



**Community Services of Northeast Texas, Inc.**



## CALL TO ASSEMBLY

*Please rise.*

- **Pledge of Allegiance (US)** *I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.*
- **Pledge of Allegiance (Texas)** *Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.*
- **Community Action Promise** *Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to Helping People Help themselves and each other.*
- **Our Mission** *CSNT applies all available strategies enabling Northeast Texas families to lead improved, empowered, and self-reliant lives.*
- **Our Community Services Vision** *To be the leading organization in our region which empowers families to be self-reliant, educated, and healthy*
- **Our Head Start Vision** *To provide a system of education and encouragement which results in school-readiness for young children and their families*
- **Invocation**

# Board Meeting

Tuesday, April 25, 2023 @ 12:00 Noon

Linden Community Center

301 East Houston, Linden Texas 75563

*Dr. Arcolia Jenkins, Board Chairman • Dan ‘Lucky’ Boyd, CCAP, NCRMT, Executive Director*

*Michelle Morehead, CCAP, NCRT, NCRI, Deputy Executive Director*

*If you need assistance with physical accessibility to the meeting, please call 903-756-5596 x 201*

## 1. Call Meeting to Order

## 2. Establishment of a Quorum

## 3. Approval of Agenda 04/25/23 \*

## 4. Approval of Minutes 03/28/23\*

## 5. Chairman’s Comments and Recognitions

## 6. Training

“All A-Board Series: Duty of Care”

One of nine, seven-minute training videos - presented by Michelle Morehead

## 7. Committee Reports and Information

- A. Planning & Evaluation – No current report required
- B. Personnel –No current report required
- C. Finance – No current report required
- D. Executive –No current report required
- E. Nominating – No current report required
- F. By Laws- No current report

The Chair may make changes to committee rosters and/or develop new committees.

## 8. Action Items

### A. Seat new board member(s), if any\*

### B. Approve Consent Agenda\*

- 1) Community Services Report..... (OS 5.9).....Shirley Allen
- 2) Head Start/EHS & PIR Reports..... (OS 5.9).....Berny Harris
- 3) Human Resource Report.....(OS5.9).....Charlotte Hall
- 4) Payee Report..... (OS 5.9) .....Savanah Coates
- 5) Service & HS Transportation Reports..... (OS 5.9) .....Tommy Hooper
- 6) School Calendars for Head Start:
  - Atlanta
  - Bloomburg
  - Daingerfield
  - Hughes Springs
  - Naples
  - Pittsburg
  - Texarkana
  - Hughes Springs Early Head Start

- 7) Parent Handbook 2023-2024
- 8) Nutrition Menus 2023-2024

- C. Discuss/Approve** USDA/CACFP Contract
- D. Discuss/Approve** List of seats for Tripartite Board Roster 2023/2024 O.S. 5.1
- E. Discuss/Approve** Board Resolution - Small Business Loan

**9. Staff Reports**

- 1. Financial-1.2.3.4.5.6.7.8.9.10..... (OS 8.7) ..... Shelley Mitchell

**10. Executive Director’s Report**

**11. Discussion Items**

- 1. By-Law’s page 15-16 regarding Article XVIII – Removal of a Member from the Board for Cause
- 2. Shepherd’s Pasture – Possible Annual Board Meeting Location and Date of December 6 or 7<sup>th</sup>.

**12. Audience Comments**

**13. Executive Session**

The board will enter executive session pursuant to Section 551.001(1)(2)(3)(J), and Section 551.074(1)(2) of the government codes

- A. Consultation between the board and its attorney in those instances in which the board seeks the Attorney’s advice with respect to pending or contemplated litigation, settlement offers, and other matters where the duty of the attorney to his client requires confidentiality
- B. Discussion with respect to the purchase, exchange, lease, or value of real property, negotiated contracts, and prospective gifts or donations to the organization, when such discussion, if made public, would have a detrimental effect on the negotiating position of the organization.
- C. Discussion with respect to matters involving the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of an officer or employee or to hear complaints or charges against such officer or employee, unless such officer or employee requests a public session.
- D. Discussion with respect to any matter specifically made confidential by law or regulation. Any other exception available by state law

**14. Required Action from Executive Session**

**15. Adjourn Board Meeting**

\* Requires Board Vote

Community Services of Northeast Texas, Inc.  
Board Meeting MINUTES  
March 28, 2023  
301 East Houston, Linden Community Center  
Linden, Texas 75563

**Board Members Present**

Donna Early, Treasurer

*Representing Cass County Judge Travis Ransom, Public Sector*

Angela Thompson, Parliamentarian

*Representing Bowie County, Poverty Sector*

John Baxter

*Representing Texana Bank, Private Sector*

Cecelia Huff, Secretary

*Representing Bowie County, Poverty Sector*

Megan Kirkland

*Representing LEDC, Private Sector*

Ross Hyde,

*Representing State Representative, Gary VanDeaver, Public Sector*

Harmony Roberson

*Representing Cass County, Poverty Sector*

**Board Members Absent**

Sandra Wright

*Representing Marion County Judge Leward Lafleur, Public Sector*

Alexa Rainge/Kerri Winters

*Representing Linden-Kildare CISD, Private Sector*

Judge Doug Reeder, Vice-Chair

*Morris County Judge, Public Sector*

Dr. Arcolia Jenkins, Board Chair

*Representing Creating Opportunities in Marion County, Private Sector*

**CALL TO ORDER**

Cecelia Huff, Secretary, called the meeting to order at 12:15 p.m.  
Quorum: established seven of eleven, members present.

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**AGENDA**

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Motion: Donna Early, Treasurer, moved to accept the 3/28/2023 agenda  
Second: Angela Thompson, Parliamentarian  
All in favor voted aye, none opposed, the motion carried unanimously

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**MINUTES**

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Motion: Donna Early, Treasurer, moved to accept the 2/28/2023 minutes  
Second: John Baxter  
All in favor voted aye, none opposed, the motion carried unanimously

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**CHAIRMAN’S COMMENTS AND RECOGNITIONS**

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Secretary Cecelia Huff Thanked everyone for coming and being on time.

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**TRAINING / PRESENTATIONS**

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Board Question of the Month was a hand-out. Berny Harris, Head Start Director discussed.

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**COMMITTEE REPORTS**

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- A. Planning & Evaluation – No current report required
- B. Personnel – No Current report required
- C. Finance – No Current report required
- D. Executive – No current report required
- E. Nominating – No current report required
- F. By Laws – No current report required

**The Chair may make changes to committee rosters/develop new committees.**

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**Action Items**

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- A. Seat New Board Member(s)**

None

**B. Approve Consent Agenda\***

- 1) Community Services Report..... (OS 5.9).....Michelle Morehead
- 2) Head Start/EHS & PIR Reports..... (OS 5.9).....Berny Harris
- 3) Human Resource Report .....(OS5.9).....Charlotte Hall
- 4) Payee Report..... (OS 5.9) .....Savanah Coates
- 5) Service & HS Transportation Reports... (OS 5.9) .....Tommy Hooper

Motion: Ross Hyde

Second: John Baxter

All in favor voted aye, none opposed, the motion carried unanimously

**C. Discuss/Approve Self-Assessment Results 2023**

Motion: Ross Hyde

Second: John Baxter

All in favor voted aye, none opposed, the motion carried unanimously

**D. Discuss/Approve ERSEA Committee Action Items**

- 1. Head Start Selection Criteria
- 2. Early Head Start Selection Criteria

Motion: John Baxter

Second: Angela Thompson, Parliamentarian

All in favor voted aye, none opposed, the motion carried unanimously

**E. Discuss/Approve - 5.6% COLA Increase Head Start (\$225,816)/Early Head Start (\$13,321) total amount of \$239,137 Grantee 06CH011282/04**

Motion: Donna Early, Treasurer

Second: Harmony Roberson

All in favor voted aye, none opposed, the motion carried unanimously

**F. Discuss/Approve - Quality Funds Head Start (\$131,605) /Early Head Start (\$6,747) total amount \$138,352 Grantee 06CH011282/04**

Motion: Megan Kirkland

Second: John Baxter

All in favor voted aye, none opposed, the motion carried unanimously

**G. Discuss/Approve - Resolution for Tenant Based Rental Assistance (TBRA)**

Motion: Ross Hyde

Second: John Baxter

All in favor voted aye, none opposed, the motion carried unanimously

## 9. Staff Reports

A. Financial-1.2.3.4.5.6.7.8.9.10..... (OS 8.7) ..... Shelley Mitchell

## 10. Executive Director's Report

Deputy Director Michelle Morehead shared she would be traveling to the Legislative Day in Austin March 26-27, to meet with CSNT's political representative's and share the concerns and needs of their Northeast Texas constituents.

Ms. Morehead would also be traveling the following week to Austin attending the 2023 Employer Risk Management Conference. She will share at the next board meeting what she learned and how it may impact Community Action.

Ms. Morehead discussed with board members the concern of members being absent from a number of meetings. She encouraged a review of the by-laws regarding this concern.

## 11. Discussion Items

- 1) Progress on Head Start Goals
  - a. Head Start Program Goals 2022-2023
  - b. Parent, Family and Community Engagement 2022-2023
  - c. School Readiness Performance Data 2022-2023
- 2) CLASS Data Winter 2023
- 3) Assessment Data Winter 2023
  - a. Circle Assessment Head Start
  - b. Circle Assessment Early Head Start
- 4) OHS Monitoring Review Report – Head Start/Early Head Start
- 5) Transition of ED and Posting for Replacement  
**Board agreed to implement succession plan effective July 6, and post for the Executive Director position thereafter.**
- 6) May Board Meeting - week of TACAA Conference May 23, 2023  
**Board agreed the next board meeting following April 25, will be June 27.**
- 7) Program Highlights – DED, Michelle Morehead asked Shirley Allen, CSD to present  
**Shirley Allen gave highlights regarding TBRA, CEAP, CSBG, Veteran's should know by May 18, and TX-HAF events and vehicles purchased for the program. Board member Angela Thompson commented on the event held in Cass County and how many citizens inquired of this program.**

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## AUDIENCE COMMENTS

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None

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**EXECUTIVE SESSION**

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The board will enter executive session pursuant to Section 551.001(1)(2)(3)(J), and section 551.074(1)(2) of the government code.

- a. Consultation between the board and its attorney in those instances in which the board seeks the Attorney's advice with respect to pending or contemplated litigation, settlement offers, and other matters where the duty of the attorney to his client requires confidentiality.
- b. Discussion with respect to the purchase, exchange, lease, or value or real property, negotiated contracts, and prospective gifts or donations to the organization, when such discussion, if made public, would have a detrimental effect on the negotiating position of the organization.
- c. Discussion with respect to matters involving the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of an officer or employee or to hear complaints or charges against such officer or employee, unless such officer or employee requests a public session.
- d. Discussion with respect to any matter specifically made confidential by law or regulation. Any other exception available by state law.

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**REQUIRED ACTION FROM EXECUTIVE SESSION**

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**ADJOURN**

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Donna Early, Treasurer motioned to adjourn at 12:53pm  
Second: Angela Thompson, Parliamentarian  
Hearing no descent, adjournment passed.

Approved by: \_\_\_\_\_, on \_\_\_\_\_, 2023  
(Board Secretary) (Date)

**Board Minutes Organizational Standards Checklist:**

- Is there an attorney on the board? X Yes  No
- Is a contract in place for an attorney: Yes X No
- Is there an early child expert on the board? X Yes  No
- Is there a finance expert on the board? X Yes  No



**Organizational Standard 1.1**

Number of low-income persons participating: Three (3)

Is Policy Council represented? X Yes  No

Is the Policy Council representative low-income? X Yes  No

Were minutes submitted from advisory groups?  Yes X No

Were minutes submitted from committee meetings? X Yes No

Were any of the following discussed during the meeting?

Recruitment documents Yes X No

Solicitation materials Yes X No

Final board membership list X Yes No

Did a low-income person participate in the development of services? X Yes No

Did a low-income person participate in the provision of services?  Yes X No

Did a low-income person participate in the needs assessment process?  Yes X No

**Organizational Standard 1.3**

The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the board. September 27, 2022

**Organizational Standard 2.3**

The organization communicates its activities and its results to the community.

CSNT Annual Report published Date: August 23, 2022

**Organizational Standard 3.5**

Did the Board formally accept the Community Assessment? X Yes No Date July 27, 2021

**Organizational Standard 4.1**

The governing board has reviewed the organization’s mission statement within the past 5 years and assured that:

- 1. The mission statement addresses poverty; and
- 2. The organization’s programs and services are aligned with the mission.

X Yes No Date: October 26, 2021

**Organizational Standard 4.4**

The governing board receives an annual update on the success of specific strategies included in the Community Action plan. Date August 23, 2022

**Organizational Standard 5.1**

Is the Board structured in compliance with the CSBG Act? Yes

Total number of Board seats = 12

Total number of democratically elected representatives of the low-income community = Three (3) (must be at least 4) X NO

Total number of local elected officials = Four (4) (must be exactly 4) X Yes

Total number of members from major groups and interests in the community = Four (4) (must be the remainder) X Yes

**Organizational Standard 5.2**

Does the Board have written procedures that document a democratic selection process for low-income board members adequate to assure that they are representative of the low-income community? X Yes  No

Where is it? Bylaws – Article V – Section 3

**Organizational Standard 5.3**

The organization’s bylaws have been reviewed by an attorney within the past five years. X Yes  No Date: September 29, 2021

**Organization Standard 5.4**

The organization documents that each governing board member has received a copy of the bylaws within the past two years. X Yes  No Date April 26, 2022

**Organizational Standard 5.8**

Governing board members have been provided with training on their duties and responsibilities within the past two years. X Yes  No Date: July 27, 2021

**Organizational Standard 5.9**

The organization’s governing board receives programmatic reports at each regular board meeting.

X Jan X Feb X Mar X Apr X May X June X July X Aug X Sept X Oct X Nov X Dec

**Organizational Standard 6.1**

The organization has an agency-wide strategic plan in place that has been approved by the governing board within the past five years. X Yes No Date: September 29,2021

### **Organizational Standard 6.5**

The governing board has received and update(s) on progress meeting the goals of the strategic plan within the past 12 months. X Yes No Date: September 27, 2022

### **Organizational Standard 7.1**

The organization has written personnel policies that have been reviewed by an attorney and approved by the governing board with the past five years.

X Yes  No Date: September 29, 2021

### **Organizational Standard 7.2**

The organization makes available the employee handbook (or personnel policies in cases without a handbook) to all staff and notifies staff of any changes.

X Yes  No Date: August 5, 2022

### **Organizational Standard 7.3**

The organization has written job descriptions for all positions, which have been updated with the past five years. X Yes  No Date: October 26, 2019

### **Organizational Standard 7.4**

Performance appraisal of Executive Director Yes X No Date: August 23, 2022

### **Organizational Standard 7.5**

Reviews and approves Executive Director Salary X Yes  No Date: February 28, 2023

### **Organizational Standard 7.6**

The organization has a policy in place for regular written evaluation of employees by their supervisors. X Yes  No Date: October 22, 2019

### **Organizational Standard 7.7**

The Organization has a whistleblower policy that has been approved by the governing board. X Yes  No Date: October 22, 2019

### **Organizational Standard 7.8**

All staff participate in a new employee orientation within 60 days of hire.

X Yes  No (Human Resources keeps a spreadsheet)

**Organizational Standard 7.9**

The organization conducts or makes available staff development/training (including ROMA) on an ongoing basis. X Yes

<u>ROMA Training for 12 staff</u>	<u>Sept 05, 2019</u>
<u>What Children &amp; Young People Say</u>	<u>April 20, 2020</u>
<u>Making Sense of Ourselves</u>	<u>April 23, 2020</u>
<u>Facilitating Group Discussions</u>	<u>April 24, 2020</u>
<u>Microbes-Friend or Foe</u>	<u>April 27, 2020</u>

**Organizational Standard 8.1**

The organization’s annual audit (or audited financial statements) is completed by a Certified Public Accountant on time in accordance with Title 2 of the Code of Federal Regulations, Uniform Administrative Requirements, Cost Principles, and Audit Requirement (if applicable) and/or State audit. X Yes  Date December 5 -December 7, 2022

**Organizational Standard 8.2**

All findings from the prior year’s annual audit have been assessed by the organization and addressed where the governing board has deemed it appropriate.

Yes Date NO FINDINGS

**Organizational Standard 8.3**

The organization’s auditor presents the audit to the governing board via zoom. X Yes Date February 28, 2023

**Organizational Standard 8.4**

The governing board formally receives and accepts the audit. X Yes Date February 28, 2023

**Organizational Standard 8.5**

The organization has solicited bids for its audit within the past five (5) years. X Yes Year 2021

**Organizational Standard 8.6**

The IRS Form 990 is completed annually and made available to the governing board for review. X Yes Date February 28, 2023

**Organizational Standard 8.7**

The governing board receives financial reports at each regular meeting that include the following: 1) Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and 2) Balance sheet/statement of financial position.

X Jan X April X July X October  
X Feb X May X Aug X November  
X Mar X June X Sept X December

**Organizational Standard 8.8**

All required filings and payments related to payroll withholdings are completed on time.  
X Yes No - checked and verified by Jim Howard, Payroll Coordinator

**Organizational Standard 8.9**

The governing body annually approves an organization-wide budget.  
X Yes No - September 27, 2022

**Organizational Standard 9.1**

The organization has a system or systems in place to track and report client demographics and services customers receive. X Yes No Shah Software

**Organizational Standard 9.2**

The organization has a system or systems in place to track family, agency, and/or community outcomes. X Yes No Shah Software

**Organizational Standard 9.3**

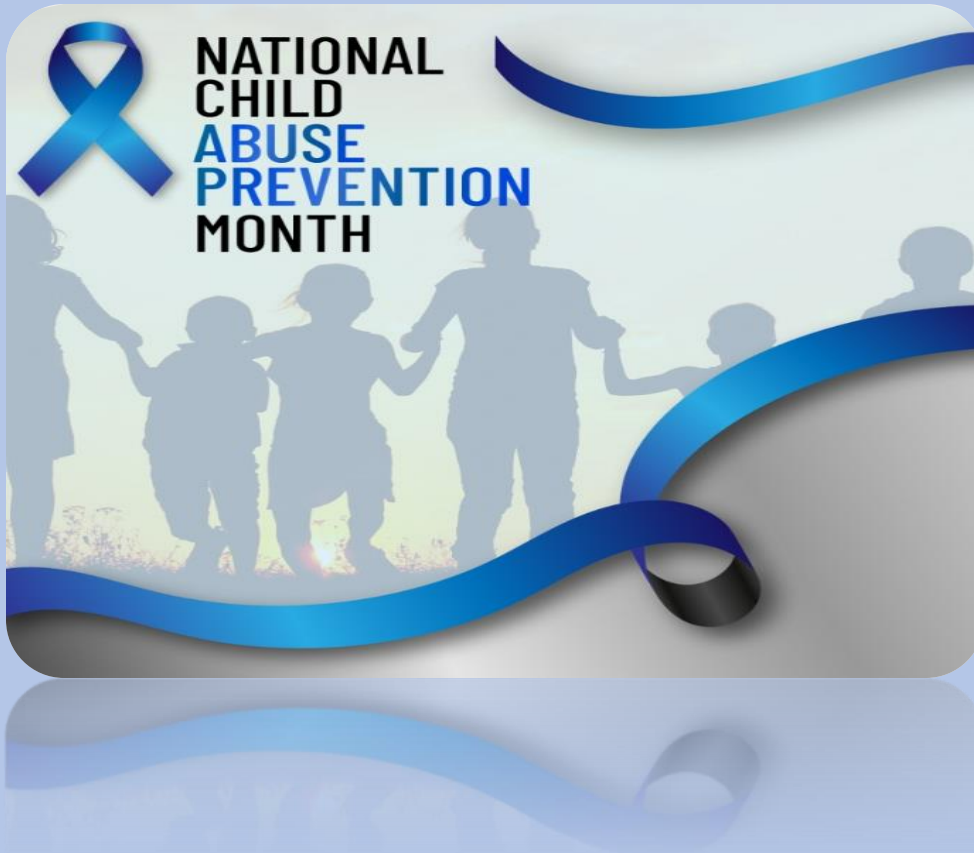
The organization has presented to the governing board for review or action, at least within the past 12 months, an analysis of the agency’s outcomes and any operational or strategic program adjustments and improvements identified as necessary. X Yes No

**Organizational Standard 9.4**

The organization submits its annual CSBG Information Survey Data Report and it reflects client demographics and organization-wide outcomes. X Yes No Annual Report to TDHCA

# COMMUNITY SERVICES BOARD REPORT

APRIL, 2023



## TXHAF

Our TXHAF Team has attended 15 outreach events and have 37 events scheduled until October, 2023. They have outreached to over 800 individuals and businesses in March, 2023.

## CSBG

We currently have 19 individuals enrolled in this program. CSNT has an annual goal of transitioning 17 individuals to self-reliance by the end of this year.

## CEAP

CEAP has served 3671 individuals since January 1, 2023, and has paid \$2,049,873.26 in utility assistance payments.

## LIHWAP

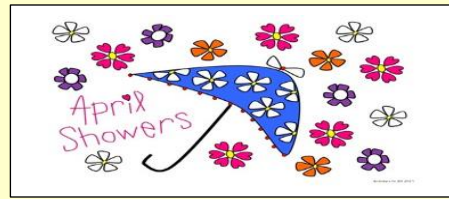
LIHWAP has served 1044 individuals since January 1, 2023. This program has paid \$174,121.78 in water assistance payments.

## TBRA

We are currently serving 45 households and are in the process of renewing our RSP (Reservation System Participation) Agreement.

# CSNT Head Start Director's Report PY04/FY23

## April Report/March Data How Are We Doing?



### HEAD START Attendance - March 2023

- ✓ **465** Actual Enrollment (Under/Over 0 Student(s)) – Funded **465**
- ✓ **9.7%** Disability Students – **10%** Target
- ✓ **90%** Average Daily Attendance



### HEAD START NFS/Indirect Costs/Admin Expenses Rate

- ✓ **\$535,666** NFS Collected - **\$1,018,201** NFS Needed
- ✓ **\$68,795** Indirect Costs Collected
- ✓ **9%** Admin Expense Rate



### HEAD START CACFP Meals/Reimbursements

- ✓ **\$13,509** Reimbursed This Month - **\$49,266** Reimbursed This Year
- ✓ **23** days of Service – **5,194** Meals Served

## ATTITUDE IS EVERYTHING



### HEAD START Quality Assurance

- ✓ **170** Files Reviewed/**59** Classrooms Observed
- ✓ **15** Incomes Verified/**10** Interviews/**68** Community Contacts
- ✓ **Self-Assessment** – **4** Findings/**3** Corrections/**1** Remaining
- ✓ **Annual Detailed Monitoring** – **7** Findings/**6** Corrections/**1** Remaining

### ANNOUNCEMENTS:

Completing the CLASS Videos as part of the Federal Review Pilot Project  
Completing Final Assessments/Gathering Data for End-Of-Year Information



## April Report/March Data

# How Are We Doing?



### HEAD START Attendance - March 2023

- ✓ **16** Actual Enrollment (Under/Over 0 Student(s)) – Funded **16**
- ✓ **13%** Disability Students – **10%** Target
- ✓ **78%** Average Daily Attendance (Why? *Stomach Virus*)



### HEAD START NFS/Indirect Costs/Admin Expenses Rate

- ✓ **\$2,132** NFS Collected - **\$60,785** NFS Needed
- ✓ **\$5,306** Indirect Costs Collected
- ✓ **6%** Admin Expense Rate



### HEAD START CACFP Meals/Reimbursements

- ✓ **\$2,136** Reimbursed This Month - **\$6,546** Reimbursed This Year
- ✓ **23** days of Service – **820** Meals Served

## ATTITUDE IS EVERYTHING



### HEAD START Quality Assurance

- ✓ **10** Files Reviewed/**6** Classrooms Observed
- ✓ **8** Incomes Verified/**0** Interviews/**5** Community Contacts
- ✓ **Self-Assessment** – **4** Findings/**3** Corrections/**1** Remaining
- ✓ **Annual Detailed Monitoring** – **7** Findings/**6** Corrections/**1** Remaining

### ANNOUNCEMENTS:

Preparing for End-of-Year Activities  
Enrolling for 2023-2024 School Year



# Office of Head Start - Head Start Services Snapshot

Community Services Of Northeast Texas, Inc. (2022-2023)

Date

4/19/2023

## Funded Enrollment

Number of enrollment slots the program is funded to serve.

	<i># of funded enrollment slots</i>	<i>% of funded enrollment slots</i>
Total Funded Enrollment	465	100.00%

## Funded Enrollment by Program Option

	<i># of funded enrollment slots</i>	<i>% of funded enrollment slots</i>
Center-based	465	100.00%
Home-based	0	0%
Family Child Care	0	0%
Locally Designed	0	0%

## Detail - Center-based Funded Enrollment

	<i># of center-based funded enrollment slots</i>	<i>% of center-based funded enrollment slots</i>
Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	465	100.00%
Of these, the number that are available for the full-working-day and full-calendar-year	0	
Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0	0%
Of these, the number that are available for 3.5 hours per day for 128 days	0	
Of these, the number that are available for a full working day	0	

## Total Cummulative Enrollment

	<i># of participants</i>	<i>% of participants over Funded Enrollment</i>
Total Cumulative Enrollment	521	12.04%

## Participants by Age

	<i># of participants</i>	<i>% of participants</i>
1 Year Old	0	0.00%
2 Years Old	6	1.15%
3 Years Old	247	47.41%
4 Years Old	268	51.44%
5 Years Old	0	0.00%

## Homelessness Services

	<i># of children</i>	<i>% of children</i>
Total number of children experiencing homelessness that were served during the enrollment year	39	7.49%

## Foster Care

	# of children	% of children
Total number of enrolled children who were in foster care at any point in the program year	24	4.61%

## Prior Enrollment of Children

	# of children	% of children
The second year	130	24.95%
Three or more years	10	1.92%

## Ethnicity And Race

	# of Hispanic or Latino Origin participants	% of Hispanic or Latino Origin participants	# of Non-Hispanic or Non-Latino Origin participants	% of Non-Hispanic or Non-Latino Origin participants
American Indian or Alaska Native	0	0.00%	1	0.19%
Asian	0	0.00%	5	0.96%
Black or African American	9	1.73%	256	49.14%
Native Hawaiian or Pacific Islander	0	0.00%	0	0.00%
White	25	4.80%	148	28.41%
Biracial or Multi-Racial	6	1.15%	37	7.10%
Other Race	34	6.53%	0	0.00%
Unspecified Race	0	0.00%	0	0.00%

## Primary Language of Parents at Home

	# of children	% of children
English	492	94.43%
Of these, the number of children acquiring/learning another language in addition to English	13	
Spanish	26	4.99%
Central American, South American, or Mexican Languages	0	0.00%
Caribbean Languages	0	0.00%
Middle Eastern or South Asian Languages	0	0.00%
East Asian Languages	3	0.58%
Native North American or Alaska Native Languages	0	0.00%
Pacific Island Languages	0	0.00%
European or Slavic Languages	0	0.00%
African Languages	0	0.00%
American Sign Language	0	0.00%
Other Languages	0	0.00%
Unspecified Languages	0	0.00%

## Health Services

Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment)	# at Beginning of Enrollment Year	% at Beginning of Enrollment Year	# at End of Enrollment Year	% at End of Enrollment Year
Children with health insurance	486	93.28%	364	69.87%
Children with accessible health care	468	89.83%	367	70.44%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	470	90.21%	445	85.41%
Children with accessible dental care	454	87.14%	357	68.52%

## Disabilities Services

	<i># of children</i>	<i>% of children</i>
Children with an Individualized Education Program (IEP), indicating they were determined eligible to receive special education and related services	45	9.68%

## Family Services

	<i># of families</i>	<i>% of families</i>
Total Number of Families	493	100.00%

	<i># of families</i>	<i>% of families</i>
Families Who Received at Least One Family Service	478	96.96%

## Specific Services

	<i># of families</i>	<i>% of families</i>
Emergency or Crisis Intervention	19	3.85%
Housing Assistance	8	1.62%
Asset Building Services	128	25.96%
Mental Health Services	8	1.62%
Substance Misuse Prevention	2	0.41%
Substance Misuse Treatment	6	1.22%
English as a Second Language (ESL) Training	14	2.84%
Assistance in enrolling into an education or job training program	67	13.59%
Research-based parenting curriculum	428	86.82%
Involvement in discussing their child's screening and assessment results and their child's progress	464	94.12%
Supporting transitions between programs	447	90.67%
Education on preventive medical and oral health	464	94.12%
Education on health and developmental consequences of tobacco product use	155	31.44%
Education on nutrition	476	96.55%
Education on postpartum care	7	1.42%
Education on relationship/marriage	15	3.04%
Assistance to families of incarcerated individuals	2	0.41%



# Office of Head Start - Early Head Start Services Snapshot

Community Services Of Northeast Texas, Inc. (2022-2023)

Date

4/19/2023

## Funded Enrollment

Number of enrollment slots the program is funded to serve.

	<i># of funded enrollment slots</i>	<i>% of funded enrollment slots</i>
Total Funded Enrollment	16	100.00%

## Funded Enrollment by Program Option

	<i># of funded enrollment slots</i>	<i>% of funded enrollment slots</i>
Center-based	16	100.00%
Home-based	0	0%
Family Child Care	0	0%
Locally Designed	0	0%

## Detail - Center-based Funded Enrollment

	<i># of center-based funded enrollment slots</i>	<i>% of center-based funded enrollment slots</i>
Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	16	100.00%
Of these, the number that are available for the full-working-day and full-calendar-year	0	
Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0	0%
Of these, the number that are available for 3.5 hours per day for 128 days	0	
Of these, the number that are available for a full working day	0	

## Total Cumulative Enrollment

	<i># of participants</i>	<i>% of participants</i>
Total Cumulative Enrollment	17	106.25%

## Participants by Age

	<i># of participants</i>	<i>% of participants</i>
Under 1 Year Old	1	5.88%
1 Year Old	7	41.18%
2 Years Old	9	52.94%
3 Years Old	0	0.00%
Pregnant Women	0	0.00%

## Homelessness Services

	<i># of children</i>	<i>% of children</i>
Total number of children experiencing homelessness that were served during the enrollment year	2	11.76%

## Foster Care

	# of children	% of children
Total number of enrolled children who were in foster care at any point in the program year	1	5.88%

## Prior Enrollment of Children

	# of children	% of children
The second year	4	23.53%
Three or more years	1	5.88%

## Ethnicity And Race

	# of Hispanic or Latino Origin participants	% of Hispanic or Latino Origin participants	# of Non-Hispanic or Non-Latino Origin participants	% of Non-Hispanic or Non-Latino Origin participants
American Indian or Alaska Native	0	0.00%	0	0.00%
Asian	0	0.00%	1	5.88%
Black or African American	0	0.00%	8	47.06%
Native Hawaiian or Pacific Islander	0	0.00%	0	0.00%
White	0	0.00%	4	23.53%
Biracial or Multi-Racial	1	5.88%	1	5.88%
Other Race	2	11.76%	0	0.00%
Unspecified Race	0	0.00%	0	0.00%

## Primary Language of Parents at Home

	# of children	% of children
English	15	88.24%
Of these, the number of children acquiring/learning another language in addition to English	2	11.76%
Spanish	2	11.76%
Central American, South American, or Mexican Languages	0	0.00%
Caribbean Languages	0	0.00%
Middle Eastern or South Asian Languages	0	0.00%
East Asian Languages	0	0.00%
Native North American or Alaska Native Languages	0	0.00%
Pacific Island Languages	0	0.00%
European or Slavic Languages	0	0.00%
African Languages	0	0.00%
American Sign Language	0	0.00%
Other Languages	0	0.00%
Unspecified Languages	0	0.00%

## Health Services

<i>Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment)</i>	# at Beginning of Enrollment Year	% at Beginning of Enrollment Year	# at End of Enrollment Year	% at End of Enrollment Year
Children with health insurance	17	100.00%	17	100.00%
Children with accessible health care	16	94.12%	8	47.06%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	17	100.00%	16	94.12%
Children with accessible dental care	16	94.12%	8	47.06%

## Disabilities Services

	<i># of children</i>	<i>% of children</i>
Children with an Individualized Family Service Plan (IFSP), indicating they were determined eligible to receive early intervention services	2	12.50%

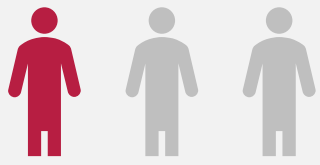
## Family Services

	<i># of families</i>	<i>% of families</i>
Total Number of Families	16	94.12%

	<i># of families</i>	<i>% of families</i>
Families Who Received at Least One Family Service	16	100.00%

## Specific Services

	<i># of families</i>	<i>% of families</i>
Emergency or Crisis Intervention	0	0.00%
Housing Assistance	0	0.00%
Asset Building Services	0	0.00%
Mental Health Services	0	0.00%
Substance Misuse Prevention	0	0.00%
Substance Misuse Treatment	0	0.00%
English as a Second Language (ESL) Training	2	12.50%
Assistance in enrolling into an education or job training program	11	68.75%
Research-based parenting curriculum	16	100.00%
Involvement in discussing their child's screening and assessment results and their child's progress	13	81.25%
Supporting transitions between programs	10	62.50%
Education on preventive medical and oral health	16	100.00%
Education on health and developmental consequences of tobacco product use	3	18.75%
Education on nutrition	16	100.00%
Education on postpartum care	0	0.00%
Education on relationship/marriage	0	0.00%
Assistance to families of incarcerated individuals	0	0.00%



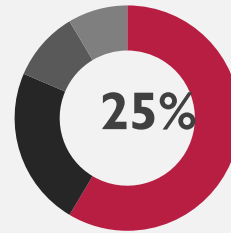
# Turnover Total - 1

Head Start - 1; CS - 0

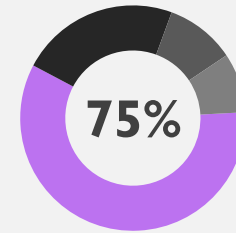


## Head Count - 111

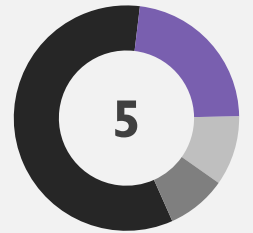
### Demographics



Exempt



Non-Exempt



Temp Staff

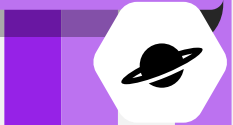


## Human Resources at a Glance

### Sub Hours – 394.25

# 1145 Personal Leave Hours

# 583.50 Leave without pay hours



### Job Openings

Lead Teacher – 1 (In process for hire)

Navigators - 1 (in process for hire)

Logistics Coordinator (in process for hire)

General Support Staff – 2 (In process for hire)

Mascot - 1

March had 3 pay periods accounting for the larger numbers of PL and LWOP





# Payee Services Report

Month of: March 2023

Number of beneficiaries:		7
Total Funds Received:	\$	6,739.00
Total Expenses Managed:	\$	7,081.08
MONTHLY total on hold for Beneficiaries:	\$	(342.08)
TOTAL on hold for Beneficiaries:	\$	2,073.38

## Expenditures

Rent:	\$	1,282.00
Utilities:	\$	140.00
Food:	\$	-
Medical:	\$	-
Other:	\$	210.08
Transfer for beneficiary use:	\$	5,085.00
	\$	7,081.08

Total collected for FFS: \$ 364.00

Interest Earned: \$ 5.69

# Monthly Vehicle Cost Summary

Apr-23

## By Program

	<u>Fuel</u>	<u>Repairs</u>	
TBRA	-	-	
CSBG	453.25	885.66	
CEAP	-	-	
TXHAF	128.56	-	
			<u>1,467.47</u>

## By Location

	<u>Fuel</u>	<u>Repairs</u>	
Jefferson	287.04	634.98	
Linden	294.77	55.00	
Linden Shop	-	-	
Daingerfield	-	195.68	
	-	-	
			<u>1,467.47</u>

## By Vehicle

<u>#</u>	<u>Fuel</u>	<u>Repairs</u>	<u>Total</u>	<u>Location</u>
801	-	-	-	Linden Shop
838	95.01	-	95.01	Linden
880	-	-	-	Linden
881	-	-	-	Linden
882	40.05	-	40.05	Linden
883	-	-	-	Linden Shop
884	-	55.00	55.00	Linden
885	-	195.68	195.68	Daingerfield
886	287.04	634.98	922.02	Jefferson
887	128.56	-	128.56	Linden
888	31.15	-	31.15	Linden
889	-	225.00	225.00	Mt.Pleasant
890	-	-	-	Linden

# Service Department Report

APRIL, 2023

## Service Department

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Department makeup

6 full time employees

0 temporary employees

0 Head Start employees under temporary supervision.

## Head Start Transportation

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Cost per child to transport:

### Transportation

#### Costs:

	Children	Staff		Children	Staff
Vehicle Maintenance cost (Campus)			YTD =		
Vehicle Maintenance cost (Buses)			YTD =		
Vehicle Maintenance cost (Exec. Office)			YTD =		
Vehicle fuel cost (Gas Campus)	\$327.07		YTD =	\$695.84	
Vehicle fuel cost (Exec. Office)	\$1,013.98		YTD =	\$2,935.61	
Vehicle fuel cost (Buses)	\$70.00		YTD =	\$228.50	
Vehicle insurance cost	\$1,106.58		YTD	\$9,959.5	
(Buses)			=	8	
Vehicle driver cost buses	\$2,454.		YTD	\$22,091.62	
	62		=		

Total transportation cost:

\$3,561. 20  
\$1,411.0 5

Total number transported:

27

# 2023-2024 Calendar



# Atlanta Head Start



### Student Days:

Full Day—7:50-3:30

### Student Hours - 1294.54.

Student Days—173

### Staff Training/ Students out

- July 31-Aug 11
- Sept 25, Oct. 30, Dec. 22 Jan. 8

### Student & Staff Holidays

- Labor Day - Sept. 4
- Thanksgiving - Nov. 20-24
- Christmas - Dec. 22-Jan. 5
- Martin Luther King- Jan. 15
- Winter Break - Feb 19-23
- Spring Break - Mar. 26-29

### Early Release

- Dec. 20 & 21
- May 24

### Staff Return July 31, 2023

Campus Director:  
Catherine Early

Family Services:  
Alisha Oliver  
Jennifer Lang  
Sandy McNeil

Contact Number:  
(903) 796-4118

August 2023							September 2023							October 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
November 2023							December 2023							January 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
							31													
February 2024							March 2024							April 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	2	3						1	2		1	2	3	4	5	6
4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20
18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
25	26	27	28	29			24	25	26	27	28	29	30	28	29	30				
							31													
May 2024							June 2024							July 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4						1			1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

**School Starts: August 14**

**School Ends: May 24**

# 2023-2024 Calendar



# Bloomburg Head Start



### Student Days:

Full Day—7:30-3:00

### Student Hours - 1237.5

Student Days—165

### Staff Training/ Students out

- July 31-Aug 8
- Oct. 10, Dec. 15, Jan. 2, Feb. 19, Mar 22

### Student & Staff Holidays

- Labor Day - Sept. 1-4
- Columbus Day—Oct. 6-9
- Thanksgiving - Nov. 20-24
- Christmas - Dec. 18-Jan. 1
- Martin Luther King— Jan. 15
- Winter Break - Feb 5-9
- Spring Break - Mar. 25-29

### Staff Return July 31, 2023

Campus Director:  
Candie Harris

Family Services:  
Candie Harris

Contact Number:  
(903) 728-5880

August 2023							September 2023							October 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
November 2023							December 2023							January 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
							31													
February 2024							March 2024							April 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	2	3						1	2		1	2	3	4	5	6
4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20
18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
25	26	27	28	29			24	25	26	27	28	29	30	28	29	30				
							31													
May 2024							June 2024							July 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4						1			1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

School Starts: August 9

School Ends: May 15

# 2023-2024 Calendar



# Daingerfield Head Start



### Student Days:

Full Day—7:50-3:30

Student Hours - 1294.54.

Student Days—169

### Staff Training/ Students out

- July 31-Aug 9
- Aug. 30, Sept 27, Oct. 11 & 25
- Nov. 29, Jan. 2 & 31
- Feb. 28, March 15

### Student & Staff Holidays

- Labor Day - Sept. 4
- Fall Break - Oct. 9-10
- Thanksgiving - Nov. 20-24
- Christmas - Dec. 18-Jan. 2
- Martin Luther King- Jan. 15
- Winter Break - Feb 5-9
- President's Day—Feb. 19
- Spring Break - Mar. 26-29

### Staff Return July 31, 2023

Campus Director:  
MaRenda Traylor

Family Services:  
MaRenda Traylor

Contact Number:  
(903) 645-2901

August 2023							September 2023							October 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
November 2023							December 2023							January 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
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26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
							31													
February 2024							March 2024							April 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	2	3						1	2		1	2	3	4	5	6
4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
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18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
25	26	27	28	29			24	25	26	27	28	29	30	28	29	30				
							31													
May 2024							June 2024							July 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4						1			1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

**School Starts: August 8**

**School Ends: May 17**

# 2023-2024 Calendar



# Hughes Springs Head Start



### Student Days:

Full Day—7:30-3:00

### Student Hours - 1286.25

Student Days—171.5

### Staff Training/ Students out

- July 31-Aug 9
- Oct. 9
- Jan. 3

### Student & Staff Holidays

- Labor Day - Sept. 4
- Fall Break - Oct. 6
- Thanksgiving - Nov. 20-24
- Christmas - Dec. 21-Jan. 3
- Martin Luther King- Jan. 15
- Winter Break - Feb 19-23
- Spring Break - Mar. 25-29

### Early Release Day

- Nov. 17
- Mar. 8
- May 17

### Staff Return July 31, 2023

Campus Director:  
Carlin Johnson

Family Services:  
Samantha Hughes  
Bobbie Summers

Contact Number:  
(903) 639-1914

August 2023							September 2023							October 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
November 2023							December 2023							January 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4						1	2		1	2	3	4		6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
							31													
February 2024							March 2024							April 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	2	3						1	2		1	2	3	4	5	6
4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20
18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
25	26	27	28	29			24	25	26	27	28	29	30	28	29	30				
							31													
May 2024							June 2024							July 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4						1			1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

**School Starts: August 10**

**School Ends: May 17**

# 2023-2024 Calendar



# Hughes Springs Early Head Start



### Student Days:

Full Day—7:30-3:00

### Student Hours - 1391.25

Student Days—181.5

### Staff Training/ Students out

- July 31-Aug 9
- Oct. 9
- Jan. 3

### Student & Staff Holidays

- Labor Day - Sept. 4
- Fall Break - Oct. 6
- Thanksgiving - Nov. 20-24
- Christmas - Dec. 21-Jan. 3
- Martin Luther King- Jan. 15
- Winter Break - Feb 19-23
- Spring Break - Mar. 25-29
- Memorial Day - May 27

### Early Release Day

- Nov. 17
- Mar. 8
- Jan. 7

### Staff Return July 31, 2023

Campus Director:  
Carlin Johnson

Family Services:  
Rachel Sprague-Moreno

Contact Number:  
(903) 639-1914

## August 2023      September 2023      October 2023

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

## November 2023      December 2023      January 2024

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

## February 2024      March 2024      April 2024

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

## May 2024      June 2024      July 2024

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

**School Starts: August 10**

**School Ends: June 7**



# 2023-2024 Calendar



# Naples Head Start



**Student Days:**  
Full Day—7:30-3:00

**Student Hours - 1308.75**  
**Student Days—174.5**

**Staff Training/ Students out**  
■ Jan. 2

**Student & Staff Holidays**

- Labor Day - Sept. 4
- Sept Break—Sept. 22
- Fall Break—Oct. 6
- Thanksgiving - Nov. 17-24
- Christmas - Dec. 15-Jan. 2
- Martin Luther King— Jan. 15
- Winter Break - Feb 16
- Spring Break - Mar. 11-16
- Good Friday - Mar. 29
- April Break—April 19
- May Break—May 3

**Early Release Day**  
■ May 23

**Staff Return**  
**July 31, 2023**

Campus Director:  
Felicia Williams

Family Services:  
Felicia Williams

Contact Number:  
(903) 897-0318

**August 2023                      September 2023                      October 2023**

August 2023							September 2023							October 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

**November 2023                      December 2023                      January 2024**

November 2023							December 2023							January 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
							31													

**February 2024                      March 2024                      April 2024**

February 2024							March 2024							April 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	2	3						1	2		1	2	3	4	5	6
4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20
18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
25	26	27	28	29			24	25	26	27	28	29	30	28	29	30				
							31													

**May 2024                      June 2024                      July 2024**

May 2024							June 2024							July 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4						1		1	2	3	4	5	6	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

**School Starts: August 7**

**School Ends: May 23**

# 2023-2024 Calendar



# New Boston Head Start



### Student Days:

Full Day—7:30-3:00

Student Hours - 1308.75

Student Days—174.5

### Staff Training/ Students out

- Jan. 8

### Student & Staff Holidays

- Labor Day - Sept. 4
- Sept Break—Sept. 22
- Fall Break—Oct. 6
- Thanksgiving - Nov. 17-24
- Christmas - Dec. 22-Jan. 5
- Martin Luther King— Jan. 15
- Winter Break - Feb 16
- Spring Break - Mar. 11-16
- Good Friday - Mar. 29
- April Break—April 19
- May Break—May 3

### Early Release Day

- Dec. 21
- May 23

### Staff Return July 31, 2023

Campus Director:  
Venus Hornbuckle

Family Services:  
Venus Hornbuckle

Contact Number:  
(903) 628-5621

## August 2023      September 2023      October 2023

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

## November 2023      December 2023      January 2024

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

## February 2024      March 2024      April 2024

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

## May 2024      June 2024      July 2024

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

**School Starts: August 7**

**School Ends: May 23**

# 2023-2024 Calendar



# Pittsburg Head Start



### Student Days:

Full Day—7:30-3:00

### Student Hours - 1260

Student Days—168

### Staff Training/ Students out

- Oct. 23
- Feb. 16
- Mar. 18

### Student & Staff Holidays

- Labor Day - Sept. 4
- Fall Break - Sept 29-Oct. 2
- Thanksgiving - Nov. 20-24
- Christmas - Dec. 21-Jan. 5
- Martin Luther King- Jan. 15
- Winter Break - Feb 19
- Spring Break - Mar. 11-15
- Good Friday - Mar. 29-Apr 1

### Early Release Day

- Nov. 17
- May 23

### Staff Return July 31, 2023

Campus Director:  
Kaye Nelms

Family Services:  
Claudia Salinas

Contact Number:  
(903) 856-1245

August 2023							September 2023							October 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
November 2023							December 2023							January 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
							31													
February 2024							March 2024							April 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	2	3						1	2		1	2	3	4	5	6
4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20
18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
25	26	27	28	29			24	25	26	27	28	29	30	28	29	30				
							31													
May 2024							June 2024							July 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4						1			1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

**School Starts: August 17**

**School Ends: May 23**

# 2023-2024 Calendar



# Texakarana Head Start



### Student Days:

Full Day—7:30-3:00

### Student Hours - 1290

Student Days—172

### Staff Training/ Students out

- July 31-Aug 15
- Oct. 10
- Jan 4 & 5
- Feb. 16 & 20

### Student & Staff Holidays

- Labor Day - Sept. 4
- Fall Break - Oct. 9
- Thanksgiving - Nov. 20-24
- Christmas - Dec. 21-Jan. 3
- Martin Luther King- Jan. 15
- Winter Break - Feb 19
- Spring Break - Mar. 11-15
- Bad Weather Day—Mar.29 , April 1

### Early Release Day

- Dec 19 & 20
- May 23 & 24

### Staff Return July 31, 2023

Campus Director:  
Debra Jackson

Family Services:  
Era Moore-Collins  
Quintessa Pierce  
Keundra Riser  
Tina Holmes

Contact Number:

August 2023							September 2023							October 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
November 2023							December 2023							January 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
							31													
February 2024							March 2024							April 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	2	3						1	2		1	2	3	4	5	6
4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20
18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
25	26	27	28	29			24	25	26	27	28	29	30	28	29	30				
							31													
May 2024							June 2024							July 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4						1			1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

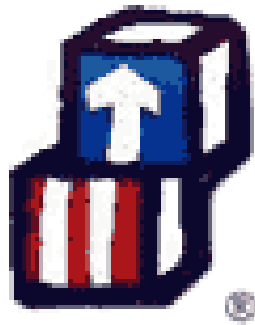
School Starts: August 16

School Ends: May 24

Community Services of  
Northeast Texas, Inc.



# Head Start/ Early Head Start



# Parent Handbook

Policy Council Approval:  
Governing Board Approval:



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## About Us

Head Start is a comprehensive child development program which focuses on preparing children for entry into kindergarten. The program serves income eligible children ages 3-5 and their families by providing educational, health, dental and social services free of charge.

The educational component focuses on pre-reading skills, phonemic awareness, numeric development and social skills. All children are screened at the beginning of the program year to assess their development. All children receive physicals annually and any needed medical attention is obtained through their insurance or provided by Head Start. Children diagnosed with disabilities are fully included in all aspects of the program.

In addition, each child's family is case studied to determine their strengths and needs and a Family Partnership Agreement is developed to ensure that each child and their family receive the maximum amount of success from the services that are available.

Head Start currently serves more than 481 children in Bowie, Camp, Cass, and Morris counties.

## Educational Philosophy of Head Start

Head Start adheres to the philosophy that parents are the prime educators of their children. The Educational Program provides parents with the opportunity to learn additional parenting skills, and also an opportunity to learn how to work more effectively with their own children.

Head Start works to enrich children with a learning environment and varied experiences appropriate to their age, stage of development and cultural background, which will help them to develop socially, intellectually, physically and emotionally.

## CSNT Mission Statement

CSNT applies all available strategies enabling Northeast Texas families to lead improved, empowered, and self-reliant lives.

## CSNT Head Start Vision Statement

To provide a system of education and encouragement which results in school-readiness for young children and their families.



## CSNT Head Start Campus Directory

### **Atlanta Head Start**

#### **Atlanta Primary**

505 Rabbit Blvd  
Atlanta, Texas 75551  
903-796-4118 Fax 903-796-4110

### **Bloomburg Head Start**

201 W. Cypress  
Bloomburg, Texas 75556  
903-728-5880  
Fax 903-728-5870

### **Daingerfield-Lone Star Head Start**

#### **West Elementary**

305 West Watson  
Daingerfield, Texas 75638  
903-645-2901

### **Hughes Springs Head Start**

903 E. 1<sup>st</sup> Street  
Hughes Springs, Texas 75656  
903-639-1914  
Fax 903-639-1783

### **Hughes Springs Early Head Start**

903 E. 1<sup>st</sup> Street  
Hughes Springs, Texas 75656  
903-639-1914  
903-639-1783

### **Naples/Omaha Head Start**

**412 WL Doc Dodson Blvd.**  
Naples, Texas 75568  
903-897-0318 Fax 903-897-0898

### **New Boston Head Start**

117 Robertson  
New Boston, Texas 75570  
903-628-5621  
Fax 903-628-3680

### **Pittsburg Head Start**

404 Broach Street  
Pittsburg, Texas 75686  
903-856-1245 FSW 903-856-1246

### **Texarkana Head Start**

Paul Laurence Dunbar Early Education  
2315 West 10<sup>th</sup> Street  
Texarkana, Texas 75503  
903-255-3295  
Fax 903-255-3294

## Department of Health and Human Services Child Care Licensing Division

You are entitled to see the required postings from Texas Child Care Licensing. You may ask the Campus Director to view: The Minimum Standards for this Licensed Child Care Campus (also available on the web at <https://hhs.texas.gov/doing-business-hhs/provider-portals/protective-services-providers/child-care-licensing/minimum-standards> or at your local Licensing office), Inspection / Investigation Report, (compliance information is also available on the web at [http://www.dfps.state.tx.us/Child\\_Care/Search\\_Texas\\_Child\\_Care/default.asp](http://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/default.asp) or from your local Licensing office), Documentation of liability insurance, Fire Marshal's Inspection Report, The most recent Health Department's Sanitation Inspection Report, The most recent Gas Pipe Inspection report, and the Child-Care Campus's operational policies.

### Local Child Care Licensing Offices

#### **Texarkana**

##### **Jamee Mars**

3103 Summerhill Road  
Texarkana, Texas 75503  
903-791-3406

#### **Paris**

##### **Emily Lipe**

143019 19<sup>th</sup> Street NW  
Paris, Texas 75460  
903-737-0338

### Gang Free Zone

Under the Texas Penal Code, any area within 1,000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty. You can find this information on your parent board at your campus.

### Staff Immunizations

Community Services of Northeast Texas, Inc. does not require staff to obtain Hep A, Influenza and Pertussis, and COVID.

### Emergency Preparedness Plan

Each Licensed Campus will have their Emergency Preparedness Plan posted in the entry way to the Campus. This will be available for parents to view at any time. This provides the details of our evacuation plans, as well as, procedures for shelter in place. Our relocation sites are listed on page 7.

## Child Abuse

### Preventing and Responding to Abuse and Neglect of Child

- A. Employees are required annually to obtain a minimum of one hour training on preventing and responding to neglect of children.
- B. Methods used for increasing employee and parent awareness of issues regarding child abuse and neglect warning signs that a child may be a victim of abuse or neglect are as follows:
  - 1. Printed materials are available for parents and staff relating to increasing employee and parent awareness regarding child abuse and neglect, including warning signs that a child may be a victim of abuse.
  - 2. Poster “Keeping Children Safe” located on parent information board.
  - 3. Refer parent to Child Abuse Hotline at 800-252-5400 or [www.dfps.state.tx.us](http://www.dfps.state.tx.us)
- C. Methods used for increasing employee and parent awareness of prevention techniques for child abuse as follows:
  - 1. Printed materials are available for parents and staff relating to increasing employee and parent awareness regarding child abuse and neglect, including warning signs that a child may be a victim of abuse.
  - 2. Poster “Keeping Children Safe” located on parent information board.
  - 3. Refer parent to Child Abuse Hotline at 800-252-5400 or [www.dfps.state.tx.us](http://www.dfps.state.tx.us)
- D. Strategies for coordination between the campus and appropriate community organizations include:
  - 1. Open communication between communities between community organizations by mail, email or telephone.
  - 2. Attending meetings and/or trainings with community organizations.
  - 3. 3. Refer parent to Child Abuse Hotline at 800-252-5400 or [www.dfps.state.tx.us](http://www.dfps.state.tx.us)
- E. Actions that the parent of the child who is a victim of abuse or neglect should take to obtain assistance are as follows:
  - 1. Refer parent to information on poster “Keeping Children Safe” located on the parent information board.
  - 2. Refer parent to Child Abuse Hotline at 800-252-5400 or [www.hhs.state.tx.us](http://www.hhs.state.tx.us)
  - 3. Refer parent to local police department or 911.
- F. Parent Education and Resources
  - 1. [www.parenttoolkit.com](http://www.parenttoolkit.com)
  - 2. [www.discoveryeducations.com/parents/](http://www.discoveryeducations.com/parents/)
  - 3. [www.pbs.org/parents/](http://www.pbs.org/parents/)
  - 4. [www.choosemyplate.gov](http://www.choosemyplate.gov)

## Emergency Evacuation Plan

In the event of a situation requiring relocation outside the local area of the facility such as hazardous spill, brush or forest fire or other dangers threatening the safety of the occupants of the immediate area of the facility, all staff and children will relocate as a group to the pre-designated relocation site unless otherwise directed by emergency services personnel. The Campus Director/Designated Staff will notify the Administrative Office of the situation and buses will be dispatched to transport children and staff to pre-designated locations. Program Staff as assigned by the Curriculum Director will contact the parents to inform them of the situation and directions to the relocation site. Telephone numbers will be obtained from the Family Service Workers

Campus Directors/Designated Staff will be responsible for up the emergency pack, parent contact information and ensuring the notification posted is attached to the facility entrance providing the relocation site and contact information. Children will not be released except to an identified authorized pick-up person. **Pre-designated relocations (to verify or ask questions contact your Campus Director)**

Attendance Site	Relocation Site	Relocation Address	Relocation Telephone #
Atlanta Head Start	AISD Bus Pen	HWY 43 Atlanta, TX	903-796-4194
Bloomburg Pre-K Academy	Queen City High School Football Field	905 Houston Street Queen City, TX	903-796-8259
Daingerfield Head Start	Daingerfield Church of Christ	818 West Watson Blvd. Daingerfield, TX	903-645-2896
Hughes Springs Head Start/Early Head Start	1st Location—Hughes Springs Community Center 2nd Location—Hughes Springs Elementary Gym	1st Location—902 East 1t Street Hughes Springs, TX 2ns Location—809 Russell Street Hughes Springs, TX	1st Location—903-639-4484 2nd Location—903-639-3881
Naples Head Start	1st Location—Pewitt Elementary School Cafeteria 2nd Location—Pewitt High School	1st Location—374 CR 4318 Omaha, TX 2nd Location - 1216 US Highway 67 West Omaha, TX	1st Location—903-884-2404 2nd Location—903-884-2293
New Boston Head Start	1st Location—Oakview Primary 2nd Location—Industrial Air Systems	1st Location—530 Hospital Drive New Boston, TX 2nd Location - 107 HWY 82 West New Boston, TX	1st Location—903-628-8901 2nd Location—903-628-5276
Pittsburg Head Start	1st Location—Pittsburg Primary 2nd Location—First United Methodist Church	1st Location—405 Broach Street Pittsburg, TX 2nd Location - 109 College Street Pittsburg, TX	1st Location—903-856-6482 2nd Location—903-856-2839
Paul Laurence Dunbar Early Education Center	Mount Orange Baptist Church	2510 W 10th Street Texarkana TX	903-792-6001

## Parent Committee and Policy Group Participation

You will have an opportunity to serve in the following capacities:

1. Parent Committee: This committee is set up at the local campus level and is composed of all parents with children enrolled in the Head Start (HS)/ Early Head Start (EHS) Program. As a HS/EHS parent you automatically become a member of this committee.
2. Head Start Policy Council: This group is set up at the agency level and is composed of at least 51% parents, plus community representatives. The parents are elected from the local parent groups annually.
3. Board of Directors: This is the grantee agency for the operation of the Head Start Program. The Agency has a 12– member Board of Directors, including one member from Policy Council.

### DISCIPLINE/GUIDANCE POLICY

Each Campus has a copy of *MINIMUM STANDARDS RULES for LICENSED CHILD-CARE CENTERS* which contains reasonable standards for childcare facilities in Texas. All staff and volunteers are required to undergo training on minimum standards to ensure safe childcare.

The following is a short, but important, list of discipline and guidance policy that Head Start expects every staff and volunteer to know: The Campus's staff must ensure that discipline and guidance are consistent, are based on an understanding of individual's needs and development and promote self-discipline and acceptable behavior.

- There must be no cruel, harsh, or unusual punishment/treatment.
  - Staff or volunteers must not shake, bite or hit the children.
  - The staff must not put anything in or on a child's mouth as punishment.
  - The Campus's staff may use brief, supervised separation of children from the group if necessary, but the staff must not place children in a locked or dark room with the door closed.
- Use your "inside voice" when speaking to the children. Remember, it is not always WHAT you say but HOW you say it. Your tone of voice should reflect respect for the children and concern for their well-being.
- "No" and "Don't" are not Head Start words. Use positive statements to obtain the behavior you are seeking. For example, instead of "Don't run," try "Use your walking feet" Instead of "Don't throw rocks," try "Let us leave the rocks on the ground".
- You are a role model for the children. Using "Please" and "Thank You" as much as possible will teach them to use these positive words, too.

### EMERGENCY AND FIRST AID PROCEDURES

Each Campus has an emergency/evacuation plan for response to fire and/or natural disasters. This plan includes procedures for evacuations for fire and sheltering/severe weather, which includes an alternate location. Fire drills will be conducted monthly; sheltering/severe weather drills are done once every three months.

A copy of the plan is posted in each classroom, Family Service Worker and Campus

Director Offices. Information on dates and times of drills are posted, this plan is available for review at any time through your Campus Director. The Campus Director will go over these procedures with volunteers.

First aid kits and fire extinguishers are in the Campus and on all buses. Staff are the personnel who can administer first aid to the children. Should a child become injured, report it immediately to the classroom teacher.

#### What can the Head Start/Early Head Start Program Offer to Your Family?

- ✓ The program provides children with activities that help them grow mentally, socially, emotionally, and physically.
- ✓ Staff members offer a nurturing environment, and understanding, the opportunity to learn and to experience success. Your child will leave this program more prepared for kindergarten, excited about learning and ready to succeed.
- ✓ We provide health and developmental screenings/assessments for your children and any follow-up services needed.
- ✓ Head Start/Early Head Start Program offers you a sense of belonging, other support services, and a chance to be involved in activities to help your whole family.

#### Parent Code of Conduct

Standards of Conduct: All Parents/Guardians and Volunteers will:

- ✓ Respect and promote the unique identity of each child and family and refrain from stereotyping based on gender, race, ethnicity, culture, religion or disability.
- ✓ Follow program confidentiality policies concerning information about children, families, and staff members.
- ✓ Not allow a child to be left alone or unsupervised while under their care.
- ✓ Use positive methods of child guidance and not engage in corporal punishment, emotional, or physical abuse, or humiliation; not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs; do not bind or tie a child to restrict movement, or tape a child's mouth; use physical activity or outdoor time as a punishment or reward.
- ✓ Conduct themselves in a manner that reflects positively upon the program's reputation and upon the children and families the program serves. Compliance with CSNT Code of Conduct is the responsibility of Head Start parents/guardians, volunteers, or anyone else involved with the program. To ensure orderly operations and provide the best possible learning environment, CSNT expects parents/guardians to follow this Parent Code of Conduct.
- ✓ It is not possible to list all the forms of behavior that are considered unacceptable. The following are examples of violations of rules of conduct.
- ✓ Threats to staff, parents or children

- ✓ Physical or verbal punishment of a child
- ✓ Swearing or cursing
- ✓ Smoking
- ✓ Quarreling, verbal fighting, loud shouting and display of anger
- ✓ Bringing drugs, alcohol or weapons to program sites or events
- ✓ Physical violence
- ✓ Inappropriate or excessive displays of physical affection between adults
- ✓ Inappropriate dress, including for example, low-cut tops, bare midriff or clothes with words or pictures inappropriate for young children

#### CONFIDENTIALITY POLICY—Protection of Child’s Record

Head Start establishes procedures for the protection of confidential records and information on the families and children we serve. We follow the Family Educational Rights and Privacy Act (FERPA). \*Disclosure with parental consent Parents will complete a form for Release of Confidential Information during orientation or when a record is requested from a child’s campus. \*Disclosure without parental consent

Files can be accessed by certain entities without parental consent. This would be a review by the Federal Auditors, Fiscal Auditors, USDA audit, Contractors of the program, Appropriate parties in an emergency, records that are subpoenaed by a judicial order, or records requested by Child Protective Services.

All files remain locked in the file cabinet in your child’s Family Service Workers office.

#### Parental Rights

Parents have the right to inspect child’s records. Only information relating to your child will be disclosed when requested. This request must be completed in writing. If a parent feels the information is incorrect, they can request that the record be amended. Parent has the right to appeal any record within the child’s file by contacting the Family Service Administrator at 903-756-5596 ext. 218.

## Education

Early Head Start/ Head Start will provide your child with an individualized educational program based upon Frog Street 2020/Three's/ Infant/ Toddler. A lesson plan will be developed for your child on a weekly basis. Frog Street Curriculum addresses the Head Start Child Development and Early Learning Framework.

This means that your child's needs will be met in a responsive manner by his/her primary teacher. Infants and toddlers learn through play and exploring their environment. Your child's teacher will be provided activities and materials that encourage your child's development. Activities for children in the room will vary according to their own needs.

Early Head Start children will be provided a daily report on your child about your child's days. A minimum of two parent conferences and two home visits will be scheduled during the year to discuss your child's progress. However, your child's teacher is available to meet with you at any time if you have a question or concern.

Head Start/ Early Head Start staff provide an initial developmental, vision and hearing screening for your child. This screening is conducted within 45 days of enrollment into the Program. Early Head Start Developmental screening is Ages and Stages. Head Start uses Dial 4. The results are used to begin individual planning for each child.

## Indoor/Outdoor Play

Early Head Start/ Head Start will promote indoor and outdoor physical activity throughout the day. A minimum of two daily opportunities for outdoor play, weather permitting, in which a child makes use of both small and large muscles for a total of 60 minutes daily. A balance of active and quiet play that incorporates group and individual activities, both indoors and outdoors for a minimum of 60 minutes daily for toddlers and 90 minutes daily for pre-kindergarten age children. There will be child initiated activities that include equipment, materials and supplies needed that are within reach of the child and the child will be able to choose the activity. The Teacher will also plan at least two activities daily to promote movement.

Outdoor play provides for greater freedom and flexibility, fuller expression through loud talk, and a greater range of active movement. Outdoor play also extends opportunities for large muscle development, social-emotional development, and small muscle development by offering variety, challenge, and complexity in ways that are not attainable in a confined indoor space. I am moving, I am Learning is a program we use to address obesity. This will include activities in the CSNT Head Start Classroom for indoor play that is a nutritious program that emphasizes healthy choices and movement.



## THE TEACHER'S RESPONSIBILITY IS TO:

- Interact with your Child.
- Develop a relationship with your child.
- Consistently respond to your child's needs
- Know your child individual schedule.
- Know your child's moods and best way to comfort.
- Work with you to ensure that your child's needs are met.
- Ensure that you and your child are happy and comfortable in our program.

## Sample Schedule

7:30-8:30 – Arrival Time/Handwashing/ Breakfast/ Tooth Brushing/ Free Choice Activities  
8:30-8:50 - Circle Time/ Preview Centers/ Music/ Conscious Discipline Strategies  
8:50-9:15 – Learning Centers/ Individualization/ Small Group  
9:15-9:35 – Circle Time/ Language and Literacy  
9:35- 9:50 – Learning Centers/ Individualization/Small Group  
9:50- 10:20 – Outdoor Activities/ IMIL (I'm Moving, I'm Learning)  
10:20-10:35 – Circle Time/ Math  
10:35- 10:50 – Learning Centers/ Individualization/ Small Group  
10:50- 11:00 – Cognitive Transition/ Restroom/ Hand Washing/ Prepare for Lunch.  
11:00- 11:30 – Family Style Lunch  
11:30- 11: 45 – Read Aloud/ Transitions from ISD Teacher to Head Start  
11:45- 12:00 – Cognitive Transition/ Restroom/ Hand Washing/ Prepare for rest/ Read Aloud.  
12:00- 1:00 – Rest/ Quiet Time/ Nap  
1:00 – 1:15 – Cognitive Transition/ Restroom/ Hand Washing/ Music  
1:15- 1:30 – Circle Time/ Science/ Social Studies  
1:30- 2:00 – Outdoor Activities  
2:00- 2:15 – Learning Centers/ Individualization/ Small Group  
2:15- 2:30 – Snack  
2:30- 3:00 – Circle Time/ Health Nutrition/ IMIL/ Recap/ Dismissal  
3:00-4:00 – Teacher Planning Time

## YOUR CHILD NEEDS:

- To build close trusting relationships.
- To explore a room that is safe and inviting.
- To engage in stimulating age-appropriate activities.

## Field Trips

Field trips are a fun and important part of the Head Start experiences. We encourage parents to participate whenever possible. Please notify your child's teacher if you would like to be a chaperone. Parent chaperones must follow the same nutritional guidelines children are offered during the field trips. The purchase of outside food is not allowed while on the field trip. All food provided for children will also be provided for the chaperones. If you have a food allergy, please notify your child's teacher ahead of time so we can provide a substitute. Parent are asked to complete a request form giving permission for their child to participate prior to all field trips.

Field trips support the classroom educational experience, current curriculum, and the developmental level of the children. Head Start/Early Head Start is prohibited from asking parents for money for a field trip, therefore community sponsorships are welcomed.

## Technology/Screen Time

Technology is important to your child's education. Technology may be used to supplement an activity or learning experience that your child has the classroom. In order to use technology, it must be a planned activity that meets an educational goal, is age-

appropriate, does not exceed one hour per day, is not used during mealtime, snack times, naptimes, or rest times, does not include advertisements or violence and is turned off when not in use.

### Animals at the Campus

What steps are taken to have animals at each Campus?

- Notify parents in writing when animals are scheduled to be present
- Ensure the animals do not create unsafe or unsanitary conditions
- Ensure that children do not handle any animal that shows signs of illness, such as lethargy or diarrhea
- Ensure that caregivers and children practice good hygiene and hand washing after handling or coming in contact with an animal and items used by an animal, such as water bowls, food bowls, and cages.
- Ensure that all vaccinations for the animals are up to date by the Texas Health and Safety Code.

### Water Activities

We do not have water activities for our Head Start children. The only water activities that the children have are a sand and water table inside the Campus.

### Family Services

The focus of the Family Services/Parent Involvement Program is on the child, the family, and the community as a group of interacting personalities. The role of the staff is to provide support to the child and family. Family Service Workers also serve as a resource to the family by serving as a liaison between the Head Start Campus, the Family, and the Community. Out of this interaction, empowerment, enhancement of problem-solving skills, and self-reliance is the desired outcome for each family system.

### Program Description and Eligibility/Enrollment

Enrollment in the Head Start/Early Head Start Program is limited to:

Families that met Federal Head Start/Early Head Start eligibility requirements.

Availability of the age-appropriate classroom slot

Parents will be notified in writing of changes to eligibility and enrollment criteria.

### Drop Off and Pick Up Procedures:

- ⇒ Sign in sheets will be available at the drop off location or in each child's classroom. When dropping off your child in the mornings, please sign your child in. Daily sheets for parent/teacher communication are located in the classroom for Early Head Start students. The parent portion needs to be filled in completely. This includes who will pick up your child.
- ⇒ When picking up your child, be sure to sign your child out.
- ⇒ Your child will be released only to the parents or a person (18 years of age or older) designated by the parent on the Enrollment information form.
- ⇒ If it is necessary for a child to be picked up by someone other than those designated, the parent must call the Campus giving permission. A photo ID will be required. Whenever possible, we will ask you to notify us in writing by fax or email if someone else picks up your child.
- ⇒ Once your child is signed out of the Campus and left the classroom, the parent or person picking the child up assumes responsibility for the child.

### Hours of Operation

- All Campuses are open Monday thru Friday from 7:30 am to 4:00 pm
- All Campuses are open from August to June.
- All Campuses will have emergency contact numbers posted.
- All information listed above will be posted in all Campuses.
- No child is accepted in the Campus after 8:30 a.m., unless approved by the Campus Director or other designated staff person.

### Late Pick-Up

Children will look forward to going home daily. All children are to be picked up no later than 3:30 p.m. Children left after this time will worry about being picked up by their parents. If the parent is not there to pick up the child, staff will begin calling emergency phone numbers. If no response is received, the legal authorities (Child Protective Services/Police) will be contacted. The classroom Teacher or Family Service Worker will review the late pick-up policy with the parents.

### Severe Weather Conditions

Head Start/Early Head Start classes abide by the public districts decision to keep schools open or to close them. Please tune into your local radio or television broadcasts. If your local school district cancels school, then your Head Start/Early Head Start classes will also be cancelled.

### Absenteeism

Regular school attendance is essential to your child's development. Excessive absenteeism could result in your child not mastering the instructional materials and jeopardize your child's enrollment in Head Start. Parents should make every effort to avoid unnecessary absences. If your child is going to be absent, it is the responsibility of the parent or guardian to inform the Campus Director or Campus Staff as soon as possible.

All dually enrolled children are required to follow the Texas Education Code 25.085:

Compulsory School Attendance, which states once a parent enrolls a child in Kindergarten or Pre-Kindergarten, the child is required to attend school regularly. According to Texas Education Code 25.092, a child must attend 90% of the school year. Penalties against parents may be imposed if a school aged student is deliberately not attending school.

If your child is out 3 times, parent must meet with the Family Service Worker. Continual absenteeism without a documented reason may result in your child being dropped from the Program after 10 consecutive days. We do not wish to drop any child from the program; however, there is a waiting list of children who would like to attend school and are willing to attend sessions on a regular basis.

Please make every effort to send your child to school daily. If you have any Questions, please contact the Campus Director.

### Up-To-Date Information

**\*IMPORTANT\*** In order to ensure timely communication in case of an emergency, late pick up, or early release, we must keep all children's information current. Please notify your child's Teacher, Campus Director or Family Service Worker immediately if any change in your current address, telephone numbers, emergency contact, and/or name change.

### Campus Visits

Parents have the right to enter and inspect the Head Start Campus without advance notice to the teachers during the school hours.

### Denial of Campus

Parents may be denied Campus visits if they pose a risk to the children in the Campus. A non-custodial parent may be denied visitation if the custodial parent has a court document and presents a written request not to permit the non-custodial parent access to the child.

### Parent Concern

Any parent may file a written or verbal complaint about the Head Start Program. To address any complaint or problem, please follow the chain of command. Report to the lead teacher. If no response report to the Campus Director. If no response report to the Head Start Program Manager at 903-756-5596 ext. 213.

### Suspension and Expulsion

No child will be suspended or expelled from the program unless necessary for the safety of the children. All measures will be taken to ensure the child can remain in the classroom.

## Transition Tips—Head Start

Is your child starting preschool? During transitions, children often need a little extra time, attention and support from their parents. School transitions also signal a new stage of family life for everyone.

Children may feel....

- Sadness at the loss of the old school, friends, neighbors ( and if a preschooler or kindergartner, separation from parents)
- Anxiety about the unknown
- Fear of not making friends, being accepted
- Apprehension about their ability to do their work or master the logistics involved ( getting lost, getting lunch, learning the rules, finding the bathrooms, etc.).

Parents may feel....

- Sadness about their child growing up and moving on to the next stage
- Anxiety about whether the new school and/or teacher are the best for their child
- Uncertainty about what their own role should be in the new setting and how the new school views parent involvement
- Awareness that their child's growing up is linked to a new stage of life for parents too, and that family will change.

## Health and Nutritional Services

Health, wellness, safety, and nutrition education for families and children

Vision and hearing screenings

Hemoglobin/Lead Screening

Blood Pressure

Height and weight measurements are completed twice during the year

Nutritious breakfast, snack (standalone Campuses only) and lunch served to each class daily. ISD Campuses will receive a supplemental snack if the child is hungry after lunch before leaving for the day. Daily menus and nutrition education are provided.

Child nutrition screening

Family nutritional counseling

### Required Screenings

Occasionally you may receive a notice that your child will be screened. Head Start/Early Head Start is required to track height, weight, hearing, vision, nutrition, anemia, developmental and speech/language screenings. It is your responsibility as a parent to review the results for your child and follow-up with any necessary referrals or appointments for your child as requested by Head Start/Early Head Start. Your Family

Service Worker is available to assist you.

### Masks

All children, over the age of two, and all staff must wear a CDC approved masks while in the center. Masks will not be worn while eating or drinking, napping, and playing outside when social distancing is allowed.

### Accidents/Illness

In the event of an accident, illness or an emergency, the Head Start/Early Head Start program will notify you and provide detailed information, including a written report. If a critical illness or emergency requires the immediate attention of a physician, the HS/EHS Staff will:

- Call 911 for emergency medical services to assess and transport your child to the nearest emergency room, if required;
- Give your child first aid treatment or CPR, if required;
- Contact the physician of record in your child's record;
- Ensure supervision of all other children in your child's group.

### Physical Examination

Before your child can enter the classroom, parents must provide a copy of the child's last physical exam signed by the doctor/clinic to the Family Service Worker. The exam must be appropriate to the child's age as recommended by the Texas Health Steps and Texas Department of State Health Services schedule (see below):

#### Physical Exam Schedule

<b>12 months Exam</b>	<b>30 months Exam</b>
15 months Exam	36 months Exam
18 months Exam	4 year Exam
24 months Exam	5 year Exam

### Dental Exam

Dental exams are required at age 1 year and every 6 months after. Parents are responsible for providing a copy of this exam to your child's Family Service Worker and complete all follow-up appointments.

If you are having difficulty obtaining a copy of your child's exam, please notify the Family Service Worker at your Campus and we will work well with you to get one.

## Daily Health Observations

A daily health check of each child is made upon arrival in the presence of the parent or caregiver. Communication between teachers and parents about the child's health status is vital to identify any specific signs or symptoms of illness and to prevent the spread of infection.

Head Start and Early Head Start Children with any symptoms of illness will not be allowed to remain in the campus and will not be allowed back on campus until fever/symptom free for 24 hours.

Temperature over 100 degrees and also has pain, behavior changes, or other symptoms of illness will not be allowed to remain in the Campus.

An unexplained rash	Conjunctivitis or pink eye, exclude with additional symptoms
Vomiting (in the past 24 hours)	Lice or nits
Diarrhea (in the past 24 hours)	A contagious disease (ex. Chicken Pox, Flu, Strep Throat, Corona Virus)
Blood or mucus in stools	Mouth sores with drooling

## Medical Conditions

Children diagnosed with medical conditions may require medications and/or medical procedures during school hours.

Medical conditions must be reported to the Campus Director and/or Family services staff. Some medical conditions will require further documentation and/or Physician's directives that will ensure proper care is given/taken when indicated.

The following Medical Conditions that will or may require further documentation and/or physician's directives are:

- Asthma—Asthma Action Plan must be completed by parent or primary care physician if indicated
- Allergies requiring EPI Pen usage—Physician's directive required. (Food, medication or Chemical allergies, insect bites, etc.)
- Catheterization—Physician's directive required
- Tube Feedings—Physician's directive required
- Seizures—Physician's directive required
- Diabetes—Physician's directive required

## Medications

No medication will be given without a parent/guardian's written permission and a

physician's written request. An Authorization for Medication Administration form can be obtained in the health office.

The following information must be on file in the school health office before ANY medication is given including sunscreen and insect repellent:

- a. Name of the medication
- b. Amount of medication to be administered
- c. Time of day or circumstance the medication is to be administered.
- d. Length of time the medication is to be administered (e.g., 1 day, 7 days or all school year, etc.)

**All medication must be in the original container and be properly labeled.**

Head Start Staff will work in collaboration with ISD Partnerships, accepting their requirements for administration and storage of medications when Head Start classrooms are located on their campus.

Students are not allowed to carry medication or self-medicate during the school day except as specified by state law.

## FOOTWEAR

Children are not allowed to wear open-toed shoes or sandals for safety reasons. A child is allowed to wear modified footwear as deemed necessary by the parent. The parent must submit a written request/authorization to verify qualifying condition. After three (3) days a doctor's statement is required for the child to continue to wear the modified footwear.

## Immunizations (Shots)

Before the child can enter the classroom or receive direct services (for example, home visits or center-based services) immunizations must be current and appropriate to the age as recommended by Texas Department of State Health Services schedule.

Parents are required to submit updated immunization records after each appointment to the Family Service Worker.

## Nutrition

### Meals

Nutritional needs and requirements are met by a variety of healthy foods, which are adequate in all nutrients. Meals are funded by USDA. USDA guidelines are followed to ensure each child gets 2/3 of the daily requirements (breakfast, lunch and an afternoon snack). Children are not to bring food from home. No homemade or home baked foods can be allowed due to health concerns.

## Policy for Children Requiring Medically Based Diets or Special Dietary Requirements

1. Children who have certified medical or special dietary needs will be served



- appropriate substitutions. This includes children with food intolerance (s).
2. The parent/guardian of the child must provide a licensed medical authority's signed statement that includes the following:
  3. The medical or special dietary needs that restricts the child's diet.
  4. The major life activity affected by the disability.
  5. The foods that must not be served to the child.
  6. The foods that must be substituted.
  7. The Food Allergy Action Form will be used to obtain special diet information needed from the child's medical doctor, as stated in the policy on special diets.

Breastfeeding mothers have the right and are encouraged to come to the program setting to feed their children when possible. The program will provide a comfortable place with a seat that enables a mother to breastfeed her child.

#### [BREAKFAST/LUNCH/SNACK TIME](#)

Breakfast will be served from 7:30 am until 8:30 am. Children who arrive after 8:30 and are hungry will receive a nutritious supplement meeting USDA requirements and licensed dietician approval.

#### [Birthday Parties/Special Occasions](#)

The Campus Director can designate one day a month for all birthdays to be observed. This day will not fall on any one child's birthday. Healthy food is greatly encouraged for special occasions. Parents may donate store bought mini cupcakes/cookies or baked chips for these occasion. A healthy/low fat snack will be served. Example: sugar free Jello with cool whip, fruit parfait, fruit-kabob.

#### [USDA/CACFP Monitor:](#)

A USDA Monitoring of the Campus will be conducted three times a year by the Nutrition Manager.

#### [Disability Services](#)

Since 1972, Head Start has operated under the requirements of a congressional mandate to make available, at a minimum, ten percent of its enrollment opportunities to children with disabilities. Head Start staff plays an important role in helping to identify children who may need special services. Staff actively recruits families and offers enrollment opportunities for children with disabilities. The Program collaborates with other agencies that assist children with disabilities to ensure that children are identified and provided a full range of services to meet individual needs. Head Start's philosophy of inclusion supports the rights of all children to be active participants in natural settings within their communities.

#### [Children with Special Needs](#)

All children enrolled in the Head Start/Early Head Start program will receive a Developmental Screening within forty-five (45) days of the child's enrollment date with parental consent.

The purpose of the Dial 4 Screener is to obtain a snapshot of a child's development in order to identify the children who may need more comprehensive evaluation. When the decision is made to refer a child for further assessment because of failed screening assessments and/or previous services, the classroom teacher will conduct a conference with the parent of the child and discuss the developmental screenings and assessments.

Children, ages six weeks to three years, also receive the Ages and Stages Screener. Any child needing further assessments will be referred to Opportunities, Inc. upon written permission from the parent. The Mental Health Advocate will assist the family throughout this process.

Children three to five years of ages with suspected disabilities are referred to the Local Educational Agencies (LEA's), once the parental consent has been obtained. Services will be provided to address developmental needs through the implementation of an Individual Educational Plan (IEP).

### Mental Health Services

In the over-arching goal of Head Start/Early Head Start to aid in the development of growth of the whole child, we strive to monitor, assess, and provide intervention related to the social, emotional, and behavioral learning needs of participating children. All Head Start/Early Head Start children will receive a social emotional screening within the first 45 days of entry using the Ages and Stages Social Emotional Screener.

We focus on developing healthy relationships with children and their caregivers, creating a supportive, nurturing, safe environment, and using age appropriate social/emotional curriculum to help children develop greater awareness and improved social functioning.

These strategies are typically effective at helping children reach social, emotional, and behavioral milestones, but for those children and families identified through early screening, teacher or parent referrals as needing additional support, more intensive individual and family interventions are available from trained mental health professionals and paraprofessionals, including observations, screenings, assessments, and treatment services for the child and family.

### Transportation

Early Head Start DOES NOT provide transportation\*

Head Start Transportation is very limited. Transportation to the Head Start Campus is provided only to those children with no transportation, or transportation issues. No bus services will be provided for children with adequate means of transportation. Families that are found with adequate transportation will be denied bus services or dropped from the bus route.

### Bus Safety

Riding on the Bus

- ⇒ Students must go to a seat and be seated immediately upon boarding.
- ⇒ The bus will not move until all children are seated and buckled.
- ⇒ Students must remain seated while the bus is moving.
- ⇒ Students should keep arms, hands, legs and heads inside the bus at all times.
- ⇒ Fighting, scuffling and the use of profane or inappropriate language is not allowed.
- ⇒ The emergency doors and exit window controls should be used only during drills or actual emergencies.

### Unloading from the Bus

- ⇒ All students will remain seated until the bus comes to a complete stop. **DO NOT RUSH!**
- ⇒ All students and Bus Monitor will move away from the bus immediately upon leaving the bus.
- ⇒ If a child must cross the street or road after getting off the bus, he/she should walk to the front of the crossing arm, then stop and look to the driver for a signal to cross in front of the bus with the Bus Monitor.

Children riding ISD school buses will follow the policies and procedures of the district.

### In-Kind

The Federal Government requires that twenty percent (20%) of the Head Start grant will be matched with contributions from parents and the community. These contributions are called “in-kind” and consist of volunteering, attending Head Start activities, donating materials, working on your child’s educational goals at home, serving on Policy Council or Head Start Committee’s and many other ways. You will be asked to fill out an “in-kind” form when services or materials are provided to the Head Start /Early Head Start Program. If goods or materials are purchased, please submit receipt.

Volunteering or becoming active at the campus or with home activities is a great way to be engaged in your child’s education and is included with the Head Start Performance Standards. All of the activities listed) but not limited to) in this handbook are ways for parents to lend a helping hand and volunteer. The activities also count a “In-Kind” for the program. See chart below

<b>Classroom of Campus Activities</b>	<b>Non-Classroom Activities</b>	<b>Home Activities</b>
Reading or telling stories to children	Working on parent or classroom bulletin boards	Cutting out items for collages, arts and crafts items
Assisting the teacher in preparing a class activity (large or small group)	Attending Parent Committee, Policy Council and Agency Committee Meetings	Typing Campus meeting minutes

Participating in Circle Time	Attending Parent Training	Scheduling Reading Time in the Home
Assisting with office task or call other parents to encourage engagement	Chaperone Field Trips	Telling your neighbors about Head Start/posting flyers in your Community
Working on the Newsletter	Assisting with Annual Self—Assessment	Completing Home Activities with your child

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**If you want to volunteer on a consistent basis we will need you to complete a background screening and a TB skin test. \***

## Head Start Parent Responsibilities

My responsibilities as a parent/guardian in the Head Start/ Early Head Start program includes;

1. Ensure my child attends the program consistently and on time to support his/her development.
2. Participate actively in the program and take advantage of the opportunities that the program offers.
3. Work with teachers, faculty, and other families in a cooperative manner.
4. Be open to new ideas and experiences that can benefit me and my children.
5. Help make the HS/HS program better by offering my opinions, constructive criticism, and suggestions.
6. Ask questions of my child's Teacher, Family Service Worker, and the Campus Director or other members of the staff.
7. Reinforces what my child learns at the program by working with my child at home.
8. Ensure that my child is up to date on all required medical and dental needs.
9. Participate in two home visits each year with my child's Teacher and Family Service Worker.
10. Participate in two Parent/Teacher Conferences per year.
11. Ensure that my child has extra clothing at the center and has items for nap time.

# Community Services Head Start 2023/2024 Menu

## Cycle One

+ MEANS A GOOD SOURCE OF VITAMIN A

\* MEANS A GOOD SOURCE OF VITAMIN C



The quantities of food specified are the minimum serving size for children ages 3-5 based on the Child and Adult Food Program

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Milk</b> - 3/4 c / 1/2 pt. <b>Fruit/vegetable</b> - 1/2 c <b>Grain</b> - 1/2 oz. eq. <b>Meat/ma</b> - maybe served 3 times a week in place of grain	BREAKFAST	MILK CINNAMON PEARS SAUSAGE BISCUIT**	MILK BANANA GOLDEN PORRIDGE	MILK FRESH FRUIT* WG CEREAL	MILK BERRY PINEAPPLE MIX *+ WW TOAST	MILK PEACHES MINI BAGEL**
<b>Milk</b> - 3/4 c or 1/2 pt. <b>Vegetable</b> - 1/4 c <b>Fruit</b> - 1/4 c <b>Grain</b> - 1/2 oz eq. <b>Meat/ma</b> - 1 1/2 oz eq.	LUNCH	MILK TROPICAL FRUIT*+ WW ROLL CHIX MIX	MILK PEAS & CARROTS*+ SWEET POTATO FRIES SLOPPY JOE	MILK SPINACH SALAD MIX *+ w/diced tomatoes BROWN RICE PINEAPPLE CHICKEN*	MILK GREEN BEANS ORANGE SMILES* BURGER WONDERLAND*+	MILK PINTO BEANS COLESLAW*+ CORNBREAD FISH**
<b>Serve 2 of the 5</b> <b>Milk</b> - 1/2 c <b>Vegetable</b> - 1/2 c <b>Fruit</b> - 1/2 c <b>Grain</b> -1/2 oz eq. <b>Meat/ma</b> - 1/2 oz	PM SNACK	MANDARIN ORANGES* GRAHAM CRACKERS WATER	WHEAT THIN CRACKERS** CHEESE STICK WATER	FRESH VEGETABLES YOGURT DIP WATER	CHEESE TOAST WATER	RICE CAKE SUNBUTTER WATER

EXAMPLE OF SEASONAL FRESH FRUIT : Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mangos, Kiwi, or Plum

The Milk we serve is 1/2 pint of 1% Unflavored, white.

\*\* CN Product

Milk is served with Breakfast and Lunch. ( Lactose free milk is served for children with milk allergies that have a Doctor statement)

\*\*\* We serve 1/2 cup water with our pm snacks



# Community Services Head Start 2023/ 2024 Menu



## Cycle Two

+ MEANS A GOOD SOURCE OF VITAMIN A

\* MEANS A GOOD SOURCE OF VITAMIN C

The quantities of food specified are the minimum serving size for children ages 3-5 based on the Child and Adult Food Program

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Milk</b> - 3/4 c / 1/2 pt. <b>Fruit/vegetable</b> - 1/2 c <b>Grain</b> - 1/2 oz. eq. <b>Meat/ma</b> - maybe served 3 times a week in place of grain	BREAKFAST	MILK MIXED FRUIT WW BISCUIT w/jelly 1/2 BOILED EGG	MILK BERRY BANANA SPLIT*+	MILK APRICOTS*+ CINNAMON TOAST	MILK FRESH FRUIT WG CEREAL	MILK APPLESAUCE MINI CINNAMON ROLL**
<b>Milk</b> - 3/4 c or 1/2 pt. <b>Vegetable</b> - 1/4 c <b>Fruit</b> - 1/4 c <b>Grain</b> - 1/2 oz eq. <b>Meat/ma</b> - 1 1/2 oz eq.	LUNCH	MILK COLESLAW*+ SWEET POTATO FRIES CHOPPED BBQ CHICKEN SLIDDER	MILK APPLE SMILES* BEAN TOSTADA+	MILK GREEN BEANS CORNBREAD KICKIN' CHICKEN*+	MILK PEAS & CARROTS*+ ROSIE PEARS WW ROLL SALISBURY STEAK	MILK SPINACH MIX SALAD w/diced tomatoes*+ ORANGE SMILES* BEEF & CHEESE NACHOS
<b>Serve 2 of the 5</b> <b>Milk</b> - 1/2 c <b>Vegetable</b> - 1/2 c <b>Fruit</b> - 1/2 c <b>Grain</b> -1/2 oz eq. <b>Meat/ma</b> - 1/2 oz	PM SNACK	WG GOLDFISH PRETZEL CRACKERS** YOGURT GO-GURT** WATER	PITA POCKET SUNBUTTER WATER	FRUIT-ASTIC SALSA*+ BUG BITE GRAHAM CRACKERS** WATER	TROPICAL SMOOTHIE* GRAHAM CRACKERS WATER	PEACHES 1/2 WW TOAST WATER

EXAMPLE OF SEASONAL FRESH FRUIT : Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mangos, Kiwi, or Plum

The Milk we serve is 1/2 pint of 1% Unflavored, white.

\*\* CN Product

Milk is served with Breakfast and Lunch. ( Lactose free milk is served for children with milk allergies that have a Doctor statement)

\*\*\* We serve 1/2 cup water with our pm snacks

# Community Services Head Start 2023/2024 Menu

## Cycle Three

+ MEANS A GOOD SOURCE OF VITAMIN A

\* MEANS A GOOD SOURCE OF VITAMIN C



The quantities of food specified are the minimum serving size for children ages 3-5 based on the Child and Adult Food Program

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Milk</b> - 3/4 c / 1/2 pt. <b>Fruit/vegetable</b> - 1/2 c <b>Grain</b> - 1/2 oz. eq. <b>Meat/ma</b> - maybe served 3 times a week in place of grain	BREAKFAST	MILK BANANA WG CEREAL	MILK APRICOTS*+ WW PANCAKE**	MILK TROPICAL FRUIT*+ GOLDEN PORRIDGE	MILK CINNAMON PEARS SAUSAGE BISCUIT**	MILK MIXED BERRIES*+ RICE CAKE
<b>Milk</b> - 3/4 c or 1/2 pt. <b>Vegetable</b> - 1/4 c <b>Fruit</b> - 1/4 c <b>Grain</b> - 1/2 oz eq. <b>Meat/ma</b> - 1 1/2 oz eq.	LUNCH	MILK BROCCOLI*+ MIXED FRUIT CHEESE RAVIOLI**	MILK CARROTS* APPLES SMILES* CHICKEN & WAFFLE	MILK SPINACH SALAD MIX w/diced tomatoes*+ MANDARIN ORANGES* PEPPERONI PIZZA**	MILK MANGOS*+ MONSTER MARINARA*	MILK GREEN SALAD MIX w/shredded carrots* SWEET POTATO FRIES CRABBY PATTY BURGER**
<b>Serve 2 of the 5</b> <b>Milk</b> - 1/2 c <b>Vegetable</b> - 1/2 c <b>Fruit</b> - 1/2 c <b>Grain</b> -1/2 oz eq. <b>Meat/ma</b> - 1/2 oz	PM SNACK	BUG BITES GRAHAM CRACKERS** YOGURT GO-GURT** WATER	PEACHES RICE CAKE WATER	WW TOAST SUNBUTTER WATER	WG CHEEZ-IT CRACKERS** CHEESE WATER	HERRY'S BLUEBERRY LEMON PARFAIT*+ WATER

EXAMPLE OF SEASONAL FRESH FRUIT : Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mangos, Kiwi, or Plum

The Milk we serve is 1/2 pint of 1% Unflavored, white.

\*\* CN Product

Milk is served with Breakfast and Lunch. ( Lactose free milk is served for children with milk allergies that have a Doctor statement)

\*\*\* We serve 1/2 cup water with our pm snacks

# Community Services Head Start 2023/2024 Menu

## Cycle Four

+ MEANS A GOOD SOURCE OF VITAMIN A

\* MEANS A GOOD SOURCE OF VITAMIN C



The quantities of food specified are the minimum serving size for children ages 3-5 based on the Child and Adult Food Program

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Milk</b> - 3/4 c / 1/2 pt. <b>Fruit/vegetable</b> - 1/2 c <b>Grain</b> - 1/2 oz. eq. <b>Meat/ma</b> - maybe served 3 times a week in place of grain	BREAKFAST	MILK MIXED FRUIT MINI BAGEL**	MILK MANDARIN ORANGE 1/2 CINNAMON TOAST BOILED EGG	MILK BERRY BANANA SPLIT*+	MILK FRESH FRUIT* WG CEREAL	MILK BERRY*+ WW PANCAKE**
<b>Milk</b> - 3/4 c or 1/2 pt. <b>Vegetable</b> - 1/4 c <b>Fruit</b> - 1/4 c <b>Grain</b> - 1/2 oz eq. <b>Meat/ma</b> - 1 1/2 oz eq.	LUNCH	MILK BROCCOLLI SALAD*+ ORANGE SMILES* CHICKEN SALAD IN A POCKET	MILK PINTO BEANS COLESLAW*+ CORNBREAD FISH**	MILK FRESH FRUIT SALAD* CHICKEN RAMEN*	MILK MEXICAN CORN GREEN SALAD MIX w/diced tomatoes*+ BEAN & CHEESE BURRITO**	MILK GREEN BEANS BROWN RICE PINEAPPLE CHICKEN*
<b>Serve 2 of the 5</b> <b>Milk</b> - 1/2 c <b>Vegetable</b> - 1/2 c <b>Fruit</b> - 1/2 c <b>Grain</b> -1/2 oz eq. <b>Meat/ma</b> - 1/2 oz	PM SNACK	WHEAT THIN CRACKERS** CHEESE WATER	1/2 SUNBUTTER SANDWICH WATER	FRUIT-ASTIC SALSA*+ TORTILLA CHIPS WATER	TROPICAL SMOOTHIE*+ GRAHAM CRACKER WATER	WG GOLDFISH PRETZEL CRACKERS** CHEESE WATER

EXAMPLE OF SEASONAL FRESH FRUIT : Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mangos, Kiwi, or Plum

The Milk we serve is 1/2 pint of 1% Unflavored, white.

\*\* CN Product

Milk is served with Breakfast and Lunch. ( Lactose free milk is served for children with milk allergies that have a Doctor statement)

\*\*\* We serve 1/2 cup water with our pm snacks



# Community Services Head Start 2023/2024 Menu

## Cycle Five

+ MEANS A GOOD SOURCE OF VITAMIN A

\* MEANS A GOOD SOURCE OF VITAMIN C



The quantities of food specified are the minimum serving size for children ages 3-5 based on the Child and Adult Food Program

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Milk</b> - 3/4 c / 1/2 pt. <b>Fruit/vegetable</b> - 1/2 c <b>Grain</b> - 1/2 oz. eq. <b>Meat/ma</b> - maybe served 3 times a week in place of grain	BREAKFAST	MILK ROSIE PEARS SAUSAGE BISCUIT	MILK PEACHES CINNAMON TOAST	MILK BANANA WG CEREAL	MILK ROSIE APRICOTS*+ GOLDEN PORRIDGE	MILK APPLESAUCE MINI CINNAMON ROLL**
<b>Milk</b> - 3/4 c or 1/2 pt. <b>Vegetable</b> - 1/4 c <b>Fruit</b> - 1/4 c <b>Grain</b> - 1/2 oz eq. <b>Meat/ma</b> - 1 1/2 oz eq.	LUNCH	MILK BERRIES*+ ROLY POLY ROLL-UP +	MILK GREEN BEANS MANGO*+ BURGER WONDERLAND*+	MILK TROPICAL FRUIT*+ PITA BREAD CHIX MIX	MILK APPLE SMILES* SWEET POTATO FRIES SLOPPY JOE	MILK BROCCOLI SALAD*+ MIXED FRUIT CHEESE RAVIOLI**
<b>Serve 2 of the 5</b> <b>Milk</b> - 1/2 c <b>Vegetable</b> - 1/2 c <b>Fruit</b> - 1/2 c <b>Grain</b> -1/2 oz eq. <b>Meat/ma</b> - 1/2 oz	PM SNACK	APPLESAUCE BUG BITES GRAHAM CRACKERS** WATER	PINEAPPLE* YOGURT GO-GURT WATER	HERRY'S BLUEBERRY LEMON PARFAIT*+ WATER	WG CHEEZ-IT CRACKER** CHEESE STICK WATER	1/2 SUNBUTTER SANDWICH WATER

EXAMPLE OF SEASONAL FRESH FRUIT : Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mangos, Kiwi, or Plum

The Milk we serve is 1/2 pint of 1% Unflavored, white.

\*\* CN Product

Milk is served with Breakfast and Lunch. ( Lactose free milk is served for children with milk allergies that have a Doctor statement)

\*\*\* We serve 1/2 cup water with our pm snacks

# Community Services Head Start 2023/2024 Menu

## Cycle Six

+ MEANS A GOOD SOURCE OF VITAMIN A

\* MEANS A GOOD SOURCE OF VITAMIN C



The quantities of food specified are the minimum serving size for children ages 3-5 based on the Child and Adult Food Program

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Milk</b> - 3/4 c / 1/2 pt. <b>Fruit/vegetable</b> - 1/2 c <b>Grain</b> - 1/2 oz. eq. <b>Meat/ma</b> - maybe served 3 times a week in place of grain	BREAKFAST	MILK PINEAPPLE BERRY MIX*+ WW PANCAKE**	MILK PEACHES WW TOAST w/jelly	MILK ROSIE APPLESAUCE SAUSAGE BISCUIT	MILK BANANA WG CEREAL	MILK MANDARIN ORANGES WW BISCUIT w/jelly
<b>Milk</b> - 3/4 c or 1/2 pt. <b>Vegetable</b> - 1/4 c <b>Fruit</b> - 1/4 c <b>Grain</b> - 1/2 oz eq. <b>Meat/ma</b> - 1 1/2 oz eq.	LUNCH	MILK GREEN BEANS ORANGE SMILES* CORNBREAD SALISBURY STEAK	MILK CUCUMBER, TOMATO & BELL PEPPER MIX*+ PEARS CHICKEN SLIDDER	MILK APRICOTS*+ BEAN TOSTADA+	MILK BROCCOLI*+ APPLE SMILES* CHICKEN & WAFFLE	MILK GREEN SALAD MIX* MANGO*+ PEPPERONI PIZZA**
<b>Serve 2 of the 5</b> <b>Milk</b> - 1/2 c <b>Vegetable</b> - 1/2 c <b>Fruit</b> - 1/2 c <b>Grain</b> -1/2 oz eq. <b>Meat/ma</b> - 1/2 oz	PM SNACK	WG GOLDFISH PRETZEL CRACKERS** CHEESE WATER	FRESH FRUIT SALAD* YOGURT DIP WATER	FRESH VEGETABLES* SUNBUTTER WATER	CHEESE TOAST WATER	MIXED FRUIT GRAHAM CRACKERS WATER

EXAMPLE OF SEASONAL FRESH FRUIT : Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mangos, Kiwi, or Plum

The Milk we serve is 1/2 pint of 1% Unflavored, white.

\*\* CN Product

Milk is served with Breakfast and Lunch. ( Lactose free milk is served for children with milk allergies that have a Doctor statement)

\*\*\* We serve 1/2 cup water with our pm snacks



# Community Services

## Early Head Start 2023/2024 Menu

### Cycle One



+ MEANS A GOOD SOURCE OF VITAMIN A

\* MEANS A GOOD SOURCE OF VITAMIN C

The quantities of food specified are the minimum serving size for children ages 12 months - 36 months based on the Child and Adult Care Food Program

Component size	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Milk</b> - 1/2 c <b>Fruit/vegetable</b> - 1/ 4c <b>Grain</b> - 1/2 oz. eq. <b>Meat/ma</b> - may be served 3 times a week in place of grain	<b>BREAKFAST</b>  MILK CINNAMON PEARS 1/2 SAUSAGE BISCUIT **	<b>BREAKFAST</b>  MILK BANANA GOLDEN PORRIDGE	<b>BREAKFAST</b>  MILK FRESH FRUIT* WG CEREAL	<b>BREAKFAST</b>  MILK BERRY PINEAPPLE MIX **+ WW TOAST	<b>BREAKFAST</b>  MILK PEACHES MINI BAGEL**
<b>Milk</b> - 1/2c <b>Vegetable</b> - 1/8 c <b>Fruit</b> - 1/8 c <b>Grain</b> - 1/2 oz eq. <b>Meat/ma</b> - 1 oz eq.	<b>LUNCH</b>  MILK TROPICAL FRUIT*+ WW ROLL CHIX MIX	<b>LUNCH</b>  MILK PEAS & CARROTS*+ SWEET POTATO FRIES MINI SLOPPY JOE	<b>LUNCH</b>  MILK SPINACH SALAD MIX w/diced tomatoes*+ BROWN RICE PINEAPPLE CHICKEN*	<b>LUNCH</b>  MILK GREEN BEANS ORANGE SMILES* BURGER WONDERLAND*+	<b>LUNCH</b>  MILK PINTO BEANS COLESLAW*+ CORNBREAD FISH**
<b>Serve 2 of the 5</b> <b>Milk</b> - 1/2 c <b>Vegetable</b> - 1/2 c <b>Fruit</b> - 1/2 c <b>Grain</b> -1/2 oz eq. <b>Meat/ma</b> - 1/2 oz	<b>PM SNACK</b>  MANDARIN ORANGES* GRAHAM CRACKERS WATER	<b>PM SNACK</b>  WHEAT THIN CRACKERS** CHEESE SLICE WATER	<b>PM SNACK</b>  CUCUMBER SLICES YOGURT DIP WATER	<b>PM SNACK</b>  CHEESE TOAST WATER	<b>PM SNACK</b>  RICE CAKE SUNBUTTER WATER

**Milk is served with Breakfast and Lunch.** ( Lactose free milk is served for children with lactose intolerance that have a Doctor's statement)

**The Milk we serve** is whole unflavored to 1-2 years of age: 2-3 years of age we serve 1% unflavored milk.

\*\* CN Product

**Example of Seasonal Fresh Fruit:** Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mango, Kiwi, or Plum

**\*\*\* We serve 1/2 cup water with our pm snacks**



# Community Services

## Early Head Start 2023/2024 Menu

### Cycle Two



+ MEANS A GOOD SOURCE OF VITAMIN A  
\* MEANS A GOOD SOURCE OF VITAMIN C

The quantities of food specified are the minimum serving size for children ages 12 months - 36 months based on the Child and Adult Care Food Program

Component size	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Milk - 1/2 c</b> <b>Fruit/vegetable - 1/ 4c</b> <b>Grain- 1/2 oz. eq.</b> <b>Meat/ma-</b> may be served 3 times a week in place of grain	<b>BREAKFAST</b> MILK MIXED FRUIT WW BISCUIT w/jelly	MILK BERRY BANANA SPLIT*+	MILK APRICOTS*+ 1/2 CINNAMON TOAST	MILK FRESH FRUIT WG CEREAL	MILK APPLESAUCE MINI CINNAMON ROLL**
<b>Milk - 1/2c</b> <b>Vegetable- 1/8 c</b> <b>Fruit- 1/8 c</b> <b>Grain- 1/2 oz eq.</b> <b>Meat/ma - 1 oz eq.</b>	<b>LUNCH</b> MILK COLESLAW*+ SWEET POTATO FRIES CHOPPED BBQ CHICKEN SLIDDER	MILK APPLE SMILES* BEAN TOSTADA+	MILK GREEN BEANS CORNBREAD KICKIN' CHICKEN*+	MILK PEAS & CARROTS*+ ROSIE PEARS WW ROLL SALISBURY STEAK	MILK SPINACH MIX SALAD w/diced tomatoes*+ ORANGE SMILES* BEEF & CHEESE NACHOS
<b>Serve 2 of the 5</b> <b>Milk - 1/2 c</b> <b>Vegetable - 1/2 c</b> <b>Fruit - 1/2 c</b> <b>Grain -1/2 oz eq.</b> <b>Meat/ma - 1/2 oz</b>	<b>PM SNACK</b> WG GOLDFISH PRETZEL CRACKERS** YOGURT GO-GURT** WATER	CRACKERS BEAN DIP WATER	FRUIT-ASTIC SALSA*+ BUG BITE GRAHAM CRACKERS** WATER	TROPICAL SMOOTHIE* GRAHAM CRACKERS WATER	PEACHES 1/2 WW TOAST WATER

**Milk is served with Breakfast and Lunch.** ( Lactose free milk is served for children with lactose intolerance that have a Doctor's statement)

**The Milk we serve** is whole unflavored to 1-2 years of age: 2-3 years of age we serve 1% unflavored milk.

\*\* CN Product

**Example of Seasonal Fresh Fruit:** Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mango, Kiwi, or Plum

\*\*\* We serve 1/2 cup water with our pm snacks



# Community Services

## Early Head Start 2023/2024 Menu

### Cycle Three



+ MEANS A GOOD SOURCE OF VITAMIN A  
\* MEANS A GOOD SOURCE OF VITAMIN C

The quantities of food specified are the minimum serving size for children ages 12 months - 36 months based on the Child and Adult Care Food Program

Component size	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>BREAKFAST</b> Milk - 1/2 c Fruit/vegetable - 1/4 c Grain- 1/2 oz. eq. Meat/ma- may be served 3 times a week in place of grain	MILK BANANA WG CEREAL	MILK APRICOTS*+ WW PANCAKE**	MILK TROPICAL FRUIT*+ GOLDEN PORRIDGE	MILK CINNAMON PEARS 1/2 SAUSAGE BISCUIT**	MILK MIXED BERRIES*+ RICE CAKE
<b>LUNCH</b> Milk - 1/2c Vegetable- 1/8 c Fruit- 1/8 c Grain- 1/2 oz eq. Meat/ma - 1 oz eq.	MILK BROCCOLI*+ MIXED FRUIT CHEESE RAVIOLI**	MILK CARROTS* APPLE SMILES* CHICKEN & WAFFLE	MILK SPINACH SALAD MIX w/diced tomatoes*+ MANDARIN ORANGES* PEPPERONI PIZZA**	MILK MANGOS*+ MONSTER MARINARA*	MILK GREEN SALAD MIX w/shredded carrots* SWEET POTATO FRIES CRABBY PATTY BURGER**
<b>PM SNACK</b> Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/ma - 1/2 oz	BUG BITES GRAHAM CRACKERS** YOGURT GO-GURT** WATER	PEACHES RICE CAKE WATER	GRAHAM CRACKERS SUNBUTTER WATER	WG CHEEZ-IT CRACKERS** CHEESE SLICE WATER	HERRY'S BLUEBERRY LEMON PARFAIT*+ WATER

**Milk is served with Breakfast and Lunch.** ( Lactose free milk is served for children with lactose intolerance that have a Doctor's statement)

**The Milk we serve** is whole unflavored to 1-2 years of age: 2-3 years of age we serve 1% unflavored milk.

\*\* CN Product

**Example of Seasonal Fresh Fruit:** Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mango, Kiwi, or Plum

\*\*\* We serve 1/2 cup water with our pm snacks



# Community Services

## Early Head Start 2023/2024 Menu



### Cycle Four

+ MEANS A GOOD SOURCE OF VITAMIN A

\* MEANS A GOOD SOURCE OF VITAMIN C

The quantities of food specified are the minimum serving size for children ages 12 months - 36 months based on the Child and Adult Care Food Program

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Milk</b> - 1/2 c <b>Fruit/vegetable</b> - 1/ 4c <b>Grain</b> - 1/2 oz. eq. <b>Meat/ma</b> - may be served 3 times a week in place of grain	BREAKFAST	MILK MIXED FRUIT MINI BAGEL**	MILK MANDARIN ORANGE 1/2 CINNAMON TOAST 1/2 BOILED EGG	MILK BERRY BANANA SPLIT*+	MILK FRESH FRUIT* WG CEREAL	MILK BERRY*+ WW PANCAKE**
<b>Milk</b> - 1/2c <b>Vegetable</b> - 1/8 c <b>Fruit</b> - 1/8 c <b>Grain</b> - 1/2 oz eq. <b>Meat/ma</b> - 1 oz eq.	LUNCH	MILK BROCCOLLI SALAD*+ ORANGE SMILES* MINI CHICKEN SALAD SANDWICH	MILK PINTO BEANS COLESLAW*+ CORNBREAD FISH**	MILK FRESH FRUIT SALAD* CHICKEN RAMEN*	MILK MEXICAN CORN GREEN SALAD MIX w/diced tomatoes*+ CHEESE QUESADILLA	MILK GREEN BEANS BROWN RICE PINEAPPLE CHICKEN*
<b>Serve 2 of the 5</b> <b>Milk</b> - 1/2 c <b>Vegetable</b> - 1/2 c <b>Fruit</b> - 1/2 c <b>Grain</b> -1/2 oz eq. <b>Meat/ma</b> - 1/2 oz	PM SNACK	WHEAT THIN CRACKERS** YOGURT GO-GURT** WATER	1/2 SUNBUTTER SANDWICH WATER	FRUIT-ASTIC SALSA*+ TORTILLA CHIPS WATER	TROPICAL SMOOTHIE*+ GRAHAM CRACKER WATER	WG GOLDFISH PRETZEL CRACKERS** CHEESE WATER

**Milk is served with Breakfast and Lunch.** ( Lactose free milk is served for children with lactose intolerance that have a Doctor's statement)

The Milk we serve is whole unflavored to 1-2 years of age: 2-3 years of age we serve 1% unflavored milk.

\*\* CN Product

Example of Seasonal Fresh Fruit: Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mango, Kiwi, or Plum

\*\*\* We serve 1/2 cup water with our pm snacks



# Community Services

## Early Head Start 2023/2024 Menu

### Cycle Five



+ MEANS A GOOD SOURCE OF VITAMIN A  
\* MEANS A GOOD SOURCE OF VITAMIN C

The quantities of food specified are the minimum serving size for children ages 12 months - 36 months based on the Child and Adult Care Food Program

Component size	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>BREAKFAST</b>  <b>Milk - 1/2 c</b> <b>Fruit/vegetable - 1/4 c</b> <b>Grain- 1/2 oz. eq.</b> <b>Meat/ma-</b> may be served 3 times a week in place of grain	MILK ROSIE PEARS 1/2 SAUSAGE BISCUIT	MILK PEACHES 1/2 CINNAMON TOAST	MILK BANANA WG CEREAL	MILK ROSIE APRICOTS*+ GOLDEN PORRIDGE	MILK APPLESAUCE MINI CINNAMON ROLL**
<b>LUNCH</b>  <b>Milk - 1/2c</b> <b>Vegetable- 1/8 c</b> <b>Fruit- 1/8 c</b> <b>Grain- 1/2 oz eq.</b> <b>Meat/ma - 1 oz eq.</b>	MILK BERRIES*+ ROLY POLY ROLL-UP +	MILK GREEN BEANS MANGO*+ BURGER WONDERLAND*+	MILK TROPICAL FRUIT*+ 1/2 WW BREAD CHIX MIX	MILK APPLE SMILES* SWEET POTATO FRIES MINI SLOPPY JOE	MILK BROCCOLI SALAD*+ MIXED FRUIT CHEESE RAVIOLI**
<b>PM SNACK</b>  <b>Serve 2 of the 5</b> <b>Milk - 1/2 c</b> <b>Vegetable - 1/2 c</b> <b>Fruit - 1/2 c</b> <b>Grain -1/2 oz eq.</b> <b>Meat/ma - 1/2 oz</b>	APPLESAUCE BUG BITES GRAHAM CRACKERS** WATER	PINEAPPLE* YOGURT GO-GURT WATER	HERRY'S BLUEBERRY LEMON PARFAIT*+ WATER	WG CHEEZ-IT CRACKER** CHEESE STICK WATER	GRAHAM CRACKERS SUNBUTTER WATER

**Milk is served with Breakfast and Lunch.** ( Lactose free milk is served for children with lactose intolerance that have a Doctor's statement)

**The Milk we serve** is whole unflavored to 1-2 years of age: 2-3 years of age we serve 1% unflavored milk.

\*\* CN Product

**Example of Seasonal Fresh Fruit:** Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mango, Kiwi, or Plum

\*\*\* We serve 1/2 cup water with our pm snacks



# Community Services

## Early Head Start 2023/2024 Menu

### Cycle Six



+ MEANS A GOOD SOURCE OF VITAMIN A  
\* MEANS A GOOD SOURCE OF VITAMIN C

The quantities of food specified are the minimum serving size for children ages 12 months - 36 months based on the Child and Adult Care Food Program

Component size	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>BREAKFAST</b> Milk - 1/2 c Fruit/vegetable - 1/4c Grain- 1/2 oz. eq. Meat/ma- may be served 3 times a week in place of grain	MILK PINEAPPLE BERRY MIX*+ WW PANCAKE**	MILK PEACHES 1/2 WW TOAST w/jelly	MILK ROSIE APPLESAUCE 1/2 SAUSAGE BISCUIT	MILK BANANA WG CEREAL	MILK MANDARIN ORANGES WW BISCUIT w/jelly
<b>LUNCH</b> Milk - 1/2c Vegetable- 1/8 c Fruit- 1/8 c Grain- 1/2 oz eq. Meat/ma - 1 oz eq.	MILK GREEN BEANS ORANGE SMILES* CORNBREAD SALISBURY STEAK	MILK CUCUMBER, TOMATO & BELL PEPPER MIX*+ PEARS CHICKEN SLIDDER	MILK APRICOTS*+ BEAN TOSTADA+	MILK BROCCOLI*+ APPLE SMILES* CHICKEN & WAFFLE	MILK GREEN SALAD MIX* MANGO*+ PEPPERONI PIZZA**
<b>PM SNACK</b> Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/ma - 1/2 oz	GRAHAM CRACKERS CHEESE SLICE WATER	FRESH FRUIT SALAD* YOGURT DIP WATER	DICED CUCUMBERS* YOGURT DIP WATER	CHEESE TOAST WATER	MIXED FRUIT GRAHAM CRACKERS WATER

**Milk is served with Breakfast and Lunch.** ( Lactose free milk is served for children with lactose intolerance that have a Doctor's statement)

**The Milk we serve** is whole unflavored to 1-2 years of age: 2-3 years of age we serve 1% unflavored milk.

\*\* CN Product

**Example of Seasonal Fresh Fruit:** Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mango, Kiwi, or Plum

\*\*\* We serve 1/2 cup water with our pm snacks



# Head Start

## Financial Report for the month of April 2023

(March 2023 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>12 month program ending 11-30-2022</i>							
Personnel	\$2,147,995.00	\$233,792.80	\$630,959.79	\$1,517,035.21	\$178,999.58	\$715,998.33	\$85,038.54
Fringe Benefits	\$526,259.00	\$49,667.43	\$167,919.42	\$358,339.58	\$43,854.92	\$175,419.67	\$7,500.25
Travel (4120)	\$10,000.00	\$1,236.12	\$2,234.59	\$7,765.41	\$833.33	\$3,333.33	\$1,098.74
Equipment	\$35,000.00	\$0.00	\$0.00	\$35,000.00	\$2,916.67	\$11,666.67	\$11,666.67
Supplies	\$189,500.00	\$16,709.95	\$35,671.23	\$153,828.77	\$15,791.67	\$63,166.67	\$27,495.44
Contractual	\$275,350.00	\$0.00	\$0.00	\$275,350.00	\$22,945.83	\$91,783.33	\$91,783.33
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$30,381.00	\$4,724.91	\$11,096.91	\$19,284.09	\$2,531.75	\$10,127.00	(\$969.91)
Other (4122)	\$858,320.00	\$137,161.98	\$289,217.33	\$569,102.67	\$71,526.67	\$286,106.67	(\$3,110.66)
<b>Total</b>	<b>\$4,072,805.00</b>	<b>\$443,293.19</b>	<b>\$1,137,099.27</b>	<b>\$2,935,705.73</b>	<b>\$339,400.42</b>	<b>\$1,357,601.67</b>	<b>\$220,502.40</b>
T&TA	\$40,381.00	\$5,961.03	\$13,331.50	\$27,049.50	\$3,365.08	\$13,460.33	\$128.83
<b>Total</b>							
USDA Reimbursements through February 2023							\$35,756.95
Estimated USDA Reimbursement for March 2023							\$13,508.79
							<u>\$269,768.14</u>
							Resulting (over)/under with USDA

\* Total Over/Under without USDA

Accruals: \$4.00  
 Actual year end payroll accrual \$75,600.00

<b>Further Analysis</b>	
Number of children	465
Number of classrooms	26

<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>	
Per Classroom	\$156,646.35	\$17,049.74	\$43,734.59	\$13,053.86	\$52,215.45	\$8,480.86
Per Child	\$8,758.72	\$953.32	\$2,445.37	\$729.89	\$2,919.57	\$474.20

IN-KIND (Non-Federal Share)				
	Needed	This month	Total	Still need
	\$1,018,201.00	\$146,241.02	\$535,666.09	\$482,534.91

# Head Start C6

## Financial Report for the month of April 2023

(March 2023 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>
<i>program ending 03/31/2023</i>				
Personnel	\$254,594.00	\$0.00	\$226,627.92	\$27,966.08
Supplies	\$111,556.00	\$14,741.51	\$40,345.64	\$71,210.36
Other	\$180,591.00	\$1,916.37	\$21,260.32	\$159,330.68
Total	\$546,741.00	\$16,657.88	\$288,233.88	\$258,507.12

# Early Head Start

## Financial Report for the month of April 2023

(March 2023 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>12 month program ending 11-30-2022</i>							
Personnel	\$134,771.00	\$18,750.42	\$55,804.78	\$78,966.22	\$11,230.92	\$44,923.67	(\$10,881.11)
Fringe Benefits	\$33,019.00	\$4,433.92	\$15,806.62	\$17,212.38	\$2,751.58	\$11,006.33	(\$4,800.29)
Travel (4120)	\$2,190.00	\$6.89	\$275.40	\$1,914.60	\$182.50	\$730.00	\$454.60
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$19,350.00	\$252.73	\$1,405.11	\$17,944.89	\$1,612.50	\$6,450.00	\$5,044.89
Contractual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$3,067.00	\$796.84	\$1,324.84	\$1,742.16	\$255.58	\$1,022.33	(\$302.51)
Other (4122)	\$50,741.00	\$6,722.20	\$9,748.97	\$40,992.03	\$4,228.42	\$16,913.67	\$7,164.70
<b>Total</b>	<b>\$243,138.00</b>	<b>\$30,963.00</b>	<b>\$84,365.72</b>	<b>\$158,772.28</b>	<b>\$20,261.50</b>	<b>\$81,046.00</b>	<b>(\$3,319.72)</b>
T&TA	\$5,257.00	\$803.73	\$1,600.24	\$3,656.76	\$438.08	\$1,752.33	\$152.09
<b>Total</b>							
USDA Reimbursements through February 2023							\$4,408.62
Estimated USDA Reimbursement for March 2023							\$2,136.91
							<u>\$3,225.81</u>
							Resulting (over)/under with USDA

\* Total Over/Under without USDA

### Accruals:

Actual year end payroll accrual \$7,200

\$4.00

<b>Further Analysis</b>	
Number of children	16
Number of classrooms	2

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$121,569.00	\$15,481.50	\$42,182.86	\$10,130.75	\$40,523.00	(\$1,659.86)
Per Child	\$15,196.13	\$1,935.19	\$5,272.86	\$1,266.34	\$5,065.38	(\$207.48)

<b>IN-KIND (Non-Federal Share)</b>				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$243,138.00	\$2,131.64	\$8,434.42	\$234,703.58

# Early Head Start C6

## Financial Report for the month of April 2023

(March 2023 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>
<i>program ending 03/31/2023</i>				
Personnel	\$12,606.00	\$0.00	\$13,555.35	(\$949.35)
Supplies	\$6,761.00	\$163.94	\$1,482.11	\$5,278.89
Other	\$9,409.00	\$50.81	\$873.40	\$8,535.60
Total	\$28,776.00	\$214.75	\$15,910.86	\$12,865.14

# HEAD START and EHS NUTRITION PROGRAM

April 2023 Financial Report

For the month of March 2023

## CACFP

		<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$	10,181.56	43,172.40
Administrative Labor		2,165.48	7,206.17
Food		8,284.13	60,123.28
Supplies & Equipment		755.29	4,836.51
Purchased Services		-	0.00
Financial Costs		-	0.00
Media Costs		-	0.00
Operating Org Cost		-	878.00
Other		-	146.49
Total	\$	21,386.46	\$ 116,362.85

**\*\*Operating Labor includes C5 and C6 money\*\***

TDHS REVENUE 15,645.70 85,533.40  
(Income Starts October 2022)

# CSBG 2023

**Financial Report for the month of April 2023**

CSBG Current Program (March 2023 Expenditures)

% of contract	25%
% of money	#DIV/0!

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly</u> <u>Budget</u>	<u>YTD</u> <u>Budget</u>	<u>(Over)/Under</u>
<i>Community Services Block Grant (CSBG) 12 month program ending 12/31/2023</i>							
Personnel	\$0.00	15,798.18	\$25,525.80	(\$25,525.80)	\$0.00	\$0.00	(\$25,525.80)
Fringe Benefits	0.00	3,980.05	\$5,965.13	(5,965.13)	0.00	0.00	(5,965.13)
Travel*	0.00	237.56	\$950.24	(950.24)	0.00	0.00	(950.24)
Equipment	0.00	774.12	\$1,665.26	(1,665.26)	0.00	0.00	(1,665.26)
Supplies	0.00	496.70	\$1,708.27	(1,708.27)	0.00	0.00	(1,708.27)
Contractual	0.00	324.38	\$582.11	(582.11)	0.00	0.00	(582.11)
Other	0.00	9,805.94	\$36,305.00	(36,305.00)	0.00	0.00	(36,305.00)
Indirect Costs	0.00	0.00	\$0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$31,416.93</b>	<b>\$72,701.81</b>	<b>(\$72,701.81)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$72,701.81)</b>

# CEAP 2023

**Financial Report for the month of April 2023**

CEAP Current Program (March 2023 Expenditures)

% of contract	25%
% of money	80%

<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>		<u>Contract Budget</u>			
					Minimun	Maximum		
<i>Comprehensive Energy Assistance Program (CEAP) 12 month program ending 12/31/2023</i>								
Administration*	\$204,314.00	80,137.65	\$93,465.31	\$110,848.69	4%	\$17,026.17 min	\$139,771.25 max	\$46,305.94
Household Crisis**	1,137,207.00	97,609.03	\$193,786.00	943,421.00		206,352.71 min	1,137,207.00 max	943,421.00
Utility Assistance**	1,137,208.00	1,014,842.71	\$1,869,741.10	(732,533.10)		206,352.71 min	1,137,208.00 max	(732,533.10)
Program Services	348,599.00	42,007.67	\$96,952.71	251,646.29	5%	29,049.92 min	172,838.38 max	75,885.67
Training Travel	2,500.00	0.00	\$429.87	2,070.13		0.00 min	2,500.00 max	2,070.13
<b>Total</b>	<b>\$2,829,828.00</b>	<b>\$1,234,597.06</b>	<b>\$2,254,374.99</b>	<b>\$575,453.01</b>		<b>\$458,781.50</b>	<b>\$2,589,524.63</b>	<b>\$335,149.64</b>

\*Cannot be over-budget by end of contract \*\*Must be at least 10% of total expenditures

Compliance calculation used, Admin = 6.0% of total grant, Program Services = 6.25% of direct expenditures

Admin with Future Payments

3.4%

Program Services with Future Payments

0.035975575

**Future Payments \$534,479.48**

# LOW INCOME WATER ASSISTANCE PROGRAM

**Financial Report for the month of April 2023**

LIWAP Current Program (March 2023 Expenditures)

% of contract	71%
% of money	50%

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>Grant Administered From 01/01/2022 to 09/30/2023</i>							
Administration	\$83,090.00	0.00	\$10,020.57	\$73,069.43	\$3,956.67	\$59,350.00	\$49,329.43
Direct Services	549,736.00	107,295.04	\$303,870.67	245,865.33	26,177.90	392,668.57	88,797.90
<b>Total</b>	<b>\$632,826.00</b>	<b>\$107,295.04</b>	<b>\$313,891.24</b>	<b>\$318,934.76</b>	<b>\$30,134.57</b>	<b>\$452,018.57</b>	<b>\$138,127.33</b>

Future Payments      **\$37,306.72**

**Community Services of Northeast Texas, Inc.**  
*Credit Usage Report*

**Board Report -April 2023**

Sam's Club

Purchases for February 2023 & March 2023		202.15
Payment due by 01/28/2023	Pd on 03/15/2023	<u>(202.15)</u>
Balance		-

American Express

Purchases for January 2023 & February 2023		8,458.97
Payment due by ---	Pd on 03/08/2023	<u>(8,458.97)</u>
Balance		-

Line of Credit

Program	CEAP A	CSBG A	TBRA	TX-HAF
Highest March 2023 Balance	18,680.00	-	-	10,655.00
Current balance		-		
Exp pay off date				

In House Line of Credit

Program	CEAP A	CSBG A	TRBA	TX-HAF
Highest March 2023 Balance	38,159.00	9,615.00	11,210.00	6,872.00
Current balance	-	6,400.00	11,580.00	
Exp pay off date		5/31/2023	5/31/2023	

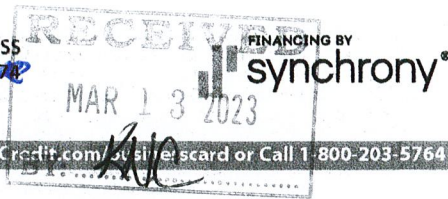
U.S. SMALL BUSINESS ADMINISTRATION LOAN

\$150,000





COMMUNITY COUNCIL OF CASS  
Account Number ending in 0678



PAGE 1 of 5

Visit us at SamsClubCredit.com/businesscard or Call 1-800-203-5764

### Payment Information

**\$** **New Balance:** \$202.15  
**Total Minimum Payment Due:** \$50.00  
**Payment Due Date:** 03/28/2023

Payments must be received by 5pm ET on 03/28/2023 if mailed, or by 11:59pm ET on 03/28/2023 for online and phone payments.

MEMBER SERVICE: For Account Information log on to SamsClubCredit.com/businesscard. This account is registered. See your online Administrator to get a User ID & Password. Or call toll-free 1-800-203-5764

To make a payment, please visit us online or mail your payment using the coupon below. Payments are also accepted at your local CheckFreePay\* or MoneyGram locations\*. \* Fees may apply.

### Account Summary

<b>Previous Balance as of 02/09/2023</b>	<b>\$1,610.21</b>	Credit Limit	\$1,700
Payments	- 1,610.21	Available Credit	\$1,497
Purchases/Debits	+ 179.96		
Interest Charges	+ 22.19		
<b>New Balance as of 03/08/2023</b>	<b>\$202.15</b>		

28 Day Billing Cycle from 02/09/2023 to 03/08/2023

### Transaction Detail

Date	Reference #	Description	Amount
<b>Payments</b>			<b>-\$1,610.21</b>
02/12	P9280001Q01PJD65H	PAYMENT - THANK YOU	-\$486.58
03/01	P9280001Y0151ZM71	PAYMENT - THANK YOU	-\$1,123.63
<b>Purchases and Other Debits</b>			<b>\$179.96</b>
02/22	P9280001P00XTMJGK	WALMART.COM 002738 BENTONVILLE AR Total for SAMS BRC WM.COM	\$179.96
<b>Total Fees Charged This Period</b>			<b>\$0.00</b>
<b>Total Interest Charged This Period</b>			<b>\$22.19</b>
03/08	*INTEREST CHARGE*	PURCHASES \$22.19	\$22.19

6709 0002 HCJ 1 7 8 230308 PAGE 1 of 5 9280 2000 MP17 01FN6709 16165

Use blue or black ink,  
detach & mail with your  
check.

**Account Number** 6040 0020 2331 0674  
**New Balance** \$202.15  
**Total Minimum Payment Due** \$50.00  
**Payment Due Date** 03/28/2023

---

**Amount Enclosed** \$

**VIEW AND PAY YOUR BILL ONLINE!**  
SamsClubCredit.com/businesscard

No other correspondence please.  
Print new address or email changes on back.

COMMUNITY COUNCIL OF CASS 16165  
KAY PHILLIPS Q203  
PO BOX 427  
LINDEN TX 75563-0427



Make SAM'S CLUB/SYNCHRONY BANK  
Payment P.O. BOX 669825  
to: DALLAS, TX 75266-0782



00050000112363 0005000000020215 000004500 0089330 07422

COMMUNITY COUNCIL OF CASS

ACCOUNT #: 6048 0020 3937 0874

DATE OF SALE #: 230222

P.O. #:

INVOICE#:

AUTHORIZATION #: 000299

CLUB #: 7389

REFERENCE #: P9280001P00XTMJGK

TRANSACTION #: 0

REGISTER #: 0

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$0.00
1	Walmart.Com Purchase	1.000		\$179.9600	\$179.96
<b>SUB \$179.96</b>		<b>TAX \$0.00</b>		<b>TOTAL INVOICE</b>	<b>\$179.96</b>
				<b>CREDITS TOTAL</b>	<b>\$0.00</b>
				<b>BALANCE DUE</b>	<b>\$179.96</b>



# Corporate Purchasing Cardmember Report



Sign-up For Online Statements

www.americanexpress.com/gopaperless

Prepared For  
DAN BOYD  
CSNT INC

Account Number  
XXXX-XXXX-121009

Closing Date  
02/28/23

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Do Not Pay
4,188.07	6,433.77	0.00	4,473.98	0.00	6,147.86	For important information regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at [www.americanexpress.com/checkyourbillor](http://www.americanexpress.com/checkyourbillor) call Customer Service at 1-800-492-4920.

## Activity

Date reflects either transaction or posting date

Card Number	Reference Code	Amount \$
XXXX-XXXX-121009		
02/05/23 PAYMENT RECEIVED - THANK YOU 02/05	0560500000	-4,473.98
02/10/23 ATRUIM HOTEL AND SUI IRVING TX FOL# 0000007492 LODGING 02/09/23 ARRIVAL DATE DEPARTURE DATE 02/08/23 02/09/23 00 ROOM RATE \$0.01 ROC NUMBER 0000007492	73011003041	614.10 ✓
02/21/23 EB *2023 COMMUNITY A SAN FRANCISCO CA REF# 0N6ZXPY 8014137200 02/21/23		352.39 ✓
02/01/23 FELDESMAN TUCKER LEI WASHINGTON DC REF# 20230201A 2024668960 01/31/23 ROC NUMBER 20230201A		590.75 ✓
02/14/23 FROG STREET PRESS LL SOUTHLAKE TX REF# NT_NMDYY594 +18008843764 02/14/23		2,796.00 ✓
02/02/23 SKILLPATH / NATIONAL 9133623900 KS REF# PO 03381725 9133623900 02/02/23		349.00 ✓
02/08/23 TX HHSC CCL FEE 0000 AUSTIN TX REF# 616961319 800-862-5252 02/07/23 GOVERNMENT SERVICES ROC NUMBER 616961319	61696131900	113.75 ✓
02/20/23 VISTAPRINT WALTHAM MA REF# VP_F63K10P1 8662074955 02/20/23		531.05 ✓

Continued on Page 3

Do not staple or use paper clips

## Payment Coupon

Account Number Enter 15 digit account number on all payments.  
3796-665931-21009

DAN BOYD  
CSNT INC  
304 E HOUSTON BX 427  
LINDEN TX 75563-5600

See reverse side for instructions on how to update your address, phone number, or email.



Prepared For  
DAN BOYD  
CSNT INC

Account Number  
XXXX-XXXXX ~~021000~~

Closing Date  
02/28/23

Page 3 of 3

<b>Activity Continued</b>		Reference Code	Amount \$
02/28/23	VISTAPRINT REF# VP_L2SGS79K 8662074955	WALTHAM MA 02/28/23	427.29 ✓
02/05/23	WESTIN NEW ORLEANS C NEW ORLEANS FOL# 1222186 WESTIN ARRIVAL DATE DEPARTURE DATE 03/23/23 03/25/23 00 ROC NUMBER 1222186	LA 02/05/23 24503810400	659.44 ✓
<b>Total for DAN BOYD</b>		New Charges/Other Debits Payments/Other Credits	6,433.77 -4,473.98



# Corporate Purchasing Cardmember Report

**Sign-up For Online  
Statements**

www.americanexpress.com/gopaperless

Prepared For  
**CREW DYKES  
CSNT INC**

Account Number  
**XXXX-XXXX-81008**

Closing Date  
**02/28/23**

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Do Not Pay
4,654.53	2,025.20	0.00	4,654.53	0.00	2,025.20	For important information regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill) or call Customer Service at 1-800-492-4920.

## Activity

Date reflects either transaction or posting date

Card Number	Reference Code	Amount \$
<b>XXXX-XXXX-81008</b>		
02/05/23 PAYMENT RECEIVED - THANK YOU 02/05	0560500000	-4,654.53
02/06/23 CLDTKN AMAZON.COM*TH5ML39D3 AMZN.COM/BILL 57MFX0JVJ 113-4106479-3878698109 02/04/23 ROC NUMBER 57MFX0JVJD1J	W	131.80
01/31/23 CLDTKN AMZN MKTP US*LR0X70P AMZN.COM/BILL 1MSSRMEW3 113-0336130-9988298109 01/26/23 ROC NUMBER 1MSSRMEW3577	W	484.36
02/01/23 CLDTKN AMZN MKTP US*PA5182H AMZN.COM/BILL 6Q4GPW93U 113-5142532-1860298109 01/31/23 ROC NUMBER 6Q4GPW93U8LZ	W	1,279.04
01/30/23 HUMBLEFAX RIDGEWOOD NJ REF# NT_NGWNWQBQ+12019774168 01/30/23		10.00
02/28/23 HUMBLEFAX RIDGEWOOD NJ REF# NT_NRPRHZRA +12019774168 02/28/23		120.00
<b>Total for CREW DYKES</b>	New Charges/Other Debits Payments/Other Credits	2,025.20 -4,654.53

Do not staple or use paper clips

## Payment Coupon

Account Number Enter 15 digit account number on all payments.  
**3796-566037-81008**

CREW DYKES  
CSNT INC  
302 E HOUSTON BX 427  
LINDEN TX 75563-5600

See reverse side for instructions on how to update your address, phone number, or email.

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 ACCOUNTS  
 PAYABLE  
 DISBURSEMENT  
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Check Register for the Month of March 2023

Check Number	Effective Date	Vendor Name	Check Amount	Description
75034	3/31/2023	FIRST BAPTIST CHURCH	(150.00)	Void Check
75199	3/31/2023	LOLLIPOP KID STOP INC	(660.00)	Void Check
75690	3/31/2023	WESTERN CASS WATER SUPPLY	(284.76)	Void Check
75813	3/31/2023	LORENA REYES	(40.58)	Void Check
75873	3/31/2023	ANGELA DAVIS	(341.00)	Void Check
75967	3/31/2023	CITY OF PARIS	(109.97)	Void Check
75978	3/31/2023	LUMINOUS SERVICES LLC	(1,382.18)	Void Check
75985	3/22/2023	Santander Consumer USA Inc	(850.00)	Void Check
76109	3/31/2023	CHARLOTTE HALL	(8.18)	Void Check
76754	3/1/2023	ADA RENTALS, LLC	559.00	Client Assistance
76770	3/1/2023	AEP-SWEPKO-EA	238,745.34	Client Assistance
76771	3/1/2023	AFLAC	1,486.66	Employee Insurance
76772	3/1/2023	AMY PERALES	172.50	Per Diem
76773	3/1/2023	ANGELA DAVIS	341.00	Client Assistance
76774	3/1/2023	AREA WIDE PROPERTIES	1,415.00	Client Assistance
76775	3/1/2023	ARTIS CULBERSON JR.	386.00	Client Assistance
76776	3/1/2023	AT&T	267.31	Telephone & Internet
76777	3/1/2023	ATLANTA UTILITIES	4,565.83	Client Assistance
76779	3/1/2023	ATMOS ENERGY	10,961.78	Client Assistance
76780	3/1/2023	BARBARA GRUBBS	650.00	Client Assistance
76781	3/1/2023	BARBARA LARRY, LPC	185.00	Mental Health Services
76782	3/1/2023	BI-COUNTY WATER SUPPLY CORP.	1,274.78	Client Assistance
76783	3/1/2023	BLUE CROSS BLUE SHIELD	45,866.61	Employee Insurance
76784	3/1/2023	BOB GATES	600.00	Client Assistance
76792	3/1/2023	BOWIE CASS	142,887.94	Client Assistance
76793	3/1/2023	Brad Sears Rentals	865.00	Client Assistance
76794	3/1/2023	BRANDON ELLIOTT	500.00	Client Assistance
76795	3/1/2023	BULK BOOKSTORE	970.00	Head Start Supplies
76796	3/1/2023	CAPPS PROPERTY LTD	600.00	Client Assistance
76797	3/1/2023	CECELIA HUFF	33.54	Mileage Reimb
76802	3/1/2023	CENTERPOINT ENERGY	28,469.90	Client Assistance
76803	3/1/2023	CENTERPOINT ENERGY ENTEX	282.24	Utility
76804	3/1/2023	CHAD CLEMENTS	1,066.00	Client Assistance
76805	3/1/2023	CIRRO ENERGY	2,200.00	Client Assistance
76806	3/1/2023	CITY OF CLARKSVILLE WATER DEPT	1,785.00	Client Assistance
76807	3/1/2023	CITY OF COOPER	679.05	Client Assistance
76808	3/1/2023	CITY OF DAINGERFIELD	3,784.08	Client Assistance
76809	3/1/2023	CITY OF HUGHES SPRINGS	2,032.93	Client Assistance
76810	3/1/2023	CITY OF LINDEN	3,569.96	Client Assistance
76812	3/1/2023	CITY OF MOUNT PLEASANT	7,950.42	Client Assistance
76813	3/1/2023	CITY OF MOUNT VERNON	651.50	Client Assistance
76814	3/1/2023	CITY OF NAPLES	1,190.00	Client Assistance
76815	3/1/2023	CITY OF NEW BOSTON	595.00	Client Assistance
76816	3/1/2023	CITY OF SULPHUR SPRINGS WATER DEPARTMENT	1,332.51	Client Assistance
76817	3/1/2023	Craig Bohuslav	450.00	Client Assistance
76818	3/1/2023	DAN BOYD	172.50	Per Diem
76819	3/1/2023	DEBERRY BUTANE COMPANY	320.00	Client Assistance
76820	3/1/2023	DIRECT ENERGY	933.88	Client Assistance
76821	3/1/2023	EDDIE L. CLARDY	850.00	Client Assistance

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 ACCOUNTS  
 PAYABLE  
 DISBURSEMENT  
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Check Register for the Month of March 2023

Check Number	Effective Date	Vendor Name	Check Amount	Description
76822	3/1/2023	FARMER ELECTRIC	2,484.50	Client Assistance
76823	3/1/2023	FERRELL GAS	2,825.13	Client Assistance
76824	3/1/2023	GEXA ENERGY	2,400.00	Client Assistance
76825	3/1/2023	GREEN MOUNTAIN ENERGY	1,209.64	Client Assistance
76826	3/1/2023	GUARDIAN	7,658.37	Employee Insurance
76827	3/1/2023	Heartland Village	794.00	Client Assistance
76828	3/1/2023	HIEM Legacy Corp (Magnolia Garden)	2,556.00	Client Assistance
76829	3/1/2023	HOLLY SPRINGS WSC	790.70	Client Assistance
76830	3/1/2023	HUMPHREY AIR CONDITIONING LLC	14,160.00	Client Assistance
76831	3/1/2023	IMPACT REALTY GROUP	450.00	Client Assistance
76832	3/1/2023	James Jackson	391.00	Client Assistance
76833	3/1/2023	JARRED GILMORE & PHILLIPS, PA	8,700.00	Audit
76834	3/1/2023	JIMMY MITCHELL	896.00	Client Assistance
76835	3/1/2023	JUST ENERGY	4,652.52	Client Assistance
76836	3/1/2023	KALASHINE HOPKINS LLC	256.00	Client Assistance
76837	3/1/2023	KATHY JO RODGERS	220.00	Client Assistance
76838	3/1/2023	LAMAR CO-OP	1,263.81	Client Assistance
76839	3/1/2023	LAURIE STIGER	550.00	Client Assistance
76840	3/1/2023	MARC MOTE PROPERTIES	891.00	Client Assistance
76841	3/1/2023	MARGARETT JOHNSON	1,283.00	Client Assistance
76842	3/1/2023	MARIA B GUERRERO	500.00	Client Assistance
76843	3/1/2023	MCADAMS PROPANE COMPANY	1,721.32	Client Assistance
76844	3/1/2023	MCQUEEN PROPANE	1,730.26	Client Assistance
76845	3/1/2023	MICHELLE MOREHEAD	213.65	Per Diem
76846	3/1/2023	MONARCH UTILITIES	703.46	Client Assistance
76847	3/1/2023	MOORE PEST CONTROL	150.00	Pest Control
76848	3/1/2023	MY ALARM CENTER, LLC.	79.98	Alarm
76849	3/1/2023	NATHAN BELL, LLC	44.00	Client Assistance
76850	3/1/2023	NORTH HOPKINS WATER SUPPLY CORP.	595.00	Client Assistance
76851	3/1/2023	ODP BUSINESS SOLUTIONS, LLC	2,133.95	Office Supplies
76852	3/1/2023	OLGA LOVE	172.50	Per Diem
76853	3/1/2023	PABLO CHINCHILLA-ETX INVESTMENT REAL ESTATE, LLC	800.00	Client Assistance
76854	3/1/2023	PAM MCMICHEAL	575.00	Client Assistance
76855	3/1/2023	Patricia Jones	425.00	Client Assistance
76856	3/1/2023	PowerNext	1,992.52	Client Assistance
76857	3/1/2023	PRIMROSE ESTATES	364.00	Client Assistance
76858	3/1/2023	PTL VILLAGE LLC	1,236.00	Client Assistance
76859	3/1/2023	QUEEN CITY WATERWORKS	441.00	Client Assistance
76860	3/1/2023	REDWATER WATER & SEWER	693.16	Client Assistance
76861	3/1/2023	RELIABLE ALARM SERVICE, LLC	45.00	Alarm
76862	3/1/2023	RELIABLE MANAGEMENT	580.00	Client Assistance
76863	3/1/2023	RELIANT ENERGY	5,901.75	Client Assistance
76864	3/1/2023	RHYTHM OPS, LLC	1,856.84	Client Assistance
76865	3/1/2023	RPM STAFFING PROFESSIONALS, INC.	2,637.38	Temp Staffing
76866	3/1/2023	SCHOOLSIN	1,300.99	Head Start Supplies
76867	3/1/2023	SHIRLEY ALLEN	172.50	Per Diem
76868	3/1/2023	SOUTHWESTERN ELECTRIC POWER	3,791.17	Utility
76869	3/1/2023	STREAM	1,219.80	Client Assistance
76870	3/1/2023	TALCO	1,159.70	Client Assistance

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 ACCOUNTS  
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Check Register for the Month of March 2023

Check Number	Effective Date	Vendor Name	Check Amount	Description
76873	3/1/2023	TEXARKANA WATER UTILITIES	13,695.25	Client Assistance
76874	3/1/2023	THE RESIDENCES ON STILLHOUSE ROAD	1,043.00	Client Assistance
76875	3/1/2023	THOMAS BLYTHE	425.00	Client Assistance
76876	3/1/2023	TORI DALLAS KINGS LLC	490.00	Client Assistance
76877	3/1/2023	TRI SPECIAL UTILITY DISTRICT	5,338.04	Client Assistance
76878	3/1/2023	TRICO LUMBER CO.	150.00	Building Supplies
76879	3/1/2023	TRIEAGLE ENERGY	1,462.55	Client Assistance
76881	3/1/2023	TXU-ASSISTANCE GROUP	26,543.44	Client Assistance
76885	3/1/2023	UPSHUR RURAL ELEC. CORP.	59,267.00	Client Assistance
76886	3/1/2023	WAYNE KERBY	650.00	Client Assistance
76887	3/1/2023	WEST STREET HOME AND AUTO	224.89	Grounds Supplies
76888	3/1/2023	WESTERN CASS WATER SUPPLY	1,824.58	Client Assistance
76889	3/1/2023	WINDSTREAM	94.01	Telephone & Internet
76890	3/1/2023	WINFIELD ESTATES	260.00	Client Assistance
76891	3/1/2023	WOODBRIAGE APARTMENTS	432.00	Client Assistance
76892	3/1/2023	XEROX CORPORATION	10.00	Copier Expenses
76893	3/8/2023	ABERNATHY COMPANY	1,300.31	Cleaning Supplies
76901	3/8/2023	AEP-SWEPKO-EA	0.00	Void Check
76902	3/8/2023	AMBIT ENERGY	1,451.02	Client Assistance
76903	3/8/2023	AMERICAN EXPRESS	8,458.97	Travel & Supplies
76904	3/8/2023	AMY PERALES	177.16	Telephone & Internet
76905	3/8/2023	AT&T	786.10	Telephone & Internet
76906	3/8/2023	ATLANTA UTILITIES	595.00	Client Assistance
76907	3/8/2023	ATMOS ENERGY	1,260.11	Client Assistance
76908	3/8/2023	BEN E KEITH CO	4,527.61	Head Start Groceries
76909	3/8/2023	BLOOMBURG WATER SUPPLY	60.16	Utility
76910	3/8/2023	BOBBY'S B&G AUTOMOTIVE INC.	195.68	Vehicle Repair
76911	3/8/2023	BRENDA DAVIS	40.42	Mileage Reimb
76912	3/8/2023	BUSINESS ESSENTIALS	165.00	Office Supplies
76913	3/8/2023	CARCO GROUP INC	172.80	Background Fees
76914	3/8/2023	CENTERPOINT ENERGY ENTEX	364.00	Utility
76915	3/8/2023	CIRRO ENERGY	2,163.17	Client Assistance
76916	3/8/2023	CITY OF DAINGERFIELD	595.00	Client Assistance
76917	3/8/2023	CITY OF HUGHES SPRINGS	1,618.31	Client Assistance
76918	3/8/2023	CITY OF JEFFERSON WATER .	65.46	Utility
76919	3/8/2023	CITY OF LINDEN	940.16	Client Assistance
76920	3/8/2023	CITY OF MOUNT PLEASANT	2,250.35	Client Assistance
76921	3/8/2023	CITY OF MOUNT VERNON	1,020.00	Client Assistance
76922	3/8/2023	CITY OF NAPLES	510.00	Client Assistance
76923	3/8/2023	CITY OF NEW BOSTON	55.05	Utility
76924	3/8/2023	CITY OF PITTSBURG	315.82	Utility
76925	3/8/2023	COLEMAN MOTORS, INC.	580.90	Vehicle Repair
76926	3/8/2023	FARMER ELECTRIC	3,214.15	Client Assistance
76927	3/8/2023	FERRELL GAS	700.00	Client Assistance
76928	3/8/2023	GREEN MOUNTAIN ENERGY	1,711.84	Client Assistance
76929	3/8/2023	GREG'S MIRACLE MART	125.50	Vehicle Fuel
76930	3/8/2023	HEALTHCARE EXPRESS LLP	258.00	Pre-Employment Testing
76931	3/8/2023	HOPE FIRE EXTINGUISHER SERVICE	1,350.10	Fire Extinguisher Service
76932	3/8/2023	HOPE FIRE EXTINGUISHER SERVICE, INC/ KLEEN KING	28.95	Fire Extinguisher Service



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 ACCOUNTS  
 PAYABLE  
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Check Register for the Month of March 2023

Check Number	Effective Date	Vendor Name	Check Amount	Description
76933	3/8/2023	JENNIFER SIMON	40.58	Reimb for Fingerprint Fee
76934	3/8/2023	JUST ENERGY	2,366.76	Client Assistance
76935	3/8/2023	KIM'S CONVENIENCE STORES	42.51	Vehicle Fuel
76936	3/8/2023	LUMINOUS SERVICES LLC	585.00	Cleaning Services
76937	3/8/2023	MARC MOTE PROPERTIES	300.00	Client Assistance
76938	3/8/2023	MCADAMS PROPANE COMPANY	2,057.31	Client Assistance
76939	3/8/2023	MCI	68.75	Telephone & Internet
76940	3/8/2023	MCQUEEN PROPANE	655.94	Client Assistance
76941	3/8/2023	ODP BUSINESS SOLUTIONS, LLC	1,362.02	Office Supplies
76942	3/8/2023	PEST-PRO SERVICES INC	250.00	Pest Control
76943	3/8/2023	POSITIVE PROMOTIONS, INC.	1,267.76	Office Supplies
76944	3/8/2023	RELIANT ENERGY	2,133.44	Client Assistance
76945	3/8/2023	REPUBLIC SERVICES #070	105.29	Utility
76946	3/8/2023	RPM STAFFING PROFESSIONALS, INC.	3,420.68	Temp Staffing
76947	3/8/2023	S.W. ARKANSAS TELE. CO-OP	243.06	Telephone & Internet
76948	3/8/2023	SAVANAH COATES	297.13	Mileage Reimb
76949	3/8/2023	SKAGGS TRAVEL STOPS INC.	24.51	Vehicle Fuel
76950	3/8/2023	SOUTHWESTERN ELECTRIC POWER	336.79	Utility
76951	3/8/2023	STAPLES BUSINESS CREDIT	6,066.27	Office Supplies
76952	3/8/2023	TEACHSTONE TRAINING LLC	1,400.00	Head Start Training
76953	3/8/2023	TEXARKANA WATER UTILITIES	3,991.37	Client Assistance
76954	3/8/2023	TEXAS DEPARTMENT OF HOUSING & COMMUNITY AFFAIRS	87.58	Refund Contract Funds
76955	3/8/2023	TRI SPECIAL UTILITY DISTRICT	595.00	Client Assistance
76956	3/8/2023	TRICO LUMBER CO.	20.99	Building Supplies
76957	3/8/2023	TXU-ASSISTANCE GROUP	2,613.37	Client Assistance
76958	3/8/2023	WASTE MANAGEMENT CORPORATE SERVICES, INC.	180.43	Utility
76959	3/8/2023	PETER'S CHEVROLET	27,999.00	Vehicle
76960	3/8/2023	VANGUARD FORD HUGHES SPRINGS	27,797.88	Vehicle
76961	3/15/2023	4IMPRINT	2,339.00	Office Supplies
76962	3/15/2023	ABERNATHY COMPANY	439.68	Cleaning Supplies
76963	3/15/2023	ADT SECURITY SERVICES	119.97	Alarm
76964	3/15/2023	AEP-SWEPKO-EA	1,152.00	Client Assistance
76965	3/15/2023	ATLANTA UTILITIES	595.00	Client Assistance
76966	3/15/2023	BI-COUNTY WATER SUPPLY CORP.	595.00	Client Assistance
76967	3/15/2023	BRITNEY MILES	40.58	Reimb for Fingerprint Fee
76968	3/15/2023	BULK BOOKSTORE	1,725.00	Head Start Supplies
76969	3/15/2023	CENTERPOINT ENERGY ENTEX	225.03	Utility
76970	3/15/2023	CITY OF CLARKSVILLE WATER DEPT	595.00	Client Assistance
76971	3/15/2023	CITY OF CUMBY	595.00	Client Assistance
76972	3/15/2023	CITY OF DAINGERFIELD	1,105.00	Client Assistance
76973	3/15/2023	CITY OF HUGHES SPRINGS	595.00	Client Assistance
76974	3/15/2023	CITY OF LONE STAR	1,190.00	Client Assistance
76975	3/15/2023	CITY OF PITTSBURG	595.00	Client Assistance
76976	3/15/2023	CITY OF TALCO WATER DEPT.	595.00	Client Assistance
76977	3/15/2023	CITY OF WINNSBORO	595.00	Client Assistance
76978	3/15/2023	CSNT ORG PAYEE	364.00	Client Assistance
76979	3/15/2023	DAINGERFIELD - LONE STAR ISD	108.00	Client Assistance
76980	3/15/2023	EASTERN CASS WATER SUPPLY CO	1,173.79	Client Assistance
76981	3/15/2023	ETEX TELEPHONE CORP, INC.	6,404.14	Telephone & Internet

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Check Register for the Month of March 2023

Check Number	Effective Date	Vendor Name	Check Amount	Description
76982	3/15/2023	Geraldine Best	500.00	Client Assistance
76983	3/15/2023	HAMILTON PROPERTIES	216.00	Client Assistance
76984	3/15/2023	HESS OUTLET	45.00	Client Assistance
76985	3/15/2023	HOPE FIRE EXTINGUISHER SERVICE	631.00	Fire Extinguisher Service
76986	3/15/2023	IMAGINATION PLAYGROUND, LLC	6,468.00	Head Start Supplies
76987	3/15/2023	LARRY WRIGHT	390.00	Client Assistance
76988	3/15/2023	LUMINOUS SERVICES LLC	1,382.18	Cleaning Services
76989	3/15/2023	Minol	1,090.07	Client Assistance
76990	3/15/2023	MIRACLE HARVEY	85.00	Client Assistance
76991	3/15/2023	MONARCH UTILITIES	510.00	Client Assistance
76992	3/15/2023	MOUNT PLEASANT HOUSING AUTHOURITY	316.00	Client Assistance
76993	3/15/2023	MOUNTAIN VALLEY OF TEXARKANA	117.00	Client Assistance
76994	3/15/2023	ODP BUSINESS SOLUTIONS, LLC	689.45	Client Assistance
76995	3/15/2023	PITTSBURG CORNER EXPRESS	43.00	Vehicle Fuel
76996	3/15/2023	RPM STAFFING PROFESSIONALS, INC.	2,161.43	Temp Staffing
76997	3/15/2023	SAM'S CLUB	202.15	Supplies
76998	3/15/2023	SOUTHWESTERN ELECTRIC POWER	280.38	Utility
76999	3/15/2023	STAPLES CREDIT PLAN	715.93	Office Supplies
77000	3/15/2023	SUDDENLINK	93.05	Telephone & Internet
77002	3/15/2023	TEXARKANA WATER UTILITIES	7,086.15	Client Assistance
77003	3/15/2023	TOSHIBA FINANCIAL SERVICES	1,717.00	Copier Expenses
77004	3/15/2023	TRI SPECIAL UTILITY DISTRICT	1,190.00	Client Assistance
77005	3/15/2023	TRICO LUMBER CO.	144.95	Building Supplies
77006	3/15/2023	WESTERN CASS WATER SUPPLY	666.61	Client Assistance
77007	3/15/2023	WINDSTREAM	330.28	Telephone & Internet
77008	3/22/2023	ACE HARDWARE NEW BOSTON	29.99	Building Supplies
77009	3/22/2023	AREA WIDE PROPERTIES	1,318.75	Rent
77010	3/22/2023	AT&T	83.94	Telephone & Internet
77011	3/22/2023	ATLANTA ISD	700.00	Rent
77012	3/22/2023	B & S TRUE VALUE HARDWARE	27.71	Building Supplies
77013	3/22/2023	BERNADETTE HARRIS	278.45	Per Diem
77014	3/22/2023	CAMCO ELEVATOR INC	150.00	Elevator Service
77015	3/22/2023	CARLOS JOHNSON	32.68	Mileage Reimb
77016	3/22/2023	CECELIA HUFF	33.54	Mileage Reimb
77017	3/22/2023	CENTERPOINT ENERGY ENTEX	139.50	Utility
77018	3/22/2023	CHARLOTTE HALL	0.00	Void Check
77019	3/22/2023	COLEMAN MOTORS, INC.	174.00	Vehicle Repair
77020	3/22/2023	CRUMP'S IGA	42.19	Supplies
77021	3/22/2023	DAN BOYD	160.00	Per Diem
77022	3/22/2023	DAN BOYD	333.00	Per Diem
77023	3/22/2023	FELICIA WILLIAMS PETTY CASH CUSTODIAN	38.41	Petty Cash
77024	3/22/2023	FIRMIN'S	16.46	Office Supplies
77025	3/22/2023	GHEKO DESIGNS	856.19	T-Shirts
77026	3/22/2023	GLENN B. LANIER	240.00	Rent
77027	3/22/2023	HEALTHJOY LLC	997.49	Employee Insurance
77028	3/22/2023	HOUSING AUTHORITY OF TEXARKANA, TX	500.00	Rent
77029	3/22/2023	HUGHES SPRINGS ISD	800.00	Rent
77030	3/22/2023	JIM HOWARD	0.00	Void Check
77031	3/22/2023	JIMMIE RAY AYERS	800.00	Rent

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Check Register for the Month of March 2023

Check Number	Effective Date	Vendor Name	Check Amount	Description
77032	3/22/2023	KALEH SIGNS	450.00	Vehicle Signs
77033	3/22/2023	LINDEN FUEL CENTER	1,236.81	Vehicle Fuel
77034	3/22/2023	MEGAN HERVEY	18.06	Mileage Reimb
77035	3/22/2023	MICHELLE MOREHEAD	296.71	Per Diem
77036	3/22/2023	MICHELLE MOREHEAD	233.68	Per Diem
77037	3/22/2023	ODP BUSINESS SOLUTIONS, LLC	50.48	Office Supplies
77038	3/22/2023	R. MORGAN, LLC	950.00	Rent
77039	3/22/2023	RPM STAFFING PROFESSIONALS, INC.	2,570.25	Temp Staffing
77040	3/22/2023	Santander Consumer USA Inc	850.00	Client Assistance
77041	3/22/2023	SOUTHWESTERN ELECTRIC POWER	2,330.81	Utility
77042	3/22/2023	TEACHSTONE TRAINING LLC	250.00	Head Start Training
77043	3/22/2023	TEXARKANA INDEPENDENT SCHOOL DISTRICT	3,882.00	Rent
77044	3/22/2023	TEXAS DEPARTMENT OF HOUSING & COMMUNITY AFFAIRS	2,491.56	Refund Contract Funds
77045	3/22/2023	TRINITY DEWAYNE CASTLEBERRY	55.00	Vehicle Cleaning
77046	3/22/2023	TURNER DAVID K	1,000.00	Rent
77047	3/22/2023	VERIZON WIRELESS	3,222.15	Cell Services
77048	3/22/2023	WEST STREET HOME AND AUTO	190.89	Grounds Supplies
77049	3/22/2023	WEX HEALTH, INC.	85.45	Employee Insurance
77050	3/22/2023	WILLIAMS CHAPEL BAPTIST CHURCH	3,227.38	Utility
77051	3/22/2023	WINDSTREAM	279.30	Telephone & Internet
77052	3/22/2023	WIPFLI LLP	995.00	Membership
77053	3/22/2023	XEROX CORPORATION	839.39	Copier Expenses
77054	3/28/2023	ABILA	1,085.12	Software Support
77055	3/28/2023	AT&T	248.65	Telephone & Internet
77056	3/28/2023	BEN E KEITH CO	4,441.70	Head Start Groceries
77057	3/28/2023	BOBBY'S B&G AUTOMOTIVE INC.	54.08	Vehicle Repair
77058	3/28/2023	CENTERPOINT ENERGY ENTEX	97.26	Utility
77059	3/28/2023	CRUMP'S IGA	19.95	Supplies
77060	3/28/2023	EAST TEXAS REALTY	300.00	Rent
77061	3/28/2023	ODP BUSINESS SOLUTIONS, LLC	1,930.69	Office Supplies
77062	3/28/2023	PEST-PRO SERVICES INC	250.00	Pest Control
77063	3/28/2023	REGION VIII ESC	900.00	Room Rental
77064	3/28/2023	SOUTHWESTERN ELECTRIC POWER	35.48	Utility
77065	3/28/2023	STAPLES CREDIT PLAN	667.79	Office Supplies
77066	3/28/2023	TEXAS DEPARTMENT OF HOUSING & COMMUNITY AFFAIRS	173.54	Refund Contract Funds
77067	3/28/2023	WINDSTREAM	94.01	Telephone & Internet
77070	3/31/2023	BOWIE CASS	(48,217.73)	Void Check
77073	3/31/2023	CENTERPOINT ENERGY	(16,860.00)	Void Check
77075	3/31/2023	UPSHUR RURAL ELEC. CORP.	(25,525.28)	Void Check
77259	3/31/2023	WESTERN CASS WATER SUPPLY	(1,461.37)	Void Check
Report Total			<u>830,473.40</u>	

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet  
As of 3/31/2023

Assets

CASH IN BANK CHECKING	0.00
HEAD START CHECKING	0.00
DHS MEALS CHECKING	0.00
CSBG/CEAP/WX CHECKING	0.00
WEATHERIZATION CHECKING	0.00
DISBURSEMENTS CHECKING	0.00
FEMA CHECKING	0.00
ETCOG CHECKING	0.00
OLD - CEAP CHECKING (Do Not Use)	0.00
CEAP CHECKING (Do Not Use)	0.00
PAYROLL CASH ACCOUNT	0.00
IP Grant Checking	0.00
HOUSING CHECKING	0.00
LOCAL ADMIN CHECKING	0.00
CASH DONATIONS - LINDEN	0.00
CSBG Checking	0.00
CEAP Checking	0.00
Upshur Rural Checking	0.00
TLC Checking	0.00
CSBG 2012 SP	0.00
JEFFERSON CHECKING	0.00
BECKVILLE SR. CHECKING	0.00
CARTHAGE SR. CHECKING	0.00
HALLSVILLE SR. CHECKING	0.00
MARSHALL SR. CHECKING	0.00
WESTEND CHECKING	0.00
PITTSBURG SR. CHECKING	0.00
WASKOM SR. CHECKING	0.00
NEWSOME SR. CHECKING	0.00
CEAP UB CASH ACCOUNT	0.00
SALVATION ARMY CHECKING	353.04
HS ARRA CHECKING	0.00
CSBG ARRA CHECKING	0.00
CHILD CARE WELLNESS CHECKING	0.00
CSBG UB CHECKING	0.00
PARENT FUND CHECKING	0.00
CBA UNITED HEALTH	0.00
CBA CIGNA HEALTH SPRING	0.00
CSBG DISCRETIONARY	0.00
TEXANA ACCOUNTS PAYABLE DISBURSEMENT	20,258.89
TEXANA ACCOUNTS PAYABLE DISBURSEMENT 2	232,316.98
NEW DISBURSEMENT CHECKING	0.00
TEXANA CSBG A CHECKING	19,895.37
TEXANA CSBG B CHECKING	6,096.60
TEXANA CSBG DISCRETIONARY CHECKING	23,827.70
TEXANA HEAD START CHECKING	782.31
TEXANA CEAP A CHECKING	1,164,852.65

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet

As of 3/31/2023

TEXANA CEAP B CHECKING	4,735.47
TEXANA CBA UNITED HEALTH CARE CHECKING	0.00
TEXANA CBA CIGNA HEALTH SPRING CHECKING	0.00
TEXANA UPSHUR RURAL CHECKING	19,723.38
TEXANA TLC CHECKING	10,445.25
TEXANA LOCAL ADMINISTRATIVE CHECKING	116,703.22
TEXANA PAYROLL CASH ACCOUNT	0.00
TEXANA CLIENT FUNDS FOR SSA BENEFITS	4,417.40
TEXANA TBRA CHECKING	0.40
TEXANA POSTAL ACCOUNT CHECKING	193.75
TEXANA VET SERVICES NOW	53,608.47
TEXANA BANK YOUTH EMPOWERMENT CHECKING	20,671.68
TEXANA CSBG CARES CHECKING	3.63
TEXANA CEAP CARES CHECKING	1.20
TEXANA NEW PAYROLL CASH ACCOUNT	25,894.52
TEXANA EARLY HEAD START CHECKING	3,711.89
TEXANA CEAP ARP CHECKING	1.80
TEXANA INDIRECT COST RATE CHECKING	269,420.61
TEXANA ATMOS ENERGY 'SHARE THE WARMTH' PROGRAM CHECKING	23,933.07
TEXANA ORGANIZATION PAYEE FUNDS	2,775.00
TEXANA LOW INCOME HOUSEHOLD WATER ASSISTANCE CHECKING	93,760.98
TEXANA TEXAS HOMEOWNER ASSISTANCE FUND	54,069.61
ACCOUNTS RECEIVABLE - AISD	0.00
ACCOUNTS RECEIVABLE - Employee Reimbursement	0.00
ACCOUNTS RECEIVABLE - LKISD	0.00
ACCOUNTS RECEIVALBE - BISD	0.00
ACCOUNTS RECEIVABLE	0.00
GRANT RECEIVABLE	(1,934.03)
GRANT RECEIVABLE-ATC	0.00
GRANT RECEIVABLE-TIT	0.00
EMPLOYEE ADVANCE	0.00
GRANTS RECEIVABLE - USDA	15,645.70
PROMISES TO GIVE	0.00
DUE FROM OTHER FUNDS	0.00
DUE FROM DHS MEALS	0.00
DUE FROM WEATHERIZATION	0.00
DUE FROM FEMA	0.00
DUE FROM ETCOG	0.00
DUE FROM CEAP	0.00
DUE FROM DHS TRANSPORTATION	0.00
DUE FROM HOUSING	0.00
DUE FROM LOCAL ADMIN	0.00
RENTAL HOME DEPOSITS	0.00
PREPAID RENT	9,554.50
Prepaid Expense	0.00
PREPAID WORKERS COMP	0.00
PREPAID INSURANCE	8,811.10
PREPAID MAINTENANCE	0.00

Total Current Assets 2,204,532.14

Long Term Assets

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet  
As of 3/31/2023

PROPERTY & EQUIPMENT	2,970,070.51
LAND	0.00
BUILDINGS	0.00
EQUIPMENT	0.00
ACCUMULATED DEPRECIATION	(1,528,217.26)
Total Assets	<u>3,646,385.39</u>

Current Liabilities

ACCOUNTS PAYABLE	0.00
ACCOUNTS PAYABLE-OLD BOX	0.00
ACCOUNTS PAYABLE - REALWORLD	0.00
ACCOUNTS PAYABLE - ACCR & ADJ	0.00
ACCOUNTS PAYABLE - VALLEY	0.00
GRANT PAYABLE	0.00
NEW ACCOUNTS PAYABLE	0.00
TEXANA ACCOUNTS PAYABLE	1,311,764.71
STATE UNEMPLOYMENT TAXES	0.00
Sales Tax Payable	0.00
WORKERS COMP PAYABLE	0.00
SUPPLEMENTAL INSURANCE PAYABLE	0.00
EMPLOYEE PORTION HLTH INS PAYABLE	0.00
Employee Insurance Repayment	0.00
Short Term Disability Payable	0.00
Long Term Disability Payable	0.00
DENTAL INSURANCE PAYABLE	0.00
VISION INSURANCE PAYABLE	0.00
CAFETERIA PLAN PAYABLE	0.00
AUL CONTRIBUTIONS PAYABLE	0.00
LIFE/DISABILITY INSURANCE	0.00
COBRA PREMIUMS PAYABLE	0.00
RETIREMENT PAYABLE	0.00
GARNISHED WAGES PAYABLE	0.00
INSURANCE W/H	0.00
MISCELLANEOUS PAYABLE	0.00
PAYROLL LIABILITIES - AUDIT	0.00
ACCRUED LIABILITIES	0.00
NOTE PAYABLE	150,000.00
DEFERRED REVENUE	0.00
RECIPROCAL ADJUSTMENT - ACCT 2000	0.00
RECIPROCAL ADJUSTMENT - ACCOUNT 2007	0.00
ACCRUED INTEREST PAYABLE	0.00
ACCRUED PAYROLL	0.00
ACCRUED VACATION	77,539.91
CONTINGENT LIABILITY	0.00
CONTINGENCY WX-QUESTIONED COST	0.00
DUE TO OTHER FUNDS	0.00
DUE TO HEADSTART	0.00
DUE TO DHS MEALS	0.00
DUE TO CSBG	0.00
DUE TO FEMA	0.00

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet

As of 3/31/2023

DUE TO DHS TRANSPORTATION	0.00
DUE TO LOCAL ADMIN	0.00
DUE TO STATE	0.00
Total Current Liabilities	<u>1,539,304.62</u>
Net Assets	
NET ASSETS	69,642.18
NET ASSETS - EQUIPMENT	0.00
NET ASSETS - NON FEDERAL	0.00
NET ASSETS - SFSP	0.00
NET ASSETS - CHIPS	0.00
NET ASSETS - PROPERTY	0.00
PRIOR PERIOD ADJUSTMENTS	0.00
	<u>69,642.18</u>
Excess Revenues over Expenditures	<u>2,037,438.59</u>
Total Liabilities and Net Assets	<u><u>3,646,385.39</u></u>