1,939.95)	3,906,194.46	71.38%	30,825.39	3,935,079.90	(1,534,503.10)
CHANGE IN NET ASSETS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

	TOTAL YTD	9.1%
Prior Mth	INDIRECT EXP 2,578,775.02	INDIRECT EXP 234,668.53
Curr Mth	3,124,056.61	284,289.15
		1,916.33
		0.00

Administrative	
YTD Expense	3,443,299.67
YTD Inkind	495,908.75
	<u>3,939,208.42</u>
YTD Admin	340,875.00
YTD %	8.65%

Madera Migrant Head Start
Budget to Actual

Start Date	3/1/2023
Current Mnth	4.00
	31%

For the Period Ending	6/30/2023
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Account	Description	Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
REVENUES										
4110	GRANT INCOME-	5,632,943	527,844.90	1,336,098.88	808,253.98	6,984,849.32	24%	22,800.09	1,358,898.97	4,274,044.03
4220	IN KIND CONTRIBUTIONS	409,729	59,089.75	111,031.09	51,941.34	508,063.96	27%	-	111,031.09	298,697.91
4390	MISCELLANEOUS	-	-	-	-	-	-	-	-	-
	TOTAL REVENUES	6,042,672	586,934.65	1,447,129.97	860,195.32	7,492,913.28	24%	22,800.09	1,469,930.06	4,572,741.94
EXPENDITURES										
5010	Salaries & Wages	3,019,367	301,450.86	727,262.54	425,811.68	3,744,015.08	24%	-	727,262.54	2,292,104.46
5020	Accrued Vacation Pay	180,000	18,575.89	43,509.52	24,933.63	223,200.00	24%	-	43,509.52	136,490.48
5112	Health Insurance	407,311	30,772.24	74,524.64	43,752.40	505,065.64	18%	-	74,524.64	332,786.36
5114	Worker's Compensation	101,252	11,546.91	23,503.07	11,956.16	125,552.48	23%	-	23,503.07	77,748.93
5116	Pension	164,670	15,528.55	37,882.38	22,353.83	204,190.80	23%	-	37,882.38	126,787.62
5122	FICA	232,751	23,125.08	55,769.41	32,644.33	288,611.24	24%	-	55,769.41	176,981.59
5124	SUI	34,245	1,131.59	2,133.81	1,002.22	42,463.80	6%	-	2,133.81	32,111.19
5130	Accrued Vacation Fringe	13,850	1,420.66	3,322.52	1,901.86	17,174.00	24%	-	3,322.52	10,527.48
6110	Office supplies	20,300	1,915.68	3,292.11	1,376.43	25,172.00	16%	13.89	3,306.00	16,994.00
6112	Data Processing Supplies	44,450	8,267.04	50,328.81	42,061.77	55,118.00	113%	6,981.04	57,309.85	(12,859.85)
6121	Food	6,750	-	11.38	11.38	8,370.00	0%	-	11.38	6,738.62
6122	Kitchen Supplies	1,313	-	-	-	1,628.12	0%	-	-	1,313.00
6130	Program Supplies	90,818	1,363.80	5,035.90	3,672.10	112,614.32	6%	-	5,035.90	85,782.10
6132	Medical & Dental Supplies	21,410	1,928.86	3,989.79	2,060.93	26,548.40	19%	-	3,989.79	17,420.21
6134	Instructional Supplies	23,375	1,770.23	1,770.23	-	28,985.00	8%	265.91	2,036.14	21,338.86
6140	Custodial Supplies	31,188	2,765.81	6,122.69	3,356.88	38,673.12	20%	-	6,122.69	25,065.31
6142	Linen / Laundry	-	-	-	-	-	-	-	-	-
6143	Furnishing	10,500	-	-	-	13,020.00	0%	-	-	10,500.00
6150	Uniform Rental / Purchases	156	-	150.00	150.00	193.44	96%	-	150.00	6.00
6170	Postage & Shipping	600	201.52	315.94	114.42	744.00	53%	-	315.94	284.06
6221	Equipment Over > \$5,000	-	-	-	-	-	-	-	-	-
6233	Land Improvements	-	-	-	-	-	-	-	-	-
6180	Equipment Rental	17,000	993.16	4,721.19	3,728.03	21,080.00	28%	-	4,721.19	12,278.81
6181	Equipment Maintenance	13,900	1,862.59	3,643.14	1,780.55	17,236.00	26%	-	3,643.14	10,256.86
6310	Printing & Publications	8,000	1,412.92	5,023.69	3,610.77	9,920.00	63%	-	5,023.69	2,976.31
6312	Advertising & Promotion	-	-	-	-	-	-	-	-	-
6320	Telephone	86,400	(2,443.83)	(399.83)	2,044.00	107,136.00	0%	-	(399.83)	86,799.83
6410	Rent	208,660	17,370.60	69,312.32	51,941.72	258,738.40	33%	-	69,312.32	139,347.68
6420	Utilities / Disposal	118,800	17,628.65	34,383.88	16,755.23	147,312.00	29%	-	34,383.88	84,416.12
6432	Building Repairs / Maintenanc	72,476	496.15	7,496.90	7,000.75	89,870.24	10%	3,400.00	10,896.90	61,579.10
6433	Grounds Maintenance	19,000	1,200.00	8,793.96	7,593.96	23,560.00	46%	-	8,793.96	10,206.04
6436	Pest Control	5,248	426.47	1,564.91	1,138.44	6,507.52	30%	-	1,564.91	3,683.09
6437	Burglar & Fire Alarm	3,750	1,191.96	1,779.04	587.08	4,650.00	47%	-	1,779.04	1,970.96
6440	Property Insurance	22,880	1,893.67	7,574.68	5,681.01	28,371.20	33%	-	7,574.68	15,305.32
6520	Consultants	18,890	878.80	1,245.40	366.60	23,423.60	7%	-	1,245.40	17,644.60
6522	Consultants Expense	286	-	-	-	354.64	0%	-	-	286.00
6524	Contracts	-	-	-	-	-	-	-	-	-
6530	Legal	5,635	1,312.50	1,312.50	-	6,987.40	23%	-	1,312.50	4,322.50
6540	Custodial Services	54,700	10,290.00	20,294.00	10,004.00	67,828.00	37%	-	20,294.00	34,406.00
6555	Medical Screening / DEAT / Staff	3,325	1,200.00	1,200.00	-	4,123.00	36%	-	1,200.00	2,125.00
6562	Medical Exam	-	-	-	-	-	-	-	-	-
6564	Medical Follow-up	-	-	-	-	-	-	-	-	-
6566	Dental Exam	-	-	-	-	-	-	-	-	-
6568	Dental Follow-up	-	-	-	-	-	-	-	-	-

Account	Description	Budget	Current	Current	Previous	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
			PTD	Actual YTD	Actual YTD					
6610	Gas & Oil	12,300	1,726.56	3,430.06	1,703.50	15,252.00	28%	-	3,430.06	8,869.94
6620	Vehicle Insurance	27,600	1,883.84	7,551.59	5,667.75	34,224.00	27%	-	7,551.59	20,048.41
6630	Vehicle License & Fees	-	-	-	-	-	-	-	-	-
6640	Vehicle Repair & Maintenan	11,400	193.90	1,238.85	1,044.95	14,136.00	11%	-	1,238.85	10,161.15
6712	Staff Travel-Local	925	134.93	144.10	9.17	1,147.00	16%	-	144.10	780.90
6714	Staff Travel-Out of Area	-	-	-	-	-	-	-	-	-
6722	Per Diem-Staff	-	-	-	-	-	-	-	-	-
6724	Per Diem-Parent	-	-	-	-	-	-	-	-	-
6730	Volunteer Travel	-	-	-	-	-	-	-	-	-
6742	Training - Staff	6,550	-	105.00	105.00	8,122.00	2%	-	105.00	6,445.00
6746	Training - Parent	-	-	-	-	-	-	1,687.50	1,687.50	(1,687.50)
6748	Education Reimbursement	-	-	-	-	-	-	-	-	-
6750	Field Trips	-	-	-	-	-	-	-	-	-
6810	Bank Charges	-	-	-	-	-	-	-	-	-
6820	Interest Expense	-	-	-	-	-	-	-	-	-
6832	Liability Insurance	615	38.87	155.48	116.61	762.60	25%	-	155.48	459.52
6834	Student Activity Insurance	2,640	240.38	480.76	240.38	3,273.60	18%	-	480.76	2,159.24
6840	Property Taxes	40	-	-	-	49.60	0%	-	-	40.00
6850	Fees & Licenses	11,474	-	34.97	34.97	14,227.76	0%	8,550.00	8,584.97	2,889.03
6852	Finger Printing	4,625	1,088.50	1,411.00	322.50	5,735.00	31%	-	1,411.00	3,214.00
6860	Depreciation Expense	-	-	-	-	-	-	-	-	-
6875	Employee Health & Welfare	14,826	103.51	1,723.83	1,620.32	18,384.24	12%	-	1,723.83	13,102.17
7110	Parent Activities	1,450	-	-	-	1,798.00	0%	-	-	1,450.00
7111	Parent Mileage	500	91.85	135.33	43.48	620.00	27%	-	135.33	364.67
7112	Parent Involvement	1,100	-	-	-	1,364.00	0%	-	-	1,100.00
7114	PPC Allowance	2,700	660.00	960.00	300.00	3,348.00	36%	-	960.00	1,740.00
7116	PPC Food Allowance	1,100	176.80	413.76	236.96	1,364.00	38%	-	413.76	686.24
8110	In-Kind Salaries	297,519	49,838.75	74,027.09	24,188.34	368,923.56	25%	-	74,027.09	223,491.91
8120	In-Kind Rent	112,210	9,251.00	37,004.00	27,753.00	139,140.40	33%	-	37,004.00	75,206.00
8130	In-Kind Other	-	-	-	-	-	-	-	-	-
9010	In-Direct Cost Allocation	469,842	44,027.40	111,443.63	67,416.23	582,604.08	24%	1,901.75	113,345.38	356,496.62
Total Expenses		6,042,672	586,934.65	1,447,129.97	860,195.32	7,492,913.28	24%	22,800.09	1,469,930.06	4,572,741.94
Excess Revenue Over		-	-	-	-	-	-	-	-	-
Total Expenses		6,042,672	586,934.65	1,447,129.97						
In-Kind		(409,729)	(59,089.75)	(111,031.09)						
Total Expenses w/o In Kind		5,632,943	527,844.90	1,336,098.88	808,253.98				1,358,898.97	4,274,044.03
									24.12%	

ADMINISTRATION BUDGET LIMIT	\$672,694
YEAR-TO DATE ADMIN EXP.	\$175,592
PERCENT OF TOTAL EXPENSES	2.48%
ADMINIISTRATION LIMIT IS 9.5%	

ID Cost Calc. @ 9.1%
111,443.63
111,443.63

July 1, 2022 to June 30, 2023

State Migrant Full-Day Program - Basic Program

		For the Period Ending				6/30/2023		Start Date		7/1/2022
				Current	Previous			Current Mnth	12	100.00%
Account	Description	Budget	MTD	Actual YTD	Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
REVENUES										
4120	GRANT INCOME-STATE	838,279	86,056.70	838,279.00	752,222.30	838,279	100.00%	-	838,279.00	-
4220	IN KIND CONTRIBUTIONS	-	-	-	-	-	-	-	-	-
4315	CHILD CRE REVENUE-STATE	-	-	-	-	-	-	-	-	-
4350	RENTAL INCOME	-	-	-	-	-	-	-	-	-
	TOTAL REVENUES	838,279	86,056.70	838,279.00	752,222.30	838,279	100.00%	-	838,279.00	-
EXPENDITURES										
5010	SALARIES & WAGES	538,612	59,136.06	551,363.56	492,227.50	538,612	102.37%	-	551,363.56	(12,751.56)
5020	ACCRUED VACATION PAY	30,700	3,318.25	31,283.42	27,965.17	30,700	101.90%	-	31,283.42	(583.42)
5112	HEALTH INSURANCE	75,721	6,265.55	70,348.61	64,083.06	75,721	92.91%	-	70,348.61	5,372.39
5114	WORKER'S COMPENSATION	24,266	2,649.65	22,500.00	19,850.35	24,266	92.72%	-	22,500.00	1,766.00
5116	PENSION	28,210	2,497.40	26,082.11	23,584.71	28,210	92.46%	-	26,082.11	2,127.89
5122	FICA	47,218	4,482.92	43,557.13	39,074.21	47,218	92.25%	-	43,557.13	3,660.87
5124	SUI	8,380	235.10	8,170.42	7,935.32	8,380	97.50%	-	8,170.42	209.58
5130	ACCRUED VACATION FRINGE	2,570	253.81	2,366.93	2,113.12	2,570	92.10%	-	2,366.93	203.07
6110	OFFICE SUPPLIES	2,225	-	2,198.22	2,198.22	2,225	98.80%	-	2,198.22	26.78
6112	DATA PROCESSING SUPPLIES	-	-	-	-	-	-	-	-	-
6121	FOOD	-	-	-	-	-	-	-	-	-
6122	KITCHEN SUPPLIES	-	-	-	-	-	-	-	-	-
6130	PROGRAM SUPPLIES	2,936	-	2,934.61	2,934.61	2,936	99.95%	-	2,934.61	1.39
6132	MEDICAL & DENTAL SUPPLIES	-	-	-	-	-	-	-	-	-
6134	INSTRUCTIONAL SUPPLIES	-	-	-	-	-	-	-	-	-
6140	CUSTODIAL SUPPLIES	7,160	-	7,193.32	7,193.32	7,160	100.47%	-	7,193.32	(33.32)
6142	LINEN/LAUNDRY	-	-	-	-	-	-	-	-	-
6143	FURNISHINGS	-	-	-	-	-	-	-	-	-
6150	UNIFORM RENTAL/PURCHASE	-	-	-	-	-	-	-	-	-
6170	POSTAGE & SHIPPING	-	-	-	-	-	-	-	-	-
6320	TELEPHONE	-	-	-	-	-	-	-	-	-
6410	RENT	-	-	-	-	-	-	-	-	-
6420	UTILITIES/ DISPOSAL	-	-	-	-	-	-	-	-	-
6432	BUILDING REPAIRS/ MAINTENANCE	-	-	-	-	-	-	-	-	-
6610	GAS & OIL	-	-	-	-	-	-	-	-	-
6620	VEHICLE INSURANCE	360	40.00	360.06	320.06	360	100.02%	-	360.06	(0.06)
6630	VEHICLE LICENSE & FEES	-	-	-	-	-	-	-	-	-
6640	VEHICLE REPAIR & MAINTENANCE	-	-	-	-	-	-	-	-	-
9010	INDIRECT COST ALLOCATION	69,921	7,177.96	69,920.61	62,742.65	69,921	100.00%	-	69,920.61	0.39
	Total Expenses	838,279	86,056.70	838,279.00	752,222.30	838,279	100.00%	-	838,279.00	-
									100.00%	

In Direct Calc. @ 9.1%	
69,920.61	
69,920.61	Total

Madera Migrant Head Start
Budget to Actual

Start Date	3/1/2023
Current Mnth	4.00
	31%

For the Period Ending	6/30/2023
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Account	Description	Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
REVENUES										
4110	GRANT INCOME-	5,632,943	527,844.90	1,336,098.88	808,253.98	6,984,849.32	24%	22,800.09	1,358,898.97	4,274,044.03
4220	IN KIND CONTRIBUTIONS	409,729	59,089.75	111,031.09	51,941.34	508,063.96	27%	-	111,031.09	298,697.91
4390	MISCELLANEOUS	-	-	-	-	-	-	-	-	-
	TOTAL REVENUES	6,042,672	586,934.65	1,447,129.97	860,195.32	7,492,913.28	24%	22,800.09	1,469,930.06	4,572,741.94
EXPENDITURES										
5010	Salaries & Wages	3,019,367	301,450.86	727,262.54	425,811.68	3,744,015.08	24%	-	727,262.54	2,292,104.46
5020	Accrued Vacation Pay	180,000	18,575.89	43,509.52	24,933.63	223,200.00	24%	-	43,509.52	136,490.48
5112	Health Insurance	407,311	30,772.24	74,524.64	43,752.40	505,065.64	18%	-	74,524.64	332,786.36
5114	Worker's Compensation	101,252	11,546.91	23,503.07	11,956.16	125,552.48	23%	-	23,503.07	77,748.93
5116	Pension	164,670	15,528.55	37,882.38	22,353.83	204,190.80	23%	-	37,882.38	126,787.62
5122	FICA	232,751	23,125.08	55,769.41	32,644.33	288,611.24	24%	-	55,769.41	176,981.59
5124	SUI	34,245	1,131.59	2,133.81	1,002.22	42,463.80	6%	-	2,133.81	32,111.19
5130	Accrued Vacation Fringe	13,850	1,420.66	3,322.52	1,901.86	17,174.00	24%	-	3,322.52	10,527.48
6110	Office supplies	20,300	1,915.68	3,292.11	1,376.43	25,172.00	16%	13.89	3,306.00	16,994.00
6112	Data Processing Supplies	44,450	8,267.04	50,328.81	42,061.77	55,118.00	113%	6,981.04	57,309.85	(12,859.85)
6121	Food	6,750	-	11.38	11.38	8,370.00	0%	-	11.38	6,738.62
6122	Kitchen Supplies	1,313	-	-	-	1,628.12	0%	-	-	1,313.00
6130	Program Supplies	90,818	1,363.80	5,035.90	3,672.10	112,614.32	6%	-	5,035.90	85,782.10
6132	Medical & Dental Supplies	21,410	1,928.86	3,989.79	2,060.93	26,548.40	19%	-	3,989.79	17,420.21
6134	Instructional Supplies	23,375	1,770.23	1,770.23	-	28,985.00	8%	265.91	2,036.14	21,338.86
6140	Custodial Supplies	31,188	2,765.81	6,122.69	3,356.88	38,673.12	20%	-	6,122.69	25,065.31
6142	Linen / Laundry	-	-	-	-	-	-	-	-	-
6143	Furnishing	10,500	-	-	-	13,020.00	0%	-	-	10,500.00
6150	Uniform Rental / Purchases	156	-	150.00	150.00	193.44	96%	-	150.00	6.00
6170	Postage & Shipping	600	201.52	315.94	114.42	744.00	53%	-	315.94	284.06
6221	Equipment Over > \$5,000	-	-	-	-	-	-	-	-	-
6233	Land Improvements	-	-	-	-	-	-	-	-	-
6180	Equipment Rental	17,000	993.16	4,721.19	3,728.03	21,080.00	28%	-	4,721.19	12,278.81
6181	Equipment Maintenance	13,900	1,862.59	3,643.14	1,780.55	17,236.00	26%	-	3,643.14	10,256.86
6310	Printing & Publications	8,000	1,412.92	5,023.69	3,610.77	9,920.00	63%	-	5,023.69	2,976.31
6312	Advertising & Promotion	-	-	-	-	-	-	-	-	-
6320	Telephone	86,400	(2,443.83)	(399.83)	2,044.00	107,136.00	0%	-	(399.83)	86,799.83
6410	Rent	208,660	17,370.60	69,312.32	51,941.72	258,738.40	33%	-	69,312.32	139,347.68
6420	Utilities / Disposal	118,800	17,628.65	34,383.88	16,755.23	147,312.00	29%	-	34,383.88	84,416.12
6432	Building Repairs / Maintenanc	72,476	496.15	7,496.90	7,000.75	89,870.24	10%	3,400.00	10,896.90	61,579.10
6433	Grounds Maintenance	19,000	1,200.00	8,793.96	7,593.96	23,560.00	46%	-	8,793.96	10,206.04
6436	Pest Control	5,248	426.47	1,564.91	1,138.44	6,507.52	30%	-	1,564.91	3,683.09
6437	Burglar & Fire Alarm	3,750	1,191.96	1,779.04	587.08	4,650.00	47%	-	1,779.04	1,970.96
6440	Property Insurance	22,880	1,893.67	7,574.68	5,681.01	28,371.20	33%	-	7,574.68	15,305.32
6520	Consultants	18,890	878.80	1,245.40	366.60	23,423.60	7%	-	1,245.40	17,644.60
6522	Consultants Expense	286	-	-	-	354.64	0%	-	-	286.00
6524	Contracts	-	-	-	-	-	-	-	-	-
6530	Legal	5,635	1,312.50	1,312.50	-	6,987.40	23%	-	1,312.50	4,322.50
6540	Custodial Services	54,700	10,290.00	20,294.00	10,004.00	67,828.00	37%	-	20,294.00	34,406.00
6555	Medical Screening / DEAT / Staff	3,325	1,200.00	1,200.00	-	4,123.00	36%	-	1,200.00	2,125.00
6562	Medical Exam	-	-	-	-	-	-	-	-	-
6564	Medical Follow-up	-	-	-	-	-	-	-	-	-
6566	Dental Exam	-	-	-	-	-	-	-	-	-
6568	Dental Follow-up	-	-	-	-	-	-	-	-	-

Account	Description	Budget	Current	Current	Previous	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
			PTD	Actual YTD	Actual YTD					
6610	Gas & Oil	12,300	1,726.56	3,430.06	1,703.50	15,252.00	28%	-	3,430.06	8,869.94
6620	Vehicle Insurance	27,600	1,883.84	7,551.59	5,667.75	34,224.00	27%	-	7,551.59	20,048.41
6630	Vehicle License & Fees	-	-	-	-	-	-	-	-	-
6640	Vehicle Repair & Maintenan	11,400	193.90	1,238.85	1,044.95	14,136.00	11%	-	1,238.85	10,161.15
6712	Staff Travel-Local	925	134.93	144.10	9.17	1,147.00	16%	-	144.10	780.90
6714	Staff Travel-Out of Area	-	-	-	-	-	-	-	-	-
6722	Per Diem-Staff	-	-	-	-	-	-	-	-	-
6724	Per Diem-Parent	-	-	-	-	-	-	-	-	-
6730	Volunteer Travel	-	-	-	-	-	-	-	-	-
6742	Training - Staff	6,550	-	105.00	105.00	8,122.00	2%	-	105.00	6,445.00
6746	Training - Parent	-	-	-	-	-	-	1,687.50	1,687.50	(1,687.50)
6748	Education Reimbursement	-	-	-	-	-	-	-	-	-
6750	Field Trips	-	-	-	-	-	-	-	-	-
6810	Bank Charges	-	-	-	-	-	-	-	-	-
6820	Interest Expense	-	-	-	-	-	-	-	-	-
6832	Liability Insurance	615	38.87	155.48	116.61	762.60	25%	-	155.48	459.52
6834	Student Activity Insurance	2,640	240.38	480.76	240.38	3,273.60	18%	-	480.76	2,159.24
6840	Property Taxes	40	-	-	-	49.60	0%	-	-	40.00
6850	Fees & Licenses	11,474	-	34.97	34.97	14,227.76	0%	8,550.00	8,584.97	2,889.03
6852	Finger Printing	4,625	1,088.50	1,411.00	322.50	5,735.00	31%	-	1,411.00	3,214.00
6860	Depreciation Expense	-	-	-	-	-	-	-	-	-
6875	Employee Health & Welfare	14,826	103.51	1,723.83	1,620.32	18,384.24	12%	-	1,723.83	13,102.17
7110	Parent Activities	1,450	-	-	-	1,798.00	0%	-	-	1,450.00
7111	Parent Mileage	500	91.85	135.33	43.48	620.00	27%	-	135.33	364.67
7112	Parent Involvement	1,100	-	-	-	1,364.00	0%	-	-	1,100.00
7114	PPC Allowance	2,700	660.00	960.00	300.00	3,348.00	36%	-	960.00	1,740.00
7116	PPC Food Allowance	1,100	176.80	413.76	236.96	1,364.00	38%	-	413.76	686.24
8110	In-Kind Salaries	297,519	49,838.75	74,027.09	24,188.34	368,923.56	25%	-	74,027.09	223,491.91
8120	In-Kind Rent	112,210	9,251.00	37,004.00	27,753.00	139,140.40	33%	-	37,004.00	75,206.00
8130	In-Kind Other	-	-	-	-	-	-	-	-	-
9010	In-Direct Cost Allocation	469,842	44,027.40	111,443.63	67,416.23	582,604.08	24%	1,901.75	113,345.38	356,496.62
Total Expenses		6,042,672	586,934.65	1,447,129.97	860,195.32	7,492,913.28	24%	22,800.09	1,469,930.06	4,572,741.94
Excess Revenue Over		-	-	-	-	-	-	-	-	-
Total Expenses		6,042,672	586,934.65	1,447,129.97						
In-Kind		(409,729)	(59,089.75)	(111,031.09)						
Total Expenses w/o In Kind		5,632,943	527,844.90	1,336,098.88	808,253.98				1,358,898.97	4,274,044.03
									24.12%	

ADMINISTRATION BUDGET LIMIT	\$672,694
YEAR-TO DATE ADMIN EXP.	\$175,592
PERCENT OF TOTAL EXPENSES	2.48%
ADMINIISTRATION LIMIT IS 9.5%	

ID Cost Calc. @ 9.1%
111,443.63
111,443.63

**Child Care Alternative Payment Program
Funds 426**

**Fiscal Year July thru June
as of 6/30/2023**

	Grant Budget	Current Month Actual	YTD Actual June 30, 2023	YTD Budget June 30, 2023	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
426 0 ALT. PYMT. - GENERAL - FEDERAL								
Revenues								
4110- GRANT INCOME-FEDERAL	4,970,513.00	239,705.26	2,969,215.38	0.00	(0.60)	0.00	2,969,215.38	2,001,297.62
4120- GRANT INCOME-STATE	2,839,591.00	134,834.21	1,104,077.90	0.00	(0.39)	0.00	1,104,077.90	1,735,513.10
4320- INTEREST INCOME	0.00	829.00	829.00	0.00	0.00	0.00	829.00	(829.00)
Total Revenues	7,810,104.00	375,368.47	4,074,122.28	0.00	(0.52)	0.00	4,074,122.28	3,735,981.72
EXPENSES								
5010- SALARIES & WAGES	421,564.00	13,110.31	204,655.09	0.00	0.49	0.00	204,655.09	216,908.91
5020- ACCRUED VACATION PAY	28,030.00	647.64	9,856.46	0.00	0.35	0.00	9,856.46	18,173.54
Total Salaries	449,594.00	13,757.95	214,511.55	0.00	0.48	0.00	214,511.55	235,082.45
5112- HEALTH INSURANCE	48,391.00	952.71	15,688.49	0.00	0.32	0.00	15,688.49	32,702.51
5114- WORKER'S COMPENSATION	5,629.00	94.87	892.45	0.00	0.16	0.00	892.45	4,736.55
5116- PENSION	23,939.00	676.32	8,445.16	0.00	0.35	0.00	8,445.16	15,493.84
5122- FICA	35,488.00	1,228.33	16,223.94	0.00	0.46	0.00	16,223.94	19,264.06
5124- SUI	2,651.00	30.34	1,939.36	0.00	0.73	0.00	1,939.36	711.64
5130- ACCRUED VACATION FICA	421.00	23.72	180.73	0.00	0.43	0.00	180.73	240.27
Fringe Benefits	116,519.00	3,006.29	43,370.13	0.00	0.37	0.00	43,370.13	73,148.87
6110- OFFICE SUPPLIES	9,680.00	0.04	2,423.96	0.00	0.25	0.00	2,423.96	7,256.04
6112- DATA PROCESSING SUPPLIES	26,000.00	232.80	12,637.37	0.00	0.49	0.00	12,637.37	13,362.63
6130- PROGRAM SUPPLIES	6,700.00	177.76	1,875.98	0.00	0.28	0.00	1,875.98	4,824.02
6143- FURNISHINGS	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
6170- POSTAGE & SHIPPING	4,700.00	525.90	2,890.95	0.00	0.62	0.00	2,890.95	1,809.05
Supplies	48,580.00	936.50	19,828.26	0.00	0.41	0.00	19,828.26	28,751.74
6180- EQUIPMENT RENTAL	3,910.00	288.99	3,493.65	0.00	0.89	0.00	3,493.65	416.35
6181- EQUIPMENT MAINTENANCE	2,046.00	0.00	1,110.91	0.00	0.54	0.00	1,110.91	935.09
6310- PRINTING & PUBLICATIONS	1,190.00	0.00	0.00	0.00	0.00	0.00	0.00	1,190.00
6312- ADVERTISING & PROMOTION	1,240.00	0.00	0.00	0.00	0.00	0.00	0.00	1,240.00
6320- TELEPHONE	8,844.00	115.05	1,162.33	0.00	0.13	0.00	1,162.33	7,681.67
6410- RENT	39,865.00	2,871.03	34,314.46	0.00	0.86	0.00	34,314.46	5,550.54
6420- UTILITIES/ DISPOSAL	14,000.00	547.02	6,478.99	0.00	0.46	0.00	6,478.99	7,521.01
6432- BUILDING REPAIRS/ MAINTENANCE	6,050.00	0.00	0.00	0.00	0.00	0.00	0.00	6,050.00
6436- PEST CONTROL	6.00	0.63	3.11	0.00	0.52	0.00	3.11	2.89
6437- BURGLAR & FIRE ALARM	10.00	0.44	4.70	0.00	0.47	0.00	4.70	5.30
6440- PROPERTY INSURANCE	758.00	58.85	637.82	0.00	0.84	0.00	637.82	120.18
6520- CONSULTANTS	1,400.00	0.00	0.00	0.00	0.00	0.00	0.00	1,400.00
6530- LEGAL	3,000.00	0.00	1,312.50	0.00	0.44	0.00	1,312.50	1,687.50
6555- MEDICAL SCREENING/DEAT/STAFF	1,690.00	0.00	0.00	0.00	0.00	0.00	0.00	1,690.00
6610- GAS & OIL	400.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00
6620- VEHICLE INSURANCE	400.00	21.46	230.86	0.00	0.58	0.00	230.86	169.14
6640- VEHICLE REPAIR & MAINTENANCE	400.00	3.76	222.99	0.00	0.56	0.00	222.99	177.01
6712- STAFF TRAVEL-LOCAL	800.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00
6714- STAFF TRAVEL-OUT OF AREA	1,200.00	0.00	157.74	0.00	0.13	0.00	157.74	1,042.26
6722- PER DIEM - STAFF	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00
6742- TRAINING - STAFF	5,000.00	0.00	1,505.75	0.00	0.30	0.00	1,505.75	3,494.25
6840- PROPERTY TAXES	500.00	0.00	19.72	0.00	0.04	0.00	19.72	480.28

**Child Care Alternative Payment Program
Funds 426**

**Fiscal Year July thru June
as of 6/30/2023**

	Grant Budget	Current Month Actual	YTD Actual June 30, 2023	YTD Budget June 30, 2023	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
426 0 ALT. PYMT. - GENERAL - FEDERAL								
6850- FEES & LICENSES	4,480.00	0.00	3,561.95	0.00	0.80	0.00	3,561.95	918.05
6852- FINGERPRINT	500.00	0.00	357.75	0.00	0.72	0.00	357.75	142.25
6875- EMPLOYEE HEALTH & WELFARE	947.00	173.58	721.74	0.00	0.76	0.00	721.74	225.26
Total Other & Services	<u>100,636.00</u>	<u>4,080.81</u>	<u>55,296.97</u>	<u>0.00</u>	<u>0.55</u>	<u>0.00</u>	<u>55,296.97</u>	<u>45,339.03</u>
Equipment & Bldg Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	6,443,336.00	327,506.89	3,401,293.99	0.00	0.53	0.00	3,401,293.99	3,042,042.01
Direct Benefits	6,443,336.00	327,506.89	3,401,293.99	0.00	0.53	0.00	3,401,293.99	3,042,042.01
9010- INDIRECT COST ALLOCATION	651,439.00	31,309.38	339,821.38	0.00	0.52	0.00	339,821.38	311,617.62
TOTAL EXPENSES	<u>7,810,104.00</u>	<u>380,597.82</u>	<u>4,074,122.28</u>	<u>0.00</u>	<u>0.52</u>	<u>0.00</u>	<u>4,074,122.28</u>	<u>3,735,981.72</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>(5,229.35)</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>

**Child Care Alternative Payment Program
Stage2 Funds 427**

**Fiscal Year July thru June
as of 6/30/2023**

	Grant Budget	Current Month Actual	YTD Actual June 30, 2023	YTD Budget June 30, 2023	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
427 0 ALT. PYMT. PROG. STG 2 - FEDERAL Revenues								
4110- GRANT INCOME-FEDERAL	721,213.00	187,548.48	498,549.74	0.00	(0.69)	0.00	498,549.74	222,663.26
4120- GRANT INCOME-STATE	964,896.00	(62,790.72)	747,977.61	0.00	(0.78)	0.00	747,977.61	216,918.39
4320- INTEREST INCOME	0.00	102.00	102.00	0.00	0.00	0.00	102.00	(102.00)
Total Revenues	1,686,109.00	124,859.76	1,246,629.35	0.00	(0.74)	0.00	1,246,629.35	439,479.65
EXPENSES								
5010- SALARIES & WAGES	81,285.00	1,018.46	51,872.22	0.00	0.64	0.00	51,872.22	29,412.78
5020- ACCRUED VACATION PAY	3,245.00	(8.29)	2,365.17	0.00	0.73	0.00	2,365.17	879.83
Total Salaries	84,530.00	1,010.17	54,237.39	0.00	0.64	0.00	54,237.39	30,292.61
5112- HEALTH INSURANCE	4,838.00	202.87	3,961.39	0.00	0.82	0.00	3,961.39	876.61
5114- WORKER'S COMPENSATION	743.00	18.51	230.06	0.00	0.31	0.00	230.06	512.94
5116- PENSION	3,190.00	68.64	2,202.98	0.00	0.69	0.00	2,202.98	987.02
5122- FICA	4,110.00	185.26	4,156.32	0.00	1.01	0.00	4,156.32	(46.32)
5124- SUI	1,164.00	9.84	611.87	0.00	0.53	0.00	611.87	552.13
5130- ACCRUED VACATION FICA	121.00	(8.35)	53.60	0.00	0.44	0.00	53.60	67.40
Fringe Benefits	14,166.00	476.77	11,216.22	0.00	0.79	0.00	11,216.22	2,949.78
6110- OFFICE SUPPLIES	1,050.00	0.01	858.00	0.00	0.82	0.00	858.00	192.00
6112- DATA PROCESSING SUPPLIES	8,832.00	130.50	6,109.64	0.00	0.69	0.00	6,109.64	2,722.36
6130- PROGRAM SUPPLIES	900.00	49.77	506.01	0.00	0.56	0.00	506.01	393.99
6143- FURNISHINGS	300.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
6170- POSTAGE & SHIPPING	1,507.00	490.83	2,670.19	0.00	1.77	0.00	2,670.19	(1,163.19)
Supplies	12,589.00	671.11	10,143.84	0.00	0.81	0.00	10,143.84	2,445.16
6180- EQUIPMENT RENTAL	1,600.00	116.55	1,603.51	0.00	1.00	0.00	1,603.51	(3.51)
6181- EQUIPMENT MAINTENANCE	594.00	0.00	390.79	0.00	0.66	0.00	390.79	203.21
6310- PRINTING & PUBLICATIONS	346.00	0.00	0.00	0.00	0.00	0.00	0.00	346.00
6312- ADVERTISING & PROMOTION	360.00	0.00	0.00	0.00	0.00	0.00	0.00	360.00
6320- TELEPHONE	1,116.00	79.74	877.19	0.00	0.79	0.00	877.19	238.81
6410- RENT	27,750.00	2,257.62	26,324.46	0.00	0.95	0.00	26,324.46	1,425.54
6420- UTILITIES/ DISPOSAL	5,206.00	435.22	5,023.63	0.00	0.96	0.00	5,023.63	182.37
6432- BUILDING REPAIRS/ MAINTENANCE	540.00	0.00	0.00	0.00	0.00	0.00	0.00	540.00
6440- PROPERTY INSURANCE	562.00	47.34	513.07	0.00	0.91	0.00	513.07	48.93
6520- CONSULTANTS	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
6530- LEGAL	700.00	0.00	367.50	0.00	0.53	0.00	367.50	332.50
6555- MEDICAL SCREENING/DEAT/STAFF	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6610- GAS & OIL	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
6620- VEHICLE INSURANCE	300.00	21.46	230.86	0.00	0.77	0.00	230.86	69.14
6640- VEHICLE REPAIR & MAINTENANCE	400.00	1.52	74.69	0.00	0.19	0.00	74.69	325.31
6712- STAFF TRAVEL-LOCAL	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
6714- STAFF TRAVEL-OUT OF AREA	100.00	0.00	63.77	0.00	0.64	0.00	63.77	36.23
6742- TRAINING - STAFF	625.00	0.00	585.13	0.00	0.94	0.00	585.13	39.87
6840- PROPERTY TAXES	50.00	0.00	15.91	0.00	0.32	0.00	15.91	34.09
6850- FEES & LICENSES	1,500.00	0.00	1,045.37	0.00	0.70	0.00	1,045.37	454.63
6852- FINGERPRINT	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
6875- EMPLOYEE HEALTH & WELFARE	422.00	49.68	352.66	0.00	0.84	0.00	352.66	69.34

**Child Care Alternative Payment Program
Stage2 Funds 427**

**Fiscal Year July thru June
as of 6/30/2023**

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual June 30, 2023</u>	<u>YTD Budget June 30, 2023</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
427 0 ALT. PYMT. PROG. STG 2 - FEDERAL								
Total Other & Services	43,146.00	3,009.13	37,468.54	0.00	0.87	0.00	37,468.54	5,677.46
Equipment & Blding Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	1,391,040.00	109,277.97	1,029,582.36	0.00	0.74	0.00	1,029,582.36	361,457.64
Direct Benefits	1,391,040.00	109,277.97	1,029,582.36	0.00	0.74	0.00	1,029,582.36	361,457.64
9010- INDIRECT COST ALLOCATION	140,638.00	10,414.52	103,981.00	0.00	0.74	0.00	103,981.00	36,657.00
TOTAL EXPENSES	1,686,109.00	124,859.67	1,246,629.35	0.00	0.74	0.00	1,246,629.35	439,479.65
Excess Revenue Over (Under) Expenditures	0.00	0.09	0.00	0.00	0.00	0.00	0.00	0.00

**Child Care Alternative Payment Program
Stage 3 Funds 428**

**Fiscal Year July thru June
as of 6/30/2023**

	Grant Budget	Current Month Actual	YTD Actual June 30, 2023	YTD Budget June 30, 2023	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
428 0 ALT. PYMT. PROG. STG 3 - FEDERAL Revenues								
4110- GRANT INCOME-FEDERAL	792,172.00	119,505.27	783,422.92	0.00	(0.99)	0.00	783,422.92	8,749.08
4120- GRANT INCOME-STATE	550,347.00	(5,888.59)	544,458.41	0.00	(0.99)	0.00	544,458.41	5,888.59
4320- INTEREST INCOME	0.00	66.00	66.00	0.00	0.00	0.00	66.00	(66.00)
Total Revenues	1,342,519.00	113,682.68	1,327,947.33	0.00	(0.99)	0.00	1,327,947.33	14,571.67
EXPENSES								
5010- SALARIES & WAGES	76,481.00	960.71	61,397.10	0.00	0.80	0.00	61,397.10	15,083.90
5020- ACCRUED VACATION PAY	2,744.00	(31.34)	2,640.68	0.00	0.96	0.00	2,640.68	103.32
Total Salaries	79,225.00	929.37	64,037.78	0.00	0.81	0.00	64,037.78	15,187.22
5112- HEALTH INSURANCE	7,065.00	81.69	5,261.67	0.00	0.74	0.00	5,261.67	1,803.33
5114- WORKER'S COMPENSATION	382.00	21.16	275.31	0.00	0.72	0.00	275.31	106.69
5116- PENSION	2,744.00	134.58	2,800.34	0.00	1.02	0.00	2,800.34	(56.34)
5122- FICA	4,221.00	197.61	4,959.19	0.00	1.17	0.00	4,959.19	(738.19)
5124- SUI	669.00	(0.70)	785.36	0.00	1.17	0.00	785.36	(116.36)
5130- ACCRUED VACATION FICA	134.00	(10.96)	46.71	0.00	0.35	0.00	46.71	87.29
Fringe Benefits	15,215.00	423.38	14,128.58	0.00	0.93	0.00	14,128.58	1,086.42
6110- OFFICE SUPPLIES	1,945.00	0.01	493.18	0.00	0.25	0.00	493.18	1,451.82
6112- DATA PROCESSING SUPPLIES	5,900.00	69.93	2,817.51	0.00	0.48	0.00	2,817.51	3,082.49
6130- PROGRAM SUPPLIES	500.00	39.10	419.30	0.00	0.84	0.00	419.30	80.70
6143- FURNISHINGS	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
6170- POSTAGE & SHIPPING	450.00	151.93	827.24	0.00	1.84	0.00	827.24	(377.24)
Supplies	8,870.00	260.97	4,557.23	0.00	0.51	0.00	4,557.23	4,312.77
6180- EQUIPMENT RENTAL	715.00	60.60	783.66	0.00	1.10	0.00	783.66	(68.66)
6181- EQUIPMENT MAINTENANCE	429.00	0.00	238.95	0.00	0.56	0.00	238.95	190.05
6310- PRINTING & PUBLICATIONS	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
6312- ADVERTISING & PROMOTION	300.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
6320- TELEPHONE	806.00	34.35	362.12	0.00	0.45	0.00	362.12	443.88
6410- RENT	11,612.00	967.55	11,610.60	0.00	1.00	0.00	11,610.60	1.40
6420- UTILITIES/ DISPOSAL	2,421.00	186.27	2,209.90	0.00	0.91	0.00	2,209.90	211.10
6432- BUILDING REPAIRS/ MAINTENANCE	390.00	0.00	0.00	0.00	0.00	0.00	0.00	390.00
6440- PROPERTY INSURANCE	317.00	21.86	236.85	0.00	0.75	0.00	236.85	80.15
6520- CONSULTANTS	50.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
6530- LEGAL	400.00	0.00	288.75	0.00	0.72	0.00	288.75	111.25
6555- MEDICAL SCREENING/DEAT/STAFF	104.00	0.00	0.00	0.00	0.00	0.00	0.00	104.00
6610- GAS & OIL	13.00	0.00	0.00	0.00	0.00	0.00	0.00	13.00
6620- VEHICLE INSURANCE	13.00	0.00	0.00	0.00	0.00	0.00	0.00	13.00
6640- VEHICLE REPAIR & MAINTENANCE	53.00	0.72	47.25	0.00	0.89	0.00	47.25	5.75
6712- STAFF TRAVEL-LOCAL	30.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00
6714- STAFF TRAVEL-OUT OF AREA	135.00	0.00	30.21	0.00	0.22	0.00	30.21	104.79
6742- TRAINING - STAFF	307.00	0.00	306.44	0.00	1.00	0.00	306.44	0.56
6840- PROPERTY TAXES	26.00	0.00	7.32	0.00	0.28	0.00	7.32	18.68
6850- FEES & LICENSES	820.00	0.00	783.95	0.00	0.96	0.00	783.95	36.05
6852- FINGERPRINT	39.00	0.00	0.00	0.00	0.00	0.00	0.00	39.00
6875- EMPLOYEE HEALTH & WELFARE	422.00	38.52	133.20	0.00	0.32	0.00	133.20	288.80

**Child Care Alternative Payment Program
Stage 3 Funds 428**

**Fiscal Year July thru June
as of 6/30/2023**

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual June 30, 2023</u>	<u>YTD Budget June 30, 2023</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
428 0 ALT. PYMT. PROG. STG 3 - FEDERAL								
Total Other & Services	19,652.00	1,309.87	17,039.20	0.00	0.87	0.00	17,039.20	2,612.80
Equipment & Blding Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	1,107,578.00	101,838.00	1,117,420.83	0.00	1.01	0.00	1,117,420.83	(9,842.83)
Direct Benefits	1,107,578.00	101,838.00	1,117,420.83	0.00	1.01	0.00	1,117,420.83	(9,842.83)
9010- INDIRECT COST ALLOCATION	111,979.00	9,482.24	110,763.71	0.00	0.99	0.00	110,763.71	1,215.29
TOTAL EXPENSES	1,342,519.00	114,243.83	1,327,947.33	0.00	0.99	0.00	1,327,947.33	14,571.67
Excess Revenue Over (Under) Expenditures	0.00	(561.15)	0.00	0.00	0.00	0.00	0.00	0.00

CAPMC
Work Related Injuries Report - July 2023
BOARD OF DIRECTORS

Recordable Injuries

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
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Medcor: Self Treat First Aid

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Housing Case Worker	Gateway Drive / Madera, CA	Contusion / Swelling	6/14/2023	11:00 AM	EE was at the car wash and when closing the door to the vehicle, EE smashed her right hand and thumb causing contusion and swelling.	0	7/14/23: EE called Medcor and applied first aid/self-treat.
Instructional Aide III	Firebaugh	Fall	7/18/2023	11:20 AM	EE was placing a baby in a baby chair and when EE stepped forward, she hit a child with her right foot, causing her to lose balance and fall on her right wrist, right ankle, and lower back.	0	7/18/23: EE called Medcor and applied first aid/self-treat.

Claims

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
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Up To Date Injuries: January 2023 to December 2023

(4) Hand Injuries	(1) Feet Injuries	() Chest Injuries					
(4) Back Injuries	() Eye Injuries	() Neck Injuries	(1) Bottom				
(2) Knee Injuries	(2) Leg Injuries	(2) Head Injuries	() Hip				
(2) Arm Injuries	(2) Wrist Injuries	(1) Ankle Injuries					
(2) Elbow Injuries	() Burn Injuries	() Respiratory Injuries					
(1) Shoulder Injuries	() Abdomen Injuries	() Face Injuries					

DOI: DATE OF INJURY
TOI: TIME OF INJURY



BOARD OF DIRECTORS 2023 ATTENDANCE

Director	Area Represented	January	February	March	April	May	June	July	August	September	October	November	December
Public Officials													
Deborah Martinez A: Sharon Diaz	Department of Social Services	P	P		X	X	P	X					
David Hernandez <i>Vice-Chairperson</i>	Madera Unified School District	P	X		P	P	X	P					
Leticia Gonzalez A: Robert Poythress	Madera County Board of Supervisors	P	P		X	P	P	P					
Steve Montes A: Artemio Villegas	Madera City Council	P	P		P	P	P	P					
Jeff Troost	Chowchilla City Council	P	P		P	X	P	P					
Private Sector Officials													
Debi Bray	Madera Chamber of Commerce	P	P	MEETING CANCELED	P	P	X	X					
VACANT AS OF 6/2023	Head Start Policy Council	P	P		P	P	-	-					
Donald Holley	Community Affairs	P	P		P	P	P	P					
Eric LiCalsi <i>Chairperson</i>	Attorney at Law	P	P		X	P	P	X					
Vicki Bandy	Early Childhood Education & Development	X	X		X	X	X	X					
Low-Income Target Area Officials													
Martha Garcia A: Joann Lorange	Central Madera/Alpha	P	P		X	P	P	P					
Tyson Pogue <i>Secretary/Treasurer</i>	Eastern Madera County	X	P		P	P	P	P					
Richard Gutierrez	Eastside/Parksdale	P	P		P	P	P	P					
Molly Hernandez	Fairmead/Chowchilla	P	P		P	X	P	P					
Aurora Flores A: Octavio Pineda	Monroe/Washington	P	P		X	P	X	X					
<i>Total Directors</i>		13/15	13/15	0/0	9/15	11/15	10/15	9/15					

P = Primary Present | A = Alternate Present | X = Absent

STAFFING CHANGES
July 7, 2023 - August 1, 2023
BOARD OF DIRECTORS

NON-HEAD START DEPARTMENTS					
NEW HIRES					
Identification Number	Position	Location	Effective Date	Hours	Justification
61418	Child Care Navigator	Gill - Alternative Payment and Resource & Referral Program	7/24/2023	80	Open Position
61135	Specialty Advocate	Yosemite - Victim Services	7/24/2023	80	Open Position
SUBSTITUTES					
Identification Number	Position	Location	Effective Date	Hours	Justification
VOLUNTARY RESIGNATIONS					
Identification Number	Position	Location	Effective Date	Hours	Justification
60853	Accountant - Program Manager	Gill - Fiscal	7/7/2023	80	Resignation
TERMINATION					
Identification Number	Position	Location	Effective Date	Hours	Justification
HEAD START DEPARTMENTS					
NEW HIRES					
Identification Number	Position	Location	Effective Date	Hours	Justification
61416	Instructional Aide III	Mis Angelitos - Madera Migrant Head Start	7/17/2023	80	Open Position
61417	Food Service Worker I	Valley West - Madera Regional Head Start	7/17/2023	80	Open Position
60141	Site Supervisor / Teacher	Eastside - Madera Regional Head Start	7/27/2023	80	Open Position
61419	Associate Teacher	Chowchilla - Madera Regional Head Start	7/31/2023	80	Open Position
61420	Childcare Assistant	Strengthens Family Program - Madera Regional Head Start	7/31/2023	40	Open Position
61338	Associate Teacher	Oakhurst - Madera Regional Head Start	8/1/2023	80	Open Position
61292	Health Services Content Specialist	Gill - Madera Head Start	8/1/2023	80	Open Position
SUBSTITUTES					
Identification Number	Position	Location	Effective Date	Hours	Justification
VOLUNTARY RESIGNATIONS					
Identification Number	Position	Location	Effective Date	Hours	Justification
60200	Teacher III	Selma - Fresno Migrant Head Start	7/11/2023	80	Resignation
61198	Food Service/Cook	Mariposa - Madera Regional Head Start	7/12/2023	80	Resignation
60397	Advocate II	Cottonwood - Madera Regional Head Start	7/31/2023	80	Resignation
61185	Health Services Content Specialist	Gill - Madera Head Start	7/31/2023	80	Resignation
TERMINATION					
Identification Number	Position	Location	Effective Date	Hours	Justification



FOR IMMEDIATE RELEASE
July 25, 2023

MEDIA CONTACTS:

Laura Moreno, FMCoC, 559-600-2321
Sonja Dosti, County of Fresno, 559-600-1224
Sontaya Rose, City of Fresno, 559-903-7026

**FRESNO MADERA CONTINUUM OF CARE RELEASES
2023 POINT IN TIME COUNT**

FRESNO, CA - The Fresno Madera Continuum of Care (FMCoC) will release the 2023 Point in Time (PIT) Homeless Count results at 11:00 a.m. on Wednesday, July 26, 2023.

In January 2023, over 200 FMCoC agency partners conducted the three-day PIT Count as required by the Department of Housing and Urban Development (HUD). A detailed PIT report will be available at the press conference and afterward on the Fresno Madera Continuum of Care website: www.fresnomaderahomeless.org.

Along with the Counties of Fresno and Madera and City of Fresno, the FMCoC will use this information to continue ongoing efforts to address homelessness throughout the communities.

FMCoC Chair Laura Moreno, Vice Chair Jody Ketcheside, Madera County Homeless Coordinator Mattie Mendez, Fresno County Supervisor Nathan Magsig, and City of Fresno Assistant Director of Planning Phil Skei will speak at the event.

EVENT DETAILS

DATE AND TIME: Wednesday, July 26, 2023, at 11:00 a.m.

LOCATION: Fresno Chamber of Commerce, 2331 Fresno Street, Fresno, CA 93721

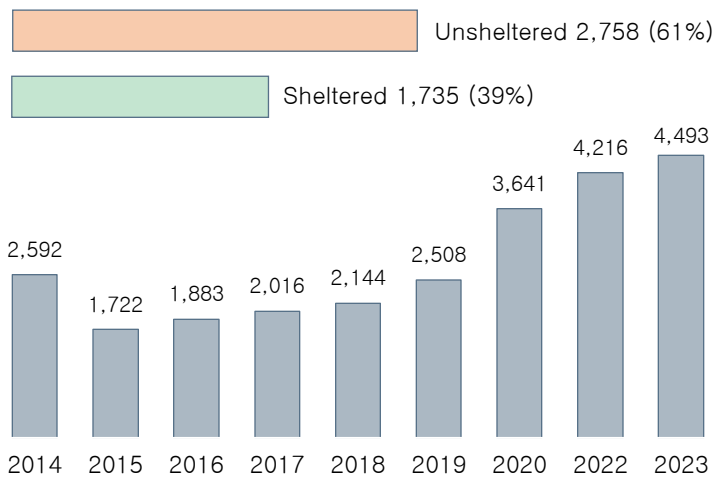
FRESNO-MADERA CONTINUUM OF CARE 2023 POINT-IN-TIME COUNT EXECUTIVE SUMMARY



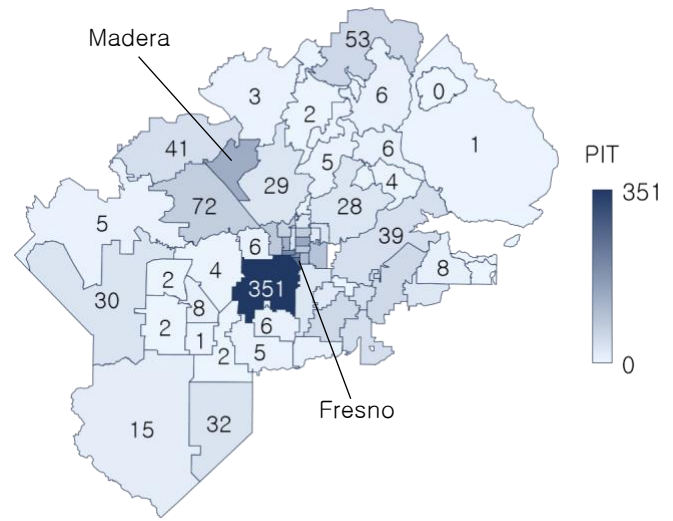
The U.S. Department of Housing and Urban Development (HUD) requires communities to regularly administer surveys of the local homeless population and homelessness response system: the Point-in-Time (PIT) count, a census of the sheltered and unsheltered population on a single night in January, and the Housing Inventory Count (HIC), an inventory of beds and units dedicated to serving homeless and formerly homeless persons. The Fresno-Madera Continuum of Care (FMCoC) completed both surveys on January 24, 2023.

KEY FINDINGS

- 4,493 persons in the FMCoC experienced homelessness at the time of the count, a 7% increase from 2022.
- Among the FMCoC’s homeless population at the time of the count, 2,758 (61%) were unsheltered, 1,431 (32%) were staying at an emergency shelter, and 304 (7%) were enrolled in a transitional housing program.
- Single adults and couples accounted for 86% of the population experiencing homelessness, while persons in family households accounted for 14%.
- 63% of persons experiencing homelessness were male, 36% were female, and 1% were transgender, questioning, or a gender that is not singularly male or female (e.g., non-binary, genderfluid, agender).
- Many homeless adults reported experiencing a disability, including 36% who reported a substance use disorder and 33% who reported a mental health problem.

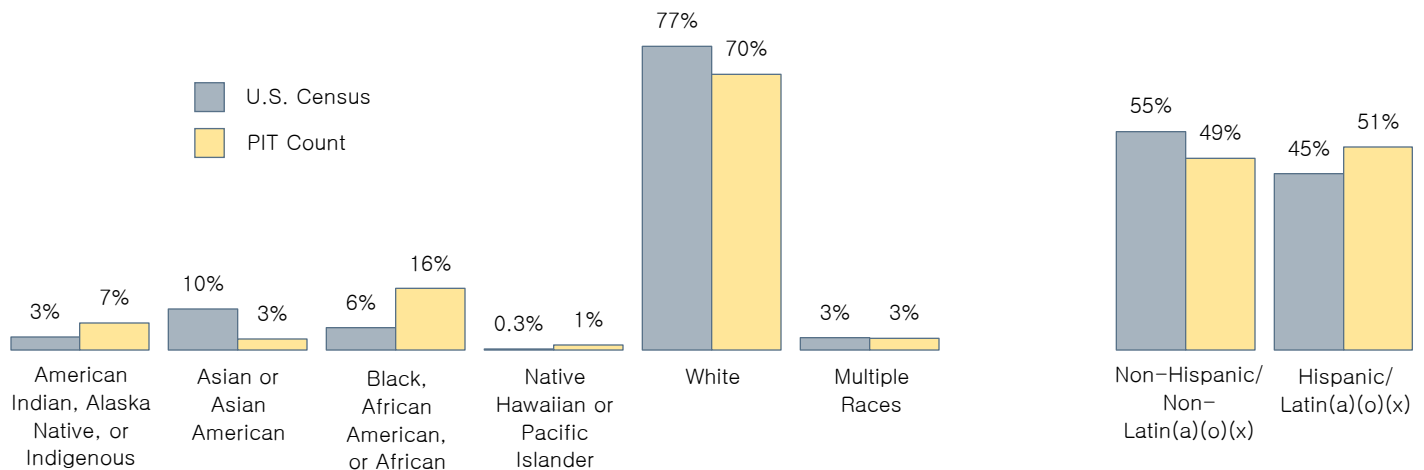


PIT COUNT TRENDS*
An unsheltered count was not completed in 2021.



UNSHeltered PERSONS BY ZIP CODE

HOMELESS POPULATION BY RACE AND ETHNICITY



FRESNO-MADERA CONTINUUM OF CARE

2023 POINT-IN-TIME COUNT EXECUTIVE SUMMARY



SUB-POPULATIONS

Among the FMCoC’s homeless population:

- 1,500 persons (33%) were chronically homeless, i.e., had experienced homelessness for one year or longer and had at least one disabling condition
- 389 persons (9%) were under 18
- 278 persons (6%) were 64 or older

Among homeless adults in the FMCoC:

- 769 (19%) identified as survivors of domestic violence
- 235 (6%) were U.S. military veterans
- 34 (1%) had an HIV/AIDS-related illness



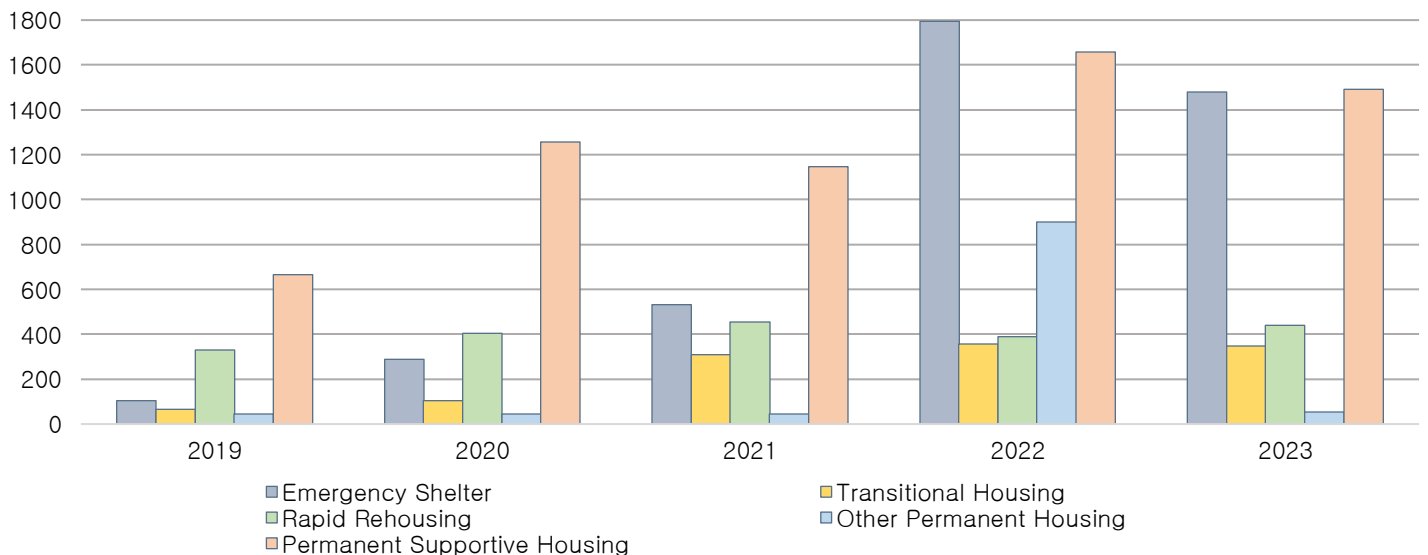
METHODOLOGY

To gather data for the unsheltered population, volunteers completed a headcount of unsheltered persons on the night of January 24, followed by more detailed demographic surveys administered on January 25–26. Due to the considerable size of Fresno and Madera counties, it is not possible for volunteers to canvass every acre of the FMCoC on a single night. To produce an accurate and comprehensive count, demographic data from 37 of the FMCoC’s 67 total ZIP codes was used to estimate the size and demographic characteristics of the unsheltered population in the 30 ZIP codes that could not be canvassed on the night of the count. For the sheltered population, two data sources were used: database records from the local Homeless Management Information System (HMIS) and paper surveys from non-HMIS-participating emergency shelters and transitional housing programs.

HOUSING INVENTORY COUNT

On January 24, 2023, there were 3,814 year-round beds available for homeless and formerly homeless persons, a 25% decrease from 5,101 beds in 2022. The FMCoC’s year-round bed inventory in 2023 included 1,480 emergency shelter beds, 349 transitional housing beds, 441 rapid rehousing beds (or vouchers), 1,491 permanent supportive housing beds (or vouchers), and 53 other permanent housing beds. In addition to its year-round inventory, there were 304 seasonal beds and 48 overflow beds available at the time of the count. In addition, among the FMCoC’s year-round inventory, 3,484 beds (91%) were utilized at the time of the count, a significant improvement from 2022, when only 68% of beds were utilized.

YEAR-ROUND BEDS BY PROGRAM TYPE



FRESNO MADERA CONTINUUM OF CARE TOTAL HOMELESS COUNT

2023			
	Unsheltered	Sheltered	Total
Fresno City	1819	1388	3207
Fresno County	594	11	605
Madera City	205	336	541
Madera County	140	0	140
Total	2758	1735	4493

2022			
	Unsheltered	Sheltered	Total
Fresno City	1696	1701	3397
Fresno County	514	27	541
Madera City	73	150	223
Madera County	55	0	55
Total	2338	1878	4216

Change from 2023 to 2022			
	Unsheltered	Sheltered	Total
Fresno City	123	-313	-190
Fresno County	80	-16	64
Madera City	132	186	318
Madera County	85	0	85
Total	420	-143	277

Percent Change from 2023 to 2022			
	Unsheltered	Sheltered	Total
Fresno City	7.3%	-18.4%	-5.6%
Fresno County	15.6%	-59.3%	11.8%
Madera City	180.8%	124.0%	142.6%
Madera County	154.5%	--	154.5%
Total	18.0%	-7.6%	6.6%

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-23-03	2. Issuance Date: 07/10/2023
	3. Originating Office: Office of Head Start	
	4. Key Words: Rebate; Refund; Discount; Cost Reduction; Cost Savings; Applicable Credits; E-Rate Program	

INFORMATION MEMORANDUM

TO: Head Start and Early Head Start Recipients and Subrecipients

SUBJECT: Treatment of Rebates, Refunds, Discounts, and Similar Cost Savings

INFORMATION:

Head Start recipients receive a wide variety of rebates, tax credits, refunds, discounts, and similar cost savings that affect the net cost of goods and services or are received as cash payments, such as insurance proceeds and cash-back credit card rewards. Applicable credits are addressed in the Uniform Guidance at [45 CFR §§75.406, 75.402, 75.453](#) and within the [HHS Grants Policy Statement](#) I-22, II-28, II-62, II-65, B-2. As defined in 45 CFR §75.406:

(a) Applicable credits refer to those receipts or reduction-of-expenditure-type transactions that offset or reduce expense items allocable to the federal award as direct or indirect (F&A) costs. Examples of such transactions are as follows: purchase discounts, rebates or allowances, recoveries or indemnities on losses, insurance refunds or rebates, and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the non-federal entity relate to allowable costs, they must be credited to the federal award either as a cost reduction or cash refund, as appropriate.

(b) In some instances, the amounts received from the federal government to finance activities or service operations of the non-federal entity should be treated as applicable credits. Specifically, the concept of netting such credit items (including any amounts used to meet cost sharing or matching requirements) must be recognized in determining the rates or amounts to be charged to the federal award. (See [§§75.436](#) and [75.468](#), for areas of potential application in the matter of federal financing of activities.)

The purpose of this Information Memorandum (IM) is to provide guidance on cost-saving measures and how the savings should be treated by the recipient toward the Head Start award. The IM will also guide recipients in ensuring that direct and indirect cost reductions or cash refunds that relate to a Head Start award are reflected in the recipient’s accounting practices, allocated correctly, and returned to the federal award appropriately. This IM supersedes ACF-IM-HS-12-09.

Example of the E-Rate Program

The E-Rate program was implemented in 1997 by the Federal Communications Commission (FCC) and is administered by the Schools and Libraries Division of the Universal Service Administrative Company (USAC). The E-Rate program is intended to ensure that all eligible schools and libraries have affordable access to telecommunications and information services. Some Head Start and Early Head Start recipients are eligible for E-Rate program participation. Service discounts range from 20% to 90% depending upon local income and urban or rural location. In order to be eligible to receive support from the E-Rate program, Head Start entities must meet the federal and state definitions of elementary school. This means that the state must first consider these facilities to be schools and then USAC will determine if Head Start schools in a particular state are eligible.

It is possible that some Head Start programs in a state will be able to meet both parts of the test and, therefore, be eligible for funding, while others will not. For example, a Head Start center that is not considered a school in a particular state is not eligible for funding even if the Eligibility Table indicates that Head Start facilities in that state are eligible. You should check with your [state department of education](#) for more information on your status.

E-Rate participants have two payment options (exercisable at the participant's discretion) for their covered telecommunications and information services:

1. The user pays only the non-discount portion of the telecommunications and information services cost to the service or equipment provider, who, in turn, seeks reimbursement from the E-Rate Program Administrator for the discounted amount.
OR
2. The user pays their telecommunications and information services bill in full and seeks reimbursement payments for the amount of the discount from the E-Rate Program Administrator via the service or equipment provider.

Additional information can be found at the [FCC](#) and [USAC](#) E-Rate sites.

Option 1 is recommended for E-Rate participants to fully realize the benefit of the program. This option allows the recipient to take the discounted amount before the transaction and maintain the savings in the current operations budget. If the recipient chooses to utilize option 2, the reimbursement is categorized as applicable credits. Applicable credits cannot be classified as program income and, as such, are not included in the total cost of a federal award. In these instances, the applicable credits must be credited to the federal government as a cost reduction (if received during the same project period as charges were made) or cash refund (if received after the project period in which charges were incurred has ended). Recipients should refer to the Program Support Center (PSC) guidance on [returning funds/interest](#). For records and awareness, the recipient must provide the Office of Grants Management with a copy of the documentation submitted to PSC.

Because of the diverse characteristics and accounting practices of recipient organizations, it is not possible to specify every type of receipt or reduction-in-expenditure that recipients may encounter. Using the table below as a guide, recipients must ensure that all direct and indirect cost reductions or cash refunds that relate to a Head Start award are reflected in the recipient's

accounting practices and allocated to the cost of necessary Head Start goods and services. Please note, it is not the Office of Head Start’s intention that changes be made to recipients’ accounting systems or policies on the basis of this IM. Recipients may continue with current accounting practices for applicable credits if compliant with [45 CFR Part 75](#) and the generally accepted accounting principles.

Treatment of Receipts and Negative Expenditures that Offset or Reduce Direct or Indirect Cost Items

Type of Receipt or Negative Expenditure	Treatment	
	Cost Reduction ¹	Cash Refund ²
Discounts	✓	
Rebate taken before payment is completed	✓	
Credits received during the same project period	✓	
Refund received during the project period in which related cost was incurred	✓	
Credits received after the end of the project period		✓
Refund received after the project period in which related cost was incurred		✓
Refund given in the form of credit to existing account with no actual cash refund and not related to an individual cost, regardless of when received		✓
Insurance claim proceeds if funds were awarded for the same purpose		✓

If you have any questions regarding this IM, please contact your regional office.

Sincerely,

/ Khari M. Garvin /

Khari M. Garvin
 Director
 Office of Head Start

¹ Cost reduction requires the recipient to reduce (net) the amount of the cost charged to the Head Start award to reflect the rebate or similar reduction in cost.

² Cash refund requires the recipient to show the amount in excess of the Head Start award and return the funds to the U.S. Treasury through Program Support Center.

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
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	3. Originating Office: Office of Head Start	
	4. Key Words: Monitoring; FY 2024; CLASS®	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Recipients

SUBJECT: Fiscal Year 2024 Monitoring Process for Head Start and Early Head Start Recipients

INFORMATION:

[Section 641A](#) of the Improving Head Start for School Readiness Act of 2007 requires the Office of Head Start (OHS) to implement ongoing monitoring of all programs receiving federal funds. This Information Memorandum (IM) outlines the OHS monitoring process for Fiscal Year 2024 (FY24) and shares the updated process to conduct Focus Area 1 (FA1), Focus Area 2 (FA2), and Classroom Assessment Scoring System (CLASS®) reviews.

During the FY24 program year, CLASS scores will be used for [Designation Renewal System \(DRS\)](#) determinations as described in [45 CFR §1304.11\(c\)](#). As a reminder, from the spring of 2020 through spring of 2023, OHS did not use CLASS scores for DRS determinations due to the COVID-19 pandemic. [45 CFR §1304.17](#) of the Head Start Program Performance Standards (HSPPS) allows OHS the flexibility to make DRS determinations without one or more of the data elements required in 45 CFR §1304.11 in instances where a major disaster, emergency, or public health emergency makes some data elements unavailable. Since the public health emergency related to the COVID-19 pandemic has ended, OHS can no longer utilize this flexibility.

FY 2024 Monitoring Reviews

Review Type	FY24 Implementation	Start Date
FA1	FA1 reviews will be conducted through a virtual format.	October 2023
FA2	FA2 reviews will be conducted using a hybrid model, which is a combination of on-site and virtual monitoring.	October 2023
CLASS®	Grant recipients will have the opportunity to self-record and submit their own videos or request an on-site CLASS review.	October 2023

Follow-up Reviews	Follow-up reviews will be conducted either in-person or virtually by the OHS regional office.	Start dates will coincide with the end of the corrective action period.
Other	OHS reserves the right to conduct special off-site or on-site reviews.	As needed

FA1 Reviews

The FA1 review is an opportunity for grant recipients to describe their approach and plan for providing high-quality services to children and families. This focus area informs OHS’s understanding of each grant recipient's foundation for program services, as they describe their approaches to staffing structure, program design and governance, education, health and family services, and fiscal infrastructure.

FA2 Reviews

The FA2 review is an opportunity for grant recipients to demonstrate their effective implementation of high-quality services to children and families that meet Head Start requirements. This focus area broadens OHS’s understanding of each grant recipient's performance and determines if programs are meeting the requirements of the HSPPS, Uniform Guidance, and Head Start Act.

CLASS® Reviews

[Section 641A\(c\)\(2\)\(F\)](#) of the Improving Head Start for School Readiness Act of 2007 requires OHS to assess the quality of teacher-child interactions using a valid and reliable observation measure. OHS will continue to use the 2008 edition of the CLASS Pre-K Teacher-Child Observation Instrument to meet this requirement.

For FY24, an updated process will be used to conduct CLASS reviews. Grant recipients that are scheduled for a CLASS review will have the option to self-record and submit their own videos for their monitoring review.

In some cases, grant recipients will not meet the criteria related to technology requirements and/or staffing resources needed to submit their own videos. If these criteria cannot be met or if other concerns are identified, grant recipients can request an in-person CLASS review.

All grant recipients will have the opportunity to attend information sessions specifically developed to discuss FY24 CLASS options, including a group of sessions convened specifically for American Indian and Alaska Native grant recipients.

Scheduling

Each year, grant recipients are required to submit an accurate calendar of availability. The information is used to schedule monitoring reviews by OHS regional office staff. The availability calendar also gives grant recipients a way to inform OHS as to when their program is not operational and when children are not in session. Grant recipients should update their calendars immediately, as changes in program availability occur. Please note that OHS is unable to accommodate requests to reschedule reviews. OHS also reserves the right to conduct unannounced reviews at any time.

Grant recipients scheduled to receive a monitoring review in FY24 will receive a notification letter 45 to 60 days before the start of the event (depending on type of monitoring review). Grant recipients can

expect a planning call with their assigned review coordinator to discuss their review. During the initial call, recipients may share their program's current service delivery options.

If you have any questions or concerns regarding the FY24 monitoring season, please contact your regional office.

Thank you for the work you do on behalf of children and families.

Sincerely,

/Khari M. Garvin/

Khari M. Garvin
Director
Office of Head Start