



Community Action, Inc. of Central Texas

BOARD OF DIRECTORS MEETING

Thursday, January 16, 2025 6:00 PM

Village Main Shared Board Room

215 S. Reimer Avenue

San Marcos, Texas 78666

Executive Committee Minutes

Members Present

Public Representatives:

Alyssa Garza
Wayne Thompson

Neighborhood Representatives:

Jeremy Sutton
Steven Hernandez
Myra Vassian

Private Group Representatives:

Diane Insley
Clarena Larrotta

Members Absent:

Cierra Garcia
Gloria Martinez
Deborah Villalpando
Brett Bray

Visitors Present:

Staff Present:

Douglas Mudd, Executive Director
Keith Herington, Chief Financial Officer
Cristal Lopez, Youth Services Director
Megan Campbell, Home Visiting Program Director
Francesca Ramirez, Community Services Director
Stacey Martinez, Health Services Director
Mary Helen Martinez, Adult Education Director
Ruth Salinas, Human Resources Director
Danielle Engelke, Head Start Program Director
Luisa Loera, Administrative Assistance

Staff Absent:

1.0 CALL TO ORDER

Diane Insley, President, called the Board of Directors to order at 6:05 PM

2.0 ROLL CALL

Doug Mudd, called the roll. A quorum of the Executive Committee was present.

3.0 PUBLIC COMMENT PERIOD

Diane Insley asked if anyone present would like to make a public comment at this time. No comments were made.

4.0 MINUTES OF PREVIOUS MEETINGS, for approval

4.1 Board Meeting Minutes November 21, 2024—**for approval**

The Board members reviewed the Board of Directors Minutes for November 21, 2024. Jeremy Sutton made the motion to approve the Minutes, Steven Hernandez seconded the motion. All were in favor. None opposed. Motion passed.

5.0 CORRESPONDENCE, for review and discussion – Mudd

5.1 Health & Human Services Childcare Licensing Letter – William Crook

Mr. Mudd reviewed the letter dated 12/05/2024 from Texas HHS regarding a report of a possible deficiency. Specifically, it is alleged a child fell off the diaper changing table. After careful review, Texas HHS found a deficiency for standard 746.3503(c)(2) Diaper Changing Equipment - If above floor level, must keep hand on child. Teacher was let go. Will also get a letter from the Office of Head Start

6.0 LEADERSHIP PROGRAMMATIC REPORT—Mudd

Written programmatic reports have been emailed to all board members. Bolded items below will be presented verbally. Opportunity for questions for un-bolded items.

6.1 Executive Director – Doug Mudd

Mr. Mudd discussed the event of the New Year's Day Community Lunch. CAI, the Hays County Homeless Coalition and the First Presbyterian Church provided warm clothing and a nourishing meal to the community members experiencing homelessness.

6.1.1 Organizational Standards Report Card

Mr. Mudd went over the results of the CAI Organizational Standards. A total of 55/58 organizational standards were met. Overall percent met is 94.83%. Only 3 were not met. Those include:

Category 5: Board Governance

- 1). 5.4: "The organization documents that each governing board member has received a copy of the bylaws within the past 2 years" Not Met
- 2). 5.6: "Each governing board member has signed a conflict of interest policy within the past 2 years." Not Met.

(All but 1 board member signed receipt indicating they received bylaws & conflict of interest statement.) Solution discussed: Email out bylaws every year to the Board Members. Keep a record of who received them and signed off.

Category 8: Financial Operations and Oversight

- 3). 8.10: "The fiscal policies have been reviewed by staff within the past 2 years, updated as necessary, with changes approved by the governing board" Not Met. Solution: Provide staff training in fiscal policies at next Leadership meeting in April.

6.1.2 Strategic Plan Progress: Towards Goals & Analysis of Outcomes [OS 6.5 & 9.3]

Mr. Mudd went over Strategic Commitments 1-4. Changed measure for 4.1 to - Assist 15-20 households receiving TBRA rental assistance. Strategic commitments 5-8 will be addressed at the March 2025 Board meeting.

6.2 Human Resources – Ruth Salinas

6.3 Agency Financial – Keith Herington

6.3.1 Basic Financials

Mr. Herington reviewed the year-to date basic financial statements as of November 2024

6.3.2 Grant Financial Report

Mr. Herington reviewed the Grant Financial reports as of November 2024.

6.3.3 Head Start Program Budget Report

Mr. Herington reviewed the Head Start Budget report for the period ending in November 2025 listing monthly and year-to-date expenditures.

6.3.4 Head Start In-Kind

Mr. Herington reviewed the report for the period ending in November 2024.

6.3.5 Head Start Program CACFP Report

Mr. Herington reviewed the report for the period ending in November 2024.

6.3.6 Credit Card Report

Mr. Herington reviewed the report for the period ending in November 2024.

6.3.7 Other Credit Card Purchases

Mr. Herington reviewed the report for the period ending in November 2024.

6.4 Adult Education – Mary Helen Martinez

6.5 Community Services – Francesca Ramirez

Ms. Ramirez reported that the CEAP Program served 2,574 individuals in 2024. Transition Out of Poverty program transitioned 11 individuals in 2024. TBRA program application opens January 15 - February 13. TBRA case manager was hired and will begin January 27. The Senior Citizen center enrolled 116 clients in 2024. Staff at the center applied and was awarded a \$2,000 grant from Foresters Financial Group.

6.5.1 Customer Satisfaction Report & Analysis [OS 1.3]

Ms. Ramirez went over the results of the Community Services Client Survey that was sent out in 2024. All results were good and positive

6.6 Health Services - Stacey Martinez

6.7 Head Start - Danielle Engelke

6.7.1 Head Start Board Report for November & December

Mrs. Engelke reviewed the November and December Enrollment, Attendance and CLASS Scores.

6.7.2 Procedures, Code of Conduct, and Progressive Discipline Updates – for approval

Mrs. Engelke went over the changes for the following procedures.

- Code of Conduct: Adding
 - o I understand that not reporting health & safety incidents will be subject to disciplinary actions
- Diapering & Stand Up Procedure: Adding
 - o The caregiver's hand must remain on the child or the caregiver must be facing the child and within an arm's length of the child
 - o Never leave a child unattended on the changing table
- Progressive Discipline Procedure: Adding
 - o Failure to report any policy or procedure violation that you witnessed
 - o Failure to follow any CAI policy & procedures
 - o Failure to report any health & safety incidents that staff witnessed

Myra Vassian made the motion to approve, Jeremy Sutton seconded the motion. All were in favor. None opposed. Motion passed.

6.8 Home Visiting - Megan Campbell

6.9 Youth Services – Cristal Lopez

7.0 ACTION ITEMS—Review, Discuss and Take Proper Action

7.1 Grant Budget Approvals 2024-2025 – Keith Herington

7.1.1 RASP: Ryan White Park B for \$78k – for approval

Mr. Herington went over the grant that includes 142 Health Insurance Premiums and 40 Prescriptions. This grant starts in September. Jeremy Sutton made the motion to approve, Myra Vassian seconded the motion. All were in favor. None opposed. Motion passed.

7.1.2 St. David's Foundation Intermediary Grant for \$375k – for approval

Mr. Mudd went over the grant that stats CAI has been awarded money to be able regrant to other nonprofits. CAI will need to hire a new director for this process along with finding a donor base for CAI. Myra Vassian made the motion to approve, Jeremy Sutton seconded the motion. All were in favor. None opposed. Motion passed.

7.2 New Board Member: City of Lockhart Council Member Angie Gonzales-Sanchez – for approval

Board voted for approval of new member to begin in March. Myra Vassian made the motion to the approve, Jeremy Sutton seconded this motion. All were in favor. None opposed. Motion passed

7.3 New Board Member: Private Sector Representative Attorney David Sergi – for approval

Board voted for approval of new member to begin in March. Steven Hernandez made the motion to the approve, Myra Vassian seconded this motion. All were in favor. None opposed. Motion passed

8.0 SUCCESS STORY – Home Visiting – Megan Campbell

Mrs. Campbell went over the story of a Parent Educator who assisted a family with enrolling their child in ABA Therapy. Since the child has been in therapy, the parents have seen great improvements in his emotions. The parents are feeling comfortable about soon having to send him to public school.

9.0 BOARD MEMBERS' OPPORTUNITY TO SHARE**10.0 PRESIDENT'S REPORT—Insley****Schedule of the next Board of Director's Meeting**

Ms. Insley informed the Board members that the next meeting is Thursday, March 27, 2025 at 6:00 p.m.

11.0 ADJOURNMENT—Insley

Jeremy Sutton made a motion to adjourn, Myra Vassian seconded the motion. All were in favor. None opposed. Meeting adjourned at 7:10 PM.



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | Region 6 | 1301 Young Street, Room 937, Dallas TX 75202 | eclkc.ohs.acf.hhs.gov

March 4, 2025

Ms. Diane Insley, President
 Community Action, Inc. of Central Texas
 215 S Reimer Ave
 Ste 130
 San Marcos, TX 78666-5490

Re: Grant No. 06CH012370

Dear Ms. Insley,

The Office of Head Start (OHS) is writing to inform you that the 12-month period during Community Action, Inc. of Central Texas was required to implement a plan to reduce underenrollment concluded on July 10, 2024. We are pleased to inform you that, based on the Head Start enrollment levels reported for February, 2025, Community Action, Inc. of Central Texas was enrolling at least 97 percent of its funded enrollment. Community Action, Inc. of Central Texas met the criteria listed in Section 641A(h)(4) of the Head Start Act and successfully implemented a plan to reduce underenrollment over the 12-month period. I know that achieving full enrollment took significant work and effort, and I congratulate you on this important accomplishment.

As we look forward, OHS will continue to evaluate enrollment to ensure Community Action, Inc. of Central Texas maintains at least 97 percent enrollment for six consecutive months. If this is achieved, a Completion Letter will be issued as formal recognition of satisfactory completion of the underenrollment plan. Monthly enrollment must continue to be reported by center and program option using the Center Level Reporting Spreadsheet until further notice. The Regional Office remains available to support you and provide technical assistance to maintain your enrollment levels.

Please be advised that the inability to maintain at least 97 percent enrollment for six consecutive months **may** result in your program being designated as “chronically underenrolled” and could include the reduction of Community Action, Inc. of Central Texas base grant, pursuant to Section 641A(h)(5) of the Head Start Act.

OHS remains committed to supporting grant recipients’ efforts to achieve full enrollment while maintaining the highest quality of services for children and families. Please contact your Regional Office if there are any questions or concerns. Thank you for all that you do on behalf of children and families.

For more information about the Full Enrollment Initiative, please see [ACF-PI-HS-18-04](#).

Sincerely,

/Tatia Long/

Tatia Long

Regional Program Director
Office of Head Start, Region 6

ATTACHMENT A

Sec. 641A Standards; Monitoring of Head Start Agencies and Programs

...

(h) Reduction of Grants and Redistribution of Funds in Cases of Underenrollment-

(1) DEFINITIONS- In this subsection:

(A) ACTUAL ENROLLMENT- The term 'actual enrollment' means, with respect to the program of a Head Start agency, the actual number of children enrolled in such program and reported by the agency (as required in paragraph (2)) in a given month.

(B) BASE GRANT- The term 'base grant' has the meaning given the term in section 640(a)(7).

(C) FUNDED ENROLLMENT- The term 'funded enrollment' means, with respect to the program of a Head Start agency in a fiscal year, the number of children that the agency is funded to serve through a grant for the program during such fiscal year, as indicated in the grant agreement.

(2) ENROLLMENT REPORTING REQUIREMENT- Each entity carrying out a Head Start program shall report on a monthly basis to the Secretary and the relevant Head Start agency

(A) the actual enrollment in such program; and

(B) if such actual enrollment is less than the funded enrollment, any apparent reason for such enrollment shortfall.

(3) SECRETARIAL REVIEW AND PLAN- The Secretary shall

(A) on a semiannual basis, determine which Head Start agencies are operating with an actual enrollment that is less than the funded enrollment based on not less than 4 consecutive months of data;

(B) for each such Head Start agency operating a program with an actual enrollment that is less than its funded enrollment, as determined under subparagraph (A), develop, in collaboration with such agency, a plan and timetable for reducing or eliminating underenrollment taking into consideration--

(i) the quality and extent of the outreach, recruitment, and communitywide strategic planning and needs assessment conducted by such agency;

(ii) changing demographics, mobility of populations, and the identification of new underserved low-income populations;

(iii) facilities-related issues that may impact enrollment;

(iv) the ability to provide full-working-day programs, where needed, through funds made available under this subchapter or through collaboration with entities carrying out other early childhood education and

development programs, or programs with other funding sources (where available);

(v) the availability and use by families of other early childhood education and development options in the community served; and

(vi) agency management procedures that may impact enrollment; and

(C) provide timely and ongoing technical assistance to each agency described in subparagraph (B) for the purpose of assisting the Head Start agency to implement the plan described in such subparagraph.

(4) IMPLEMENTATION- Upon receipt of the technical assistance described in paragraph (3)(C), a Head Start agency shall immediately implement the plan described in paragraph (3)(B). The Secretary shall, where determined appropriate, continue to provide technical assistance to such agency.

(5) SECRETARIAL REVIEW AND ADJUSTMENT FOR CHRONIC UNDERENROLLMENT-

(A) IN GENERAL- If, after receiving technical assistance and developing and implementing the plan as described in paragraphs (3) and (4) for 12 months, a Head Start agency is operating a program with an actual enrollment that is less than 97 percent of its funded enrollment, the Secretary may--

(i) designate such agency as chronically underenrolled; and

(ii) recapture, withhold, or reduce the base grant for the program by a percentage equal to the percentage difference between funded enrollment and actual enrollment for the program for the most recent year for which the agency is determined to be underenrolled under paragraph (3)(A).

(B) WAIVER OR LIMITATION OF REDUCTIONS- The Secretary may, as appropriate, waive or reduce the percentage recapturing, withholding, or reduction otherwise required by subparagraph (A), if, after the implementation of the plan described in paragraph (3)(B), the Secretary finds that--

(i) the causes of the enrollment shortfall, or a portion of the shortfall, are related to the agency's serving significant numbers of highly mobile children, or are other significant causes as determined by the Secretary;

(ii) the shortfall can reasonably be expected to be temporary; or

(iii) the number of slots allotted to the agency is small enough that underenrollment does not create a significant shortfall.

(6) REDISTRIBUTION OF FUNDS-

(A) IN GENERAL- Funds held by the Secretary as a result of recapturing, withholding, or reducing a base grant in a fiscal year shall be redistributed by the end of the following fiscal year as follows:

(i) INDIAN HEAD START PROGRAMS- If such funds are derived from an Indian Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Indian Head Start programs.

(ii) MIGRANT AND SEASONAL HEAD START PROGRAMS- If such funds are derived from a migrant or seasonal Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more programs of the type from which such funds are derived.

(iii) EARLY HEAD START PROGRAMS- If such funds are derived from an Early Head Start program in a State, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Early Head Start programs in that State. If such funds are derived from an Indian Early Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Indian Early Head Start programs.

(iv) OTHER HEAD START PROGRAMS- If such funds are derived from a Head Start program in a State (excluding programs described in clauses (i) through (iii)), then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Head Start programs (excluding programs described in clauses (i) through (iii)) that are carried out in such State.

(B) ADJUSTMENT TO FUNDED ENROLLMENT- The Secretary shall adjust as necessary the requirements relating to funded enrollment indicated in the grant agreement of a Head Start agency receiving redistributed funds under this paragraph.



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 4th Floor – Switzer Memorial Building, 330 C Street SW, Washington DC 20024 eclkc.ohs.acf.hhs.gov

Program Performance Summary Report

To: Authorizing Official/Board Chairperson

Ms. Diane Insley
Community Action, Inc. of Central Texas
215 S Reimer Ave
Ste 130
San Marcos, TX 78666 - 5490

From: Responsible HHS Official

Date: 02/11/2025

Tala Hooban

Deputy Director, Office of Head Start

On January 9, 2025, the Administration for Children and Families (ACF) conducted a monitoring review of Community Action, Inc. of Central Texas. We wish to thank the governing body, policy council, staff, and parents of your program for their cooperation and assistance during the review. This monitoring report has been issued to Ms. Diane Insley, as legal notice to your agency of the results of the program review.

Based on the information gathered during our review, a determination has been made that **Community Action, Inc. of Central Texas is a recipient with at least one area of noncompliance in its Head Start program.**

This report provides you with detailed information in each area where program performance did not meet applicable Head Start Program Performance Standards, laws, regulations, and policy requirements.

Please contact your Regional Office for guidance should you have any questions or concerns. Your Regional Office will follow up on the content of this report and can work with you to identify resources to support your program's continuous improvement.

DISTRIBUTION OF THE REPORT

Copies of this report will be distributed to the following:

Mr. Kenneth Gilbert, Regional Program Manager
Mr. Douglas Mudd, Chief Executive Officer/Executive Director
Ms. Danielle Engelke, Head Start Director
Ms. Danielle Engelke, Early Head Start Director

Grant(s) included as part of this review

Grant Recipient Name	Grant Number(s)
Community Action, Inc. of Central Texas	06CH012370

Glossary of Terms

Term	Definition
Area of Concern (AOC)	An area in which the agency needs to improve performance. These issues should be discussed with the grant recipient's Regional Office for possible technical assistance.
Area of Noncompliance (ANC)	An area in which the agency is out of compliance with Federal requirements (including but not limited to the Head Start Act or one or more of the regulations) in one or more areas of performance. This status requires a written timeline for correction and possible technical assistance or guidance from the grant recipient's program specialist. If not corrected within the specified timeline, this status becomes a deficiency.
Deficiency	<p>As defined in the Head Start Act, the term "deficiency" means:</p> <p>(A) a systemic or substantial material failure of an agency in an area of performance that the Secretary determines involves:</p> <ul style="list-style-type: none"> (i) a threat to the health, safety, or civil rights of children or staff; (ii) a denial to parents of the exercise of their full roles and responsibilities related to program operations; (iii) a failure to comply with standards related to early childhood development and health services, family and community partnerships, or program design and management; (iv) the misuse of funds received under this subchapter; (v) loss of legal status (as determined by the Secretary) or financial viability, loss of permits, debarment from receiving Federal grants or contracts, or the improper use of Federal funds; or (vi) failure to meet any other Federal or State requirement that the agency has shown an unwillingness or inability to correct, after notice from the Secretary, within the period specified; <p>(B) systemic or material failure of the governing body of an agency to fully exercise its legal and fiduciary responsibilities; or</p> <p>(C) an unresolved area of noncompliance.</p>

Performance Summary

This section contains an overview of compliance information identified in each Performance Area for all Content Areas. Detailed information can be found in the Review Details section.

Compliance Information

Content Area	Performance Area	Grant Number(s)	Compliance Level	Applicable Standards	Timeframe for Correction
Significant Health and Safety Incidents	Safety Practices	06CH012370	Area of Noncompliance	1302.90(c)(1)(vi)	120 Days

Review Details

This section of the report provides details on findings in applicable Content Areas reviewed during this monitoring event.

Significant Health and Safety Incidents

Performance Area: Safety Practices

Area of Noncompliance - 1302.90(c)(1)(vi)

Summary

Grant Number(s) Cited: 06CH012370

Timeframe for Correction: 120 Days

Performance Standard Details

Regulation Text: 1302.90 Personnel policies. (c) Standards of conduct. (1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: (vi) Ensure no child is left alone or unsupervised.

Finding Details

- The grant recipient did not ensure no child was left alone or unsupervised while under the care of its staff.

Additional details from this review event:

- The grant recipient had an incident in which an Early Head Start (EHS) teacher at the William Crook CDC did not provide adequate supervision, resulting in an injury to a 1-year-old child.
- On November 11, 2024, an EHS teacher was changing a child's diaper at the changing table when they turned to remove 2 children from the steps by the sink.
- While the EHS teacher was addressing the other children and not actively supervising the child on the changing table, the child fell off the table and hit their head on the floor.
- The child's parent was notified of the incident and took their child to the emergency room, where the child received a diagnosis of a closed head injury.

----- End of Report -----



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 4th Floor – Switzer Memorial Building, 330 C Street SW, Washington DC 20024 eclkc.ohs.acf.hhs.gov

Program Performance Summary Report

To: Authorizing Official/Board Chairperson

Ms. Diane Insley
Community Action, Inc. of Central Texas
215 S Reimer Ave
Ste 130
San Marcos, TX 78666 - 5490

From: Responsible HHS Official

Date: 02/24/2025

Tala Hooban

Deputy Director, Office of Head Start

From February 10, 2025 to February 12, 2025, the Administration for Children and Families (ACF) conducted a Focus Area One (FA1) monitoring review of Community Action, Inc. of Central Texas. This report contains information about the grant recipient's performance and compliance with the requirements of the Head Start Program Performance Standards (HSPPS) or Public Law 110-134, *Improving Head Start for School Readiness Act of 2007*.

The Office of Head Start (OHS) would like to thank your governing body, policy council, parents, and staff for their engagement in the review process. Based on the information gathered during this review, it has been determined that your program meets the requirements of all applicable HSPPS, laws, regulations, and policy requirements.

Please contact your Regional Office for guidance should you have any questions or concerns. Your Regional Office will follow up on the content of this report and can work with you to identify resources to support your program's continuous improvement.

DISTRIBUTION OF THE REPORT

Copies of this report will be distributed to the following:

Mr. Kenneth Gilbert, Regional Program Manager
Mr. Douglas Mudd, Chief Executive Officer/Executive Director
Ms. Danielle Engelke, Head Start Director
Ms. Danielle Engelke, Early Head Start Director

Grant(s) included as part of this review

Grant Recipient Name	Grant Number(s)
Community Action, Inc. of Central Texas	06CH012370

Glossary of Terms

Term	Definition
Area of Concern (AOC) 	An area in which the agency needs to improve performance. This status is considered additional feedback and should be discussed with the agency's Regional Office for possible technical assistance.
Area of Noncompliance (ANC) 	An area in which the agency is out of compliance with Federal requirements (including but not limited to the Head Start Act or one or more of the regulations) in one or more areas of performance. This status requires a written timeline of correction and possible technical assistance or guidance from the agency's program specialist. If not corrected within the specified timeline, this status becomes a deficiency.
Deficiency 	As defined in the Head Start Act, the term "deficiency" means: <p>(A) a systemic or substantial material failure of an agency in an area of performance that the Secretary determines involves:</p> <ul style="list-style-type: none"> (i) a threat to the health, safety, or civil rights of children or staff; (ii) a denial to parents of the exercise of their full roles and responsibilities related to program operations; (iii) a failure to comply with standards related to early childhood development and health services, family and community partnerships, or program design and management; (iv) the misuse of funds received under this subchapter; (v) loss of legal status (as determined by the Secretary) or financial viability, loss of permits, debarment from receiving Federal grants or contracts, or the improper use of Federal funds; or (vi) failure to meet any other Federal or State requirement that the agency has shown an unwillingness or inability to correct, after notice from the Secretary, within the period specified; <p>(B) systemic or material failure of the governing body of an agency to fully exercise its legal and fiduciary responsibilities; or</p> <p>(C) an unresolved area of noncompliance.</p>

How To Read This Report

The Focus Area One (FA1) report includes the following sections:

- **Program Overview** provides a summary describing the grant recipient.
- **Performance Summary** provides a table view of compliance by Performance Area.
- **Review Details** provides details on the grant recipient's performance in each Content Area, Performance Area, and Performance Measure. The following icons may be used in this section to describe the grant recipient's performance:

Icon	Description
✓	Compliant (C)
🔊	Area of Concern (AOC)
⚠️	Area of Noncompliance (ANC)/ Deficiency (DEF)

Program Overview

Community Action, Inc. of Central Texas provides a wide range of services to help individuals and families move toward self-sufficiency. The grant recipient receives funding to enroll 448 Head Start and Early Head Start children and expectant families, with all children enrolled in a center-based option. The service area encompasses two counties and includes rural and urban communities.

Performance Summary

This section contains an overview of the grant recipient's performance determined through this review. Detailed information can be found in the Review Details section.

Content Area	Performance Area	Grant Number(s)	Review Outcome	Applicable Standards	Timeframe for Correction
Program Design, Management, and Improvement	-	06CH012370	Compliant	-	-
Education and Child Development Services	-	06CH012370	Compliant	-	-
Health Services	Child Health and Oral Health Status and Care	06CH012370	Area of Concern	-	Follow up with Regional Office for support
Family and Community Engagement	-	06CH012370	Compliant	-	-

Services					
Fiscal Infrastructure	-	06CH012370	Compliant	-	-
Eligibility, Recruitment, Selection, Enrollment, and Attendance	-	06CH012370	Compliant	-	-

Review Details

This section of the report provides details on the grant recipient's performance in each Content Area, Performance Area, and Performance Measure.

- Each Performance Area includes the compliant Performance Measures monitored in this review.
- If there are any findings or Areas of Concern, they will be listed within that Performance Area.



Program Design, Management, and Improvement

The table below summarizes the performance within the Content Area. Beneath the table is a list of all Performance Areas and compliant Performance Measures monitored in this Content Area, with details on findings or Areas of Concern, as applicable.

Performance Area	Compliant	Finding	Area of Concern
Program Design and Strategic Planning	C		
Program Governance	C		
Staffing and Staff Member Supports	C		

Performance Area: Program Design and Strategic Planning

✓ *Compliance Information*

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient's program structure and systems are designed to be responsive to community needs and are informed by community strengths and resources.
- The grant recipient has an established process for using data to monitor performance and progress toward goals and to inform continuous improvement.

Performance Area: Program Governance

✓ *Compliance Information*

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient establishes program governance with sufficient expertise and representation that supports effective program oversight and engagement with families and the community.
- The grant recipient has strategies to support collaboration across program staff members, the governing body, and the policy council to facilitate effective program governance.

Performance Area: Staffing and Staff Member Supports

✓ *Compliance Information*

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient's leadership and management team has clearly defined, manageable roles and responsibilities and the appropriate experience to execute Head Start program operations.
- The grant recipient has a defined approach for ongoing supervision and support of staff members.



Education and Child Development Services

The table below summarizes the performance within the Content Area. Beneath the table is a list of all Performance Areas and compliant Performance Measures monitored in this Content Area, with details on findings or Areas of Concern, as applicable.

Performance Area	Compliant	Finding	Area of Concern
Curricula, Screening, and Assessment Tools	C		
Teaching Strategies and Learning Environments	C		
Qualifications, Professional Development, and Coaching	C		

Performance Area: Curricula, Screening, and Assessment Tools

✓ *Compliance Information*

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient uses research-based and culturally appropriate curricula to support child outcomes.
- The grant recipient uses appropriate screening tools to refer children for evaluation as indicated.
- The grant recipient uses appropriate ongoing child assessment tools to support children's progress and to individualize for every child.

Performance Area: Teaching Strategies and Learning Environments

✓ *Compliance Information*

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient's staff members identify effective teaching strategies that are responsive to children's needs.
- The grant recipient develops engaging learning environments that promote healthy development for children.

Performance Area: Qualifications, Professional Development, and Coaching

✓ *Compliance Information*

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient has qualified education staff members.
- The grant recipient establishes a professional development system to support delivery of quality education and child development services.
- The grant recipient uses a research-based coaching strategy to support education staff members in using effective teaching practices.



Health Services

The table below summarizes the performance within the Content Area. Beneath the table is a list of all Performance Areas and compliant Performance Measures monitored in this Content Area, with details on findings or Areas of Concern, as applicable.

Performance Area	Compliant	Finding	Area of Concern
Child Health and Oral Health Status and Care			AOC
Mental Health and Social and Emotional Well-Being	C		
Safe and Sanitary Environments	C		
Expectant Families	C		

Performance Area: Child Health and Oral Health Status and Care

Area of Concern Information

The monitoring review found the following Area(s) of Concern that reflect areas of performance that are at risk of becoming noncompliant in subsequent reviews. This additional feedback should be addressed to support compliance in this Performance Area.

- The grant recipient should improve its efforts to obtain medical and oral health determinations from a health care professional for all children within the prescribed timeframe.
 - Some families found it difficult to find health care providers in the area.
 - The grant recipient should work with families and community partners to support children's access to health care.

Performance Area: Mental Health and Social and Emotional Well-Being

Compliance Information

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- In partnership with a qualified mental health consultant, the grant recipient develops a positive program environment that promotes the mental health and social and emotional well-being of children.
- The grant recipient develops practices that prohibit the use of expulsion and severely limit suspension.

Performance Area: Safe and Sanitary Environments

Compliance Information

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient completes background checks prior to hire for staff members.
- The grant recipient has an approach to maintain safe environments through staff member training and ongoing oversight of facilities, equipment, and materials.

Performance Area: Expectant Families

Compliance Information

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient has a process to facilitate connections to comprehensive services for each expectant family and provide appropriate newborn services following the birth of the infant.



Family and Community Engagement Services

The table below summarizes the performance within the Content Area. Beneath the table is a list of all Performance Areas and compliant Performance Measures monitored in this Content Area, with details on findings or Areas of Concern, as applicable.

Performance Area	Compliant	Finding	Area of Concern
Supporting Family Well-Being and Family Engagement	C		
Family Partnerships	C		
Promoting Strong Parent-Child Relationships and Engagement in Children's Learning	C		
Community Partnerships	C		

Performance Area: Supporting Family Well-Being and Family Engagement

✓ *Compliance Information*

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient has strategies to engage all families in the program through open and responsive communication.
- The grant recipient has family service staff members who are qualified to support the needs of enrolled families.

Performance Area: Family Partnerships

✓ *Compliance Information*

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient develops a family partnership process that supports family-driven goals.

Performance Area: Promoting Strong Parent-Child Relationships and Engagement in Children's Learning

✓ *Compliance Information*

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient builds on parents' knowledge and offers parents the opportunity to practice parenting skills.

Performance Area: Community Partnerships

✓ *Compliance Information*

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient develops community partnerships that meet the needs and interests of families.



Fiscal Infrastructure

The table below summarizes the performance within the Content Area. Beneath the table is a list of all Performance Areas and compliant Performance Measures monitored in this Content Area, with details on findings or Areas of Concern, as applicable.

Performance Area	Compliant	Finding	Area of Concern
Budget Development, Implementation, and Oversight	C		
Comprehensive Financial Management Structure and System	C		

Performance Area: Budget Development, Implementation, and Oversight

✓ *Compliance Information*

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient establishes a transparent, data-informed process to develop and maintain a budget that aligns with program goals and circumstances.

Performance Area: Comprehensive Financial Management Structure and System

✓ *Compliance Information*

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient develops a system for maintaining financial records and generating information needed to manage and safeguard Federal funds.
- The grant recipient develops a system to ensure effective control over all funds, property, and assets to avoid theft, fraud, waste, and abuse.
- The grant recipient develops a system to ensure that only allowable costs are charged to the Head Start award in accordance with Federal statutes, regulations, and the terms and conditions of the Federal award.



Eligibility, Recruitment, Selection, Enrollment, and Attendance

The table below summarizes the performance within the Content Area. Beneath the table is a list of all Performance Areas and compliant Performance Measures monitored in this Content Area, with details on findings or Areas of Concern, as applicable.

Performance Area	Compliant	Finding	Area of Concern
Recruitment	C		
Selection	C		
Eligibility	C		
Enrollment	C		

Performance Area: Recruitment

✓ *Compliance Information*

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient uses knowledge about the community it serves to develop its recruitment strategy to locate the families with the greatest need.

Performance Area: Selection

✓ *Compliance Information*

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient uses knowledge about the community it serves to develop its selection criteria.

Performance Area: Eligibility

✓ *Compliance Information*

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient has an established process for enrolling eligible families and supporting compliance with eligibility requirements.

Performance Area: Enrollment

✓ *Compliance Information*

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient develops a process to maintain full enrollment and track current enrollment, including the percentage of enrolled children eligible for services under the Individuals with Disabilities Education Act (IDEA).

----- End of Report -----



Executive Director Report

March 2025 Board Meeting

Three New Initiatives to Strengthen Our Community

Community Action has launched three new programs to further address the causes and conditions of poverty in our service area.

Tenant-Based Rental Assistance (TBRA)

To help address the rising cost of rent in Hays County, we introduced the Tenant-Based Rental Assistance (TBRA) program. Eligible applicants can receive up to 24 months of rental assistance, providing them with stability as they pursue education or new employment opportunities without the immediate stress of housing insecurity. The application period ran from January 15 to February 13, during which we received 140 applications. Jessica Soto, our new Housing Case Manager (*pictured*), has been instrumental in launching this program, and we aim to assist at least 15 to 20 families in its first year.

Medicaid Enrollment Assistance

Since the pandemic, many individuals and families have been disenrolled from Medicaid and have struggled to regain coverage. In January 2025, Community Action launched a Medicaid Enrollment program to help low-income uninsured families and individuals enroll or re-enroll in Medicaid benefits. This initiative is supported by a two-year, \$1 million grant from St. David's Foundation. We are currently hiring a Case Assistant Navigator to support clients through the enrollment process. If you know someone who may be interested in this role, please direct them to our website to apply.

Giving Through Intermediaries Grant

Community Action has also received a grant from St. David's Foundation under the "Giving Through Intermediaries" initiative. This funding will enhance our capacity to provide grants and technical assistance to other nonprofits that support vulnerable residents in Hays County. Designed to be a community-led effort, this project will offer Hays County residents opportunities to voice their

needs and priorities. To lead this work, we are hiring a Community Development Director.

6.1

Outcomes				Services			
FNPI 2	Education and Cognitive Development Outcomes	Identify Need	Target	SRV 2	Education and Cognitive Development Services	Identify Need	Estimate
FNPI 2a	The number of children (0 to 5) who demonstrated improved emergent literacy skills.		509 448	SRV 2a-j	Child/Young Adult Education Programs		
FNPI 2b	The number of children (0 to 5) who demonstrated skills for school readiness.		509 448	SRV 2a	Early Head Start		200
FNPI 2c	The number of children and youth who demonstrated improved positive approaches toward learning, including			SRV 2b	Head Start		300
FNPI 2c.1	Early Childhood Education (ages 0-5)		509 448	SRV 2c	Other Early-Childhood (0-5 yr. old) Education		
FNPI 2c.2	1st grade-8th grade			SRV 2d	K-12 Education		
FNPI 2c.3	9th grade-12th grade			SRV 2e	K-12 Support Services		
FNPI 2d	The number of children and youth who are achieving at basic grade level (academic, social,			SRV 2f	Financial Literacy Education		15
FNPI 2d.1	Early Childhood Education (ages 0-5)			SRV 2g	Literacy/English Language Education		30
FNPI 2d.2	1st grade-8th grade			SRV 2h	College-Readiness Preparation/Support		5
FNPI 2d.3	9th grade-12th grade			SRV 2i	Other Post Secondary Preparation		
FNPI 2e	The number of parents/caregivers who improved their home environments.		160	SRV 2j	Other Post Secondary Support		
FNPI 2f	The number of adults who demonstrated improved basic education.		800	SRV 2k	School Supplies		
FNPI 2g	The number of individuals who obtained a high school diploma and/or obtained an equivalency certificate or diploma.		50	SRV 2k	School Supplies		75
FNPI 2h	The number of individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills.		120	SRV 2l-q	Extra-curricular Programs		
FNPI 2i	The number of individuals who obtained an Associate's degree.			SRV 2l	Before and After School Activities		
FNPI 2j	The number of individuals who obtained a Bachelor's degree.			SRV 2m	Summer Youth Recreational Activities		
				SRV 2n	Summer Education Programs		
				SRV 2o	Behavior Improvement Programs (attitude, self-esteem, Dress-for-Success, etc.)		
				SRV 2p	Mentoring		
				SRV 2q	Leadership Training		
				SRV 2r-z	Adult Education Programs		
				SRV 2r	Adult Literacy Classes		
				SRV 2s	English Language Classes		1400 592
				SRV 2t	Basic Education Classes		1694
				SRV 2u	High School Equivalency Classes		350 725
				SRV 2v	Leadership Training		15
				SRV 2w	Parenting Supports (may be a part of the early childhood programs identified above)		650
				SRV 2x	Applied Technology Classes		0
				SRV 2y	Post-Secondary Education Preparation		0
				SRV 2z	Financial Literacy Education		30
				SRV 2aa	Post-Secondary Education Supports		
				SRV 2aa	College applications, text books, computers, etc.		
				SRV 2bb	Financial Aid Assistance		
				SRV 2bb	Scholarships		
				SRV 2cc			
				SRV 2cc	Home Visits		650

Strategic Commitment 1:				
CAICT will elevate the visibility of the agency and its program services through increasing community engagement, developing new partnerships and improving marketing, branding and fundraising strategies.				
Outcomes	Goal Level (Family/Agency/Community)	Strategies	Measures	Achievements
1.1 Community Action will increase visibility among partnering agencies and among the communities it serves.	Agency	Committee will be formed for the purpose of leading CAICT in assessing, planning, and implementing new ideas & strategies designed to increase the agency's visibility.	Agency will develop a Community Engagement & Partnership Committee with staff representing all programs that will meet monthly with the purpose of developing strategies to increase partnerships and community engagement. Committee will meet 10-12 times per year for 5 years.	Committee was formed in Year one. Several projects accomplished through the committee
1.2. Agency will increase the number of new partnerships and/or further expand existing partnerships.	Agency	Use a variety of methods to increase/expand partnership connections in the communities we serve including hosting and/or attending community events or meetings,	10 new or expanded strategic partnerships will be initiated and/or further developed over the course of 5 years.	Strengthened collaborations with nonprofits serving unhoused (Southside, HCWC), businesses that need ESL classes (Michelangelo, Hampton Inn, Chamberlin Roofing)
1.3. In collaboration with community partners, CAICT will develop an agency/community calendar to be placed on CAICT's website.	Agency	Coordinate with CAICT program directors, IT staff, and community partners	Year 1: Calendar will be built, maintained and utilized by staff and partners. Year 2: A total of 12 community events will be posted on the calendar. Years 3-5: An increase of 2 calendar events per year. (Yr. 3: 14 events, Yr. 4: 16 events, Yr. 5 18 events)	Developed Intra-Agency calendar but not community partner calendar.

<p>1.4 Develop a Marketing, Branding & Fundraising Committee with staff representing all programs tasked with developing strategies to improve visibility to the community we serve</p>	<p>Agency</p>	<p>Committee will lead CAICT in assessing, planning, and implementing new ideas & strategies designed to increase the agency's visibility.</p>	<p>Committee will meet 10-12 times per year for 5 years.</p>	<p>Marketing, Branding, and Fundraising committee merged with Community Engagement committee. Change made at July 2024 Board mtg</p>
<p>1.5. Committee will develop a logo/branding kit to streamline promotional and outreach materials across programs</p>	<p>Agency</p>	<p>Committee will develop promotional materials including brochures with brief descriptions of each of our CAI programs.</p>	<p>Promotional materials will be created in Year 1. Promotional Materials will be updated in years 2-5</p>	<p>Two rounds of 500 brochures have been successfully created and disseminated in Year One.</p>
<p>1.6. Agency will host community events including open houses, focus groups, resource fairs, celebration gatherings, outreach events, advisory and coalition meetings, and others that promote CAICT services and accomplishments.</p>	<p>Agency</p>	<p>Committee will plan the event(s) including developing guest list, selecting food options, and providing relevant activities</p>	<p>Host 3-5 events/year for 5-year period.</p>	<p>Hosted and/or participated in several events including Open House, Texas Roadhouse Dine to Donate, CAI 60th anniversary City & County Proclamations.</p>

<p align="center">Strategic Commitment 2: Community Action will improve inter-agency connectedness by providing opportunity for individual programs to gain knowledge of other CAI programs and by developing an inter-agency referral process to more comprehensively serve our clients.</p>				
Outcomes	Level (Family/Agency/Community)	Strategies	Measures	Achievements
2.1 CAICT will improve interagency connectedness and reduce program silos.	Agency	Silo-Busters Committee will lead CAICT in assessing, planning, and implementing new ideas & strategies designed to reduce program silos and improve inter-agency cooperation.	Committee will meet 10-12 times per year for 5 years in tasks related to reducing program silos & improving inter-agency cooperation.	Change made at July 2024 Board meeting
2.2 Agency will develop an intra-agency referral process using Unite Us referral platform Jotform	Agency	To initiate the implementation of the new referral system, the agency will create an Unite Us Committee that will serve to facilitate frontline staff's enrollment, training, and regular use of the platform.	<p>Year 1: Enroll & train at least 75% of all case management and frontline staff</p> <p>Year 1: Develop Jotform referral platform. Years 2-5: Send & receive 50 referrals in year 2 and increase by 10% per year for years 3-5.</p>	In Year one our Agency developed the intra-Agency Jotform referral platform.

<p align="center">Strategic Commitment 3:</p> <p align="center">Community Action will prioritize the development of a healthy workplace culture where all employees are equitably valued, competitively compensated, and regularly offered many and varied opportunities to grow and develop.</p>				
Outcomes	Goal Level (Family/Agency/Community)	Strategies	Measures	Achievements
3.1 HR Department will provide excellent & efficient service to the CAICT programs it serves	Agency	The Agency's HR Department will assess the strengths and weaknesses of HR processes through formal & informal surveying of staff, plan for new ideas based on the feedback, and implement those new ideas based on the plan.	HR will conduct 2-3 surveys per year for 5 years. HR will use survey to make necessary changes throughout the course of the 5 years depending upon the agency/program needs.	Will send employee survey out in January 2025 to measure job satisfaction, HR practices, leadership and org. culture.
3.2 HR Department will attract and retain top talent through effective onboarding, and creating a positive work environment	Agency	Foster a supportive and engaging workplace culture through improved onboarding and employee incentive program including service award ceremonies, retention bonuses, employee luncheons, continuous education reimbursement, and others when available contingent on program offerings.	CAICT will improve turnover rate by 10% in the next 5 years.	So far decreased turnover rate by nearly 4% 2023: 29.41% to 2024: 25.59%
3.3 HR Department will promote diversity and create an inclusive workplace that values differences and ensures equal opportunities for all employees.	Agency	To promote diversity in the workplace and a culture of inclusivity, HR will train staff in inclusion practices and principles.	Provide inclusion training for all staff to attend. In years 1-2, pilot 2-3 different trainings. Years 1-2 50% of all staff will attend. Years 3-5 80-100% of all staff will attend	Provided Agency leadership training in April 2024 & Equity training at All Staff Day in Nov.

<p>3.4 CAICT staff will implement initiatives that support health and wellness.</p>	<p>Agency</p>	<p>Gather feedback through surveys, focus groups, and one-on-one discussions to understand employee's well-being needs and challenges. Use the data gathered to develop & implement wellness programs, fitness challenges, stress management workshops, etc.</p>	<p>HR Department will offer 2-3 Health and Wellness programs a year for 5 years based on staff feedback.</p>	<p>Will send out health & wellnes surveys in January 2025.</p>

Strategic Commitment 4:				
Community Action is committed to the reduction of poverty, the revitalization of low-income communities, and the empowerment of people with low incomes to become more self-sufficient.				
Outcomes	Goal Level (Family/Agency/Community)	Strategies	Measures	Achievements
4.1 Community partners will work together to reduce homelessness in service area.	Community	CAICT will collaborate with the Homeless Coalition of Hays County partners in building a pipeline of services to improve the homeless situation in our community	Homeless PIT count will be reduced by 10% over the course of 5 years.	Initiated TBRA rental assistance program. Working with Southside to provide Case manager and Hays County Homeless Coalition partners to identify those most in need.
4.2 Low-income Individuals and families will improve their economic self-reliance through assistance with utility bills.	Family/Individual	CAICT will provide multiple outreach events in service area to inform the low-income community of our utility assistance program.	CAICT will provide 2-3 outreach events per year for 5 years. CAICT will expend all CEAP funding to low-income families in service area.	Community Services Director provided 3-5 events to outreach to those who need utility assistance.
4.3 The low-income elderly will receive more opportunities to receive face to face help filling out CEAP & CSBG forms	Family/Individual	CAICT will provide prearranged events for senior citizens and others who are not able to complete the CEAP form online	CAICT will provide at minimum 4 events per year in outlying areas who lack transportation or who lack digital literacy skills filling out form online.	Senior Citizen Center now provides regular help with filling out utility assistance forms for the elderly.
4.4 Low-income individuals and families will have access to affordable housing in our service area.	Community	CAICT will collaborate with local community partners who manage & provide housing needs in order to develop solutions to the lack of access to affordable housing.	In collaboration with partners on the Homeless Coalition Board, CAICT will participate in the planning and implementation of 2-5 tasks per year for 5 years.	Executive Director is currently on the Hays Homeless Coalition Board to participate in the development and implementation of housing goals.

<p>4.5 Low-income individuals and families will transition out of poverty</p>	<p>Individual/Family</p>	<p>CAICT will identify eligible TOP clients and provide intensive case management for them to transition out of poverty.</p>	<p>CAICT will hire and train an intern from Texas State University's School of Social Work to provide case management services for TOP clients. A total of 12 individuals will transition out of poverty per year for 5 years.</p>	<p>Although our Agency did not use an TX State intern to assist with TOP program, our Community Services Director has herself increased the number of individuals she has transitioned out of poverty.</p>
<p>4.6 CAICT's CEAP program will increase the number of people who submit customer satisfaction surveys.</p>	<p>Agency</p>	<p>CAICT will create an online option for residents to do the customer satisfaction survey.</p>	<p>CAICT will increase the number of customer satisfaction surveys received by 30 % over the next 5 years.</p>	<p>Will develop online option in Year 2</p>

<p align="center">Strategic Commitment 5: Community Action will ensure that low- income individuals and families served in the community will have access to affordable health care.</p>				
Outcomes	Goal Level (Family/Agency/Community)	Strategies	Measures	Achievements
5.1 Individuals in our community will have access to a variety of reproductive health services including HIV & STI screenings and a variety of birth control methods.	Family (Individual)	CAICT's Reproductive Health program will increase outreach events to ensure the community knows about the services we offer.	Reproductive Health program will provide services to 1425 unduplicated patients per year for 5 years. Reproductive Health team will hold 4-5 outreach events per year for 5 years.	In 2024, the clinic provided services to 1397 unduplicated clients. The clinic health team participated in 4 outreach events in 2024.
5.2 Uninsured and Under-insured individuals will have access to Breast Cancer Screenings and Treatment	Family (Individual)	Through targeted outreach and regular participation in community events, CAICT will increase the number of women who receive screening mammograms.	BCCS program will provide BCCS services to 400 individuals/year for 5 years.	The BCCS program served 845 individuals in 2024.
			BCCS program will outreach to 1400 individuals/annually for 5 years.	The BCCS program provided outreach to 985 individuals in 2024.
5.3 HIV positive individuals in the service area will obtain and maintain HIV viral suppression in order to be self-sufficient.	Family (Individual)	Provide social support (case management) services including psychosocial, financial assistance, and housing services to HIV positive clients	85% of all HIV clients will obtain and maintain viral suppression.	94% of all HIV clients maintained viral suppression
5.4 HIV positive individuals in the service area will have access to long-term and short-term housing.	Family (Individual)	Provide housing services to HIV positive clients including financial assistance & case management.	80% of all HIV positive clients will have long-term and short-term housing	92% of all HIV clients had long-term and short-term housing
5.5 HIV positive individuals will have increased access to transportation to and from scheduled appointments.	Family (Individual)	Offer rides through Lyft Concierge as an alternative option to transport clients to	Increase transports by 10% annually for 5 years by offering Lyft Concierge as an alternative to staff driving clients to	Transports increased by 11% from 2023 to 2024. Offering Lyft Concierge has increased transports

*identified through customer satisfaction survey results.		scheduled appointments	scheduled appointments.	by providing an alternative way to get to medical appts.
Strategic Commitment 6: Community Action in collaboration with other Early Childhood Education providers will ensure that all enrolled children (birth to five years old) in Hays and Caldwell Counties will enter school ready to learn.				
Outcomes	Level (Family/Agency/Community)	Strategies	Measures	Achievements
6.1 Parents in our service area will improve skills related to the adult role of parent/caregivers	Family (Individual)	Parents in Home Visiting program will receive Parents as Teachers training curriculum	60% of the parents who receive Parents as Teachers training will demonstrate improved parenting outcomes	59.1% of parents enrolled in services demonstrated improved parenting skills in 2024 compared to 2023.
6.2 An increased number of parents in our service area will receive home visits.	Family (Individual)	Home Visiting program will outreach in the community to find more families that are in need of the Parents as Teachers program.	160 families will be enrolled in the program each year for 5 years.	273 families were enrolled (received at least one home visit) in 2024. 148 families were actively enrolled in the program at the end of 2024.
6.3 Home Visiting program will expand in-person opportunities for parents to connect with each other and engage with the community.	Agency	In-person events will be held regularly throughout the year including parent meetings, parent education opportunities, resource fairs, holiday events, conferences, and other social gatherings.	The Home Visiting program will offer 10 events per year for 5 years.	The program hosted 21 community events across Hays and Caldwell Counties in 2024.
*identified through 2023 customer satisfaction survey				

<p>6.4 CAICT (Head Start) will develop data driven organizational culture to improve child and family outcomes</p>	<p>Agency</p>	<p>Child Plus consultant will work with Content Area Managers to develop an online platform</p>	<p>All Management staff will be trained and proficient in the use of Child Plus Data Management System. New online platform will be developed in the next 5 years.</p>	<p>Head Start now has 4 Management Staff that are well trained in Child Plus therefore program administrators. Program Director is a certified Program administrator through ChildPlus. - Able to downgrade from a Consultant Plan and now have a standard plan with the database.</p>
<p>6.5 Children and families in our service area will have opportunities and resources needed to strengthen the skills children need to be ready for kindergarten.</p>	<p>Family (Individual)</p>	<p>Program will use group and expertise coaching with instructional staff. Furthermore, the program will use the Texas School Ready Coach to support classroom engagement and outcomes.</p>	<p>At least 90% of enrolled children will demonstrate improved emergent literacy skills in the service area.</p>	<p>First round of assessments are complete. We are in the second round of assessments now to see how children have improved. The last round will end for Head Start in May - this will show us the improvement numbers.</p>
			<p>At least 90% of enrolled children will demonstrate skills for school readiness.</p>	
<p>6.6 Low-income children in our service area will have access to early childhood education</p>	<p>Family (Individual)</p>	<p>Program will improve the retention rate of Early Head Start and Head Start instructional staff through offering incentive bonuses, continuing education opportunities, providing and following up on employee satisfaction surveys.</p>	<p>The program will enroll 509 children in the Head Start and Early Head Start program.</p>	<p>Reduced the number of children served to 448 - this allowed all teaching staff to receive a \$2.00 pay raise. Satisfaction Survey improved from May to Dec. More focus on staff wellness - scheduled wellness days and activities.</p>

<p align="center">Strategic Commitment 7:</p> <p align="center">Community Action will ensure that all low-income individuals in the rural capital area have access to education and resources to build the multiple literacies required for full and equitable participation in the community (i.e. language, numeracy, digital, health, family, financial, and civics/citizenship) and the career training necessary to obtain a living wage job.</p>				
Outcomes	Level (Family/Agency/Community)	Strategies	Measures	Achievements
7.1 Low-income adults in the service area will have access to workforce training and education programs to increase opportunity for individuals & families to become self-sufficient.	Family (Individual)	The Adult Ed program will increase the variety of training program offerings in the service to adequately prepare individuals and families for the latest occupations that are in demand.	300 Adult education students will receive IET classes in the 9 rural counties.	306 Adult Education students received IETs in the 9 rural counties in 2024
7.2 Basic skills deficient adults in corrections institutions and places of work will have access to training designed for career advancement.	Family (Individual)	The Adult Education program will provide specialized and intensive adult education services tailored to individuals looking to improve workplace readiness skills and those transitioning out of corrections facilities.	150 students per year for 5 years will receive work place readiness and re-entry skills for career advancement.	178 students received work place readiness and re-entry skills for career advancement in 2024
7.3 Basic skills deficient adults will have access to Adult Education classes designed to prepare students to pass the high school equivalency exam or improve English skills.	Family (Individual)	To provide basic services to students to improve English, Reading, writing, speaking and listening skills	1600 students per year for 5 years will be enrolled in our Adult Education program and will receive at least 12 hours of instruction	2,503 students enrolled in our Adult Education program and received at least 12 hours of instruction in 2024
<p align="center">Strategic Commitment 8:</p> <p align="center">Community Action will ensure that youth have access to positive youth development opportunities that promote leadership development, health and wellness, and college and career readiness.</p>				

Outcomes	Level (Family/Agency/Community)	Strategies	Measures	Achievements
8.1 Community partners will work together to increase awareness of youth mental health issues and provide mental health prevention measures to improve overall mental wellness in our service area.	Community	Provide mental health training to first responders, human services employees, teachers, and other public-facing workers that includes learning communication techniques, mentorship training, mental-health awareness strategies, etc.	Facilitate multiple trainings including Mental Health First Aid training, suicide prevention, Youth Aware of Mental health for youth, and training on Counseling on Access to Lethal Means (CALM) for 300 community members over the course of 5 years.	Trained 600+ SMCISD staff in Youth Mental Health First Aid. ASSIST is being offered

8.2 Youth Services program will increase youth diversity and inclusivity in the Youth Taskforce membership.	Family (Individual)	Provide recruitment and outreach to homeless/foster/at-risk youth to be included in the membership of the current Youth Taskforce	Make 2-4 strategic partnerships with organizations that serve at-risk or disadvantaged youth.	Increased the participation of home schooled youth in Youth Taskforce. Looking for partnerships to target this group. Expanding YTF to include 18-24 yrs.
8.3 Youth Services Program will strengthen Youth Taskforce pipeline by increasing participation from 8 th graders.	Community	Program will outreach to local school district or other agencies that work with youth to find 8 th graders interested in joining the Youth Taskforce	Program will develop at least 2 partnering agencies who will assist in recruiting and retaining 8 th graders to be annual members of the Youth Taskforce over the next 5 years.	8th grade students were included in recruitment for Fall 2024
8.4 Youth Services program will create a steering committee for SMTX Mental Health Coalition to assist in setting the goals and developing the strategies of the coalition based upon the latest mental health assessment.	Community	Youth Services program will outreach to local stakeholders and community partners who have vested interest in mental health and well-being to find appropriate steering committee members for the Mental Health Coalition.	Program will recruit and retain 6-8 coalition partners to serve as the steering committee for the Mental Health Coalition for the next 5 years.	Texas State, Cenikor-Project AIM & Project AWARE are the primary steering committee members to collectively work on coalition activities
8.5 Youth Services program will increase the number of at risk & non at risk youth served by Big Brothers, Big Sisters mentorship program.	Community	Youth Services program will outreach to local stakeholders and community partners to find at risk youth to participate in BBBS.	Recruit annually 6-8 at risk youth to participate in BBBS mentorship program.	N/A
8.6 There will be an increased number of BBBS volunteers to help mentor youth.	Community	Youth Services will increase volunteer pool in the service area by initiating a community wide volunteer recruitment	Recruit 10-15 volunteers annually for 5 years.	N/A
8.7 Youth Services program will work with community partners to establish a Hays County Youth Coalition that will provide youth resources and support including a community youth development training.	Community	Community partners who participate in the coalition will set goals that impact youth needs.	In Year 1 Youth Services program will recruit 3-5 youth organizations or advocates to participate in the coalition. In Year 1 Youth Services program will recruit 3-5 youth organizations or advocates to participate in the coalition.	Steering committee has been established to help move the work of the coalition. Two members are being on-boarded in Year 2. Steering committee will plan 2 trainings for spring that focus on best practices for positive youth development.

Duties and Responsibilities of Community Action Board Members

- (a) Tripartite boards have a fiduciary responsibility for the overall operation of the Eligible Entity. Members are expected to carry out their duties as any reasonably prudent person would do.
- (b) At a minimum, board members are expected to:
- (1) Maintain regular attendance of board and committee meetings;
 - (2) Develop thorough familiarity with core agency information as appropriate, such as the agency's bylaws, Certificate of Formation/Articles of Incorporation, sources of funding, agency goals and programs, federal and state CSBG statutes;
 - (3) Exercise careful review of materials provided to the board;
 - (4) Make decisions based on sufficient information;
 - (5) Ensure that proper fiscal systems and controls, as well as a legal compliance system, are in place;
 - (6) Maintain knowledge of all major actions taken by the agency; and
 - (7) Receive regular reports that include:
 - (A) Review and approval of all funding requests (including budgets);
 - (B) Review of reports on the organization's financial situation;
 - (C) Regular reports on the progress of goals specified in the Performance Statement or program proposal;
 - (D) Regular reports addressing the rate of expenditures as compared to those projected in the budget;
 - (E) Updated modifications to policies and procedures concerning employees and fiscal operations;
 - (F) Updated information on community conditions that affect the programs and services of the organization; and
 - (G) Reports on any monitoring correspondence transmitted by the Department.
- (c) Individuals that agree to participate on a tripartite governing board, accept the responsibility to assure that the agency they represent continues to:
- (1) Assess and respond to the causes and conditions of poverty in their community;
 - (2) Achieve anticipated family and community outcomes; and
 - (3) Remains administratively and fiscally sound.
- (d) Excessive absenteeism of board members compromises the mission and intent of the program.

I have been trained and understand the duties and responsibilities of being a board member

Signature of Board Member _____ Date _____

ADMINISTRATION FOR
CHILDREN & FAMILIES
Office of Head Start

Dear Head Start recipients,

The Office of Head Start will not approve the use of federal funding for any training and technical assistance (TTA) or other program expenditures that promote or take part in diversity, equity, and inclusion (DEI) initiatives. This includes expenditures for services provided by contractors or vendors. This guidance is consistent with the nondiscrimination provisions in Sec. 654 of the Head Start Act:

(a) The Secretary shall not provide financial assistance for any program, project, or activity under this subchapter unless the grant or contract with respect thereto specifically provides that no person with responsibilities in the operation thereof will discriminate with respect to any such program, project, or activity because of race, creed, color, national origin, sex, political affiliation, or beliefs.

With your next application submission, Head Start grant recipients should carefully review their annual funding application, including the budget and budget justification narrative, TTA plans, program goals, and any other supplemental materials to ensure they are in accordance with this guidance.

Please direct any questions regarding this guidance to your regional office.

/ Andrew Gradison /

Andrew Gradison
Acting Assistant Secretary
Administration for Children and Families

had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

The agency will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of the agency that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

COMMITMENT TO DIVERSITY

Community Action, Inc. is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion.

Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and agency's achievement as well.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

Community Action Inc.'s diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for diversity.

All employees of Community Action, Inc. have a responsibility to always treat others with dignity and respect. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other agency-sponsored and participative events. All employees are also required to attend and complete annual diversity awareness training to enhance their knowledge to fulfill this responsibility.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the agency's diversity policy and initiatives should seek assistance from a supervisor or a Human Resources representative.

HUMAN RESOURCES

PROGRAM REPORT



Project Name	HR Program Report	Reporting Period
Board Meeting	March 27, 2025	01/17/2025 - 03/14/2025
Prepared by	Ruth M. Salinas	

HIGHLIGHTS

- Head Start is 3 slots away from being fully staffed!

RECRUITING

Status Update

New Hires	Resignations	Vacancies	Employee Count
13	11	10	338
Numbers from Board Meeting - 01/16/2025			
14	6	7	336

NA

Action Items:

Task or Deliverable

- NA

Coming Soon:

- Leadership Academy - April 11, 2025

Next Reporting Period

03/15/025 - 5/20/2025

Community Action, Inc of Central Texas
Statement of Financial Position
February 28, 2025

Item 6.3.1

ASSETS

Current Assets

Cash	\$	1,057,314
Grant Receivable		879,266
Inventory		38,425
Prepaid Expenses		10,398
Total Current Assets		<u>1,985,404</u>

Fixed Assets

Buildings & Equipment		4,336,367
less Accumulated Depreciation		<u>(3,940,701)</u>
Net Fixed Assets		395,666

TOTAL ASSETS

\$ #REF!

LIABILITIES & NET ASSETS

Current Liabilities

Accounts Payable & Accrued Liabilities	\$	1,338,645
Total Current Liabilities		<u>1,338,645</u>

Total Liabilities

1,338,645

Net Assets

Unrestricted		#REF!
Permanently Restricted		395,666
Total Net Assets		<u>#REF!</u>

TOTAL LIABILITIES & NET ASSETS

\$ #REF!

Community Action, Inc of Central Texas
Statement of Revenues
4 Months Ended February 28, 2025

Item 6.3.1

Federal & State Grant Revenue	\$ 5,409,608
Other Grant Revenue	27,455
Fee for Service Revenue	8,024
Fundraising/Donations	144,679
Interest Income	63
Program Income	<u>36,739</u>
 TOTAL REVENUES	 <u>\$ 6,201,904</u>

Community Action, Inc of Central Texas
Statement of Functional Expenses
4 Months Ended February 28, 2025

Item 6.3.1

Salaries	3,350,115
Fringe Benefits	727,763
Supplies	127,698
Contractual	572,103
Rent	536,127
Telephone/Internet	35,652
Utilities	37,375
Miscellaneous	10,198
Insurance	125,939
Travel	37,774
Maintenance	24,418
Other Office Expense	32,538
Dues, License & Fees	6,661
Employment Advertisement	0
Audit	0
Auto Expense	22,459
Employee Development	-3,472
Interest & Bank Fees	841
Direct Assistance	332,436
Depreciation	24,000
TOTAL EXPENDITURES	<u><u>6,000,625</u></u>

Community Action, Inc. of Central Texas
 Grant Financial Report
 As of February 28, 2025

Item 6.3.2

Community Services			Cumulative		% of	% of	
Program	Current	Expenditures	Budget	Budget	Grant Period	Grant	FYE
	Budget	To Date	Balance	Expended	Completed		
1	CEAP (Energy Assistance) 2024	\$1,223,552	\$1,222,090	\$1,462	99.88%	93%	3/31/2025
2	CEAP (Energy Assistance) 2025	\$1,013,160	\$164,057	\$849,103	16.19%	16%	12/31/2025
3	CEAP (Energy Assistance) 2025 SUPP	\$49,429	\$0	\$49,429	0.00%	16%	12/31/2025
4	CSBG 2024 Allocation	\$341,788	\$341,788	\$0	100.00%	93%	3/31/2025
5	CSBG 2025 Allocation	\$285,353	\$43,051	\$242,302	15.09%	16%	12/31/2025
6	CSBG - Equipment	\$1,428	\$1,245	\$183	87.18%	69%	5/31/2025
7	Senior Citizens - CAPCO	\$64,700	\$39,448	\$25,252	60.97%	41%	9/30/2025
8	Senior Citizens - COSM	\$18,000	\$0	\$18,000	0.00%	16%	12/31/2025
9	SM Youth Services	\$140,000	\$8,391	\$131,609	5.99%	7%	1/31/2026
10	TX Youth Action Network 23-24	\$100,000	\$100,000	\$0	100.00%	96%	2/28/2025
11	TX Youth Action Network 24-25	\$80,000	\$21,622	\$58,378	27.03%	33%	10/31/2025
12	TBRA First Presbyterian	\$50,000	\$3,612	\$46,388	7.22%	16%	12/31/2025
13	First Presbyterian Church Covid Relief	<u>\$2,994</u>	<u>\$0</u>	<u>\$2,994</u>	0.00%	26%	10/31/2025
Total Community Services		<u>\$3,370,404</u>	<u>\$1,945,304</u>	<u>\$1,425,100</u>			

- 1 CEAP 2024 - Funds were extended 3 months but will be fully expended in February
- 3 CEAP - Supp - Won't use these funds until regular CEAP funds are used.
- 4 CSBG 2024 - Grant was extended for 3 months but we did not need but a 1 month extension to fully expend
- 6 CSBG Equipment - Funds were specific for computer purchases which has already been purchased.
- 7 Senior Citizens CAPCO - Will have new City funding when this funding is fully complete plus we budget some CSBG funding to cover some cost
- 12 TBRA First Presbyterian - Finally have staff hired to now expend the funds

Child & Family Services						
Program	Current Budget	Cumulative Expenditures To Date	Budget Balance	% of Budget Expended	% of Grant Period Completed	Grant FYE
14 ST Davids - Home Visiting	\$253,327	\$33,520	\$219,807	13.23%	16%	12/31/2025
15 Head Start Program Federal Portion	\$7,629,068	\$2,295,820	\$5,333,248	30.09%	33%	10/31/2025
16 Child Care Food Program	\$438,950	\$207,549	\$231,401	47.28%	41%	9/30/2025
17 Texas Home Visiting	\$948,211	\$490,467	\$457,744	51.73%	49%	8/31/2025
18 Texas Home Visiting ECSB	\$936,500	\$451,650	\$484,850	48.23%	70%	12/31/2025
19 Texas School Ready	\$82,510	\$43,861	\$38,649	53.16%	49%	7/31/2025
Total Child & Family Services	<u>\$10,288,566</u>	<u>\$110,928</u>	<u>\$6,765,699</u>			

18 Texas Home Visiting ECSB - Have several projects lined up but possibly will have funds remaining at the end.

Literacy & Workforce Development

Program	Current Budget	Cumulative Expenditures To Date	Budget Balance	% of Budget Expended	% of Grant Period Completed	Grant FYE
20 Adult Basic Ed. (Fed Share) 24-25	\$2,459,738	\$1,946,489	\$513,249	79.13%	66%	6/30/2025
21 Adult Basic Ed. (EL Civics) 24-25	\$900,000	\$406,505	\$493,495	45.17%	66%	6/30/2025
22 Adult Basic Ed. - Bastrop Bldg	\$20,000	\$0	\$20,000	0.00%	7%	1/31/2026
23 Adult Basic Ed - Dollar General	\$5,000	\$1,632	\$3,368	32.64%	69%	5/31/2025
Total Adult Education	<u>\$3,384,738</u>	<u>\$2,354,626</u>	<u>\$1,030,112</u>			

- 20 Adult Basic Ed. (Fed Share) 24-25 We have been notified that we will be receiving \$169,967 additional funds so % expended will be much closer once received
- 21 Adult Basic Ed. (EL Civics) 24-25 - Classes were later than normal in getting started.
- 23 Adult Basic Ed - Dollar General - Grant is for specific expenditures

Community Health Services

Program	Current Budget	Cumulative Expenditures To Date	Budget Balance	% of Budget Expended	% of Grant Period Completed	Grant FYE
24 Family Planning - Title X	\$183,720	\$158,600	\$25,120	86.33%	91%	3/31/2025
25 Healthy Texas Women - Fee	\$104,000	\$52,581	\$51,419	50.56%	49%	8/31/2025
26 Healthy Texas Women - Cat	\$104,000	\$8,573	\$95,427	8.24%	49%	8/31/2025
27 HHSC Family Planning - Fee	\$98,927	\$98,927	\$0	100.00%	49%	8/31/2025
28 HHSC Family Planning - Cat	\$26,981	\$26,374	\$607	97.75%	49%	8/31/2025
29 HTWP - Navigator	\$52,400	\$26,919	\$25,481	51.37%	49%	8/31/2025
30 Expanded Services	\$7,500	\$4,130	\$3,370	55.07%	33%	10/31/2025
31 Ryan White Part - B	\$75,350	\$60,226	\$15,124	79.93%	91%	3/31/2025
32 HIV HSS	\$429,371	\$178,011	\$251,360	41.46%	49%	8/31/2025
33 HOPWA	\$375,000	\$184,372	\$190,628	49.17%	49%	8/31/2025
34 Ryan White Part - A	\$58,853	\$38,554	\$20,299	65.51%	100%	2/28/2025
35 Ryan White Part - C	\$132,648	\$11,705	\$120,943	8.82%	16%	12/31/2025
36 Cancer Screening	\$233,992	\$60,648	\$173,344	25.92%	49%	8/31/2025
37 McKenna Legacy Foundation	\$14,000	\$9,447	\$4,553	67.48%	49%	8/31/2025
38 Burdine Johnson Foundation	\$80,000	\$4,085	\$75,915	5.11%	16%	12/31/2025
39 United Way - CAIHC2 (Hays Co)	\$198,718	\$107,261	\$91,457	53.98%	62%	11/30/2025
40 St Davids - We all Benefit	\$1,000,000	\$94,276	\$905,724	9.43%	21%	9/30/2026
41 St Davids - Intermediary	\$375,000	\$5,500	\$369,500	1.47%	8%	12/31/2026
Community Health Total	\$3,730,460	\$1,203,885	\$2,420,271			
AGENCY TOTAL	\$20,774,168	\$5,614,743	\$11,641,182			
Administrative Cost	\$1,204,635	\$409,141	\$795,494	33.96%	33%	10/31/2025

- 24 Family Planning Title X - We have funds budgeted into the CSBG grant to cover expenditures should these funds run out
- 27 HHSC Family Planning - Fee - Anticipate to get additional funds
- 28 HHSC Family Planning - Cat - Anticipate to get additional funds
- 34 Ryan White Part A - Were without a case manager in this program for a couple months. Remainder will be returned.
- 36 Cancer Screening - Several vendors always send bills 2 or 3 months late so makes expenditures be low early in the grant year.

Community Action, Inc. of Central Texas
 Non-Federal Funds
 As of February 28, 2025

Item 6.3.2

Program	Beginning 2/1/2025	Revenues	Expenditures	Balance 2/28/2025
HIV Non -Federal/Donor	90,514.20	0.00	1,413.88	89,100.32
Breast Cancer Donor	1,341.13	0.00	0.00	1,341.13
AE Non Federal/Donor	867.09	280.64	0.00	1,147.73
Heath Services Donor	1,880.24	0.00	0.00	1,880.24
Head Start Donor	3,398.50	18.50	648.56	2,768.44
Head Start Policy Council	5,367.82	0.00	0.00	5,367.82
Season for Caring - Piper	5,142.69	0.00	2,286.54	2,856.15
Season for Caring - Daugherty	56,500.91	60,003.71	8,130.32	108,374.30
Youth Services Donor Fund	43.03	0.00	0.00	43.03
Sr Citizen Donor	8,229.22	427.16	640.00	8,016.38
	<u>173,284.83</u>	<u>60,730.01</u>	<u>13,119.30</u>	<u>220,895.54</u>

General Ledger System

COMMUNITY ACTION, INC.

For User: Kherington

Category Statement of Operations for: 279 - HEAD START PROG 24-25

Report year: 11/1/2024 thru 10/31/2025

Period ending: February 2025

Page: Page 1 of 4

Date: 3/21/2025

Time: 8:31:37 AM

Account	-----Monthly-----			-----To Date-----			Annual budget	Unexpended	
	Budget	Expenditures	Pct	Budget	Expenditures	Pct			
Expenditures									
SALARIES									
5000 SALARIES	\$381,455.00	\$338,931.43	88.85%	\$1,525,820.00	\$1,354,365.08	88.76%	\$4,577,485.00	\$3,223,119.92	
Total SALARIES	\$381,455.00	\$338,931.43	88.85%	\$1,525,820.00	\$1,354,365.08	88.76%	\$4,577,485.00	\$3,223,119.92	
FRINGE BENEFITS									
5150 FICA	\$24,948.00	\$24,770.77	99.29%	\$99,792.00	\$99,498.66	99.71%	\$299,402.00	\$199,903.34	
5151 HEALTH/LIFE INSURANCE	\$55,923.00	\$48,543.74	86.80%	\$223,692.00	\$186,630.68	83.43%	\$671,095.00	\$484,464.32	
5152 TWC	\$6,522.00	\$6,642.93	101.85%	\$26,088.00	\$26,545.07	101.75%	\$78,283.00	\$51,737.93	
5153 WORKMENS COMPENSATION	\$3,277.00	\$2,914.84	88.95%	\$13,108.00	\$10,975.95	83.73%	\$39,339.00	\$28,363.05	
5154 RETIREMENT PLAN	\$354.00	\$2,948.33	832.86%	\$1,416.00	\$12,811.58	904.77%	\$4,249.00	(\$8,562.58)	
Total FRINGE BENEFITS	\$91,024.00	\$85,820.61	94.28%	\$364,096.00	\$336,461.94	92.41%	\$1,092,368.00	\$755,906.06	
TRAVEL									
5232 OUT-OF-AREA TRAVEL	\$0.00	\$959.38	0.00%	\$0.00	\$15,829.82	0.00%	\$0.00	(\$15,829.82)	
5240 TRAVEL - PER DIEM	\$925.00	\$0.00	0.00%	\$3,700.00	\$0.00	0.00%	\$11,108.00	\$11,108.00	
Total TRAVEL	\$925.00	\$959.38	103.72%	\$3,700.00	\$15,829.82	427.83%	\$11,108.00	(\$4,721.82)	
SUPPLIES									
5401 OFFICE SUPPLIES	\$1,286.00	\$489.62	38.07%	\$5,144.00	\$3,901.67	75.85%	\$15,442.00	\$11,540.33	
5402 PROGRAM SUPPLIES	\$2,428.00	\$1,202.09	49.51%	\$9,712.00	\$8,529.20	87.82%	\$29,145.00	\$20,615.80	
5407 ERISA SUPPLIES	\$32.00	\$0.00	0.00%	\$128.00	\$0.00	0.00%	\$400.00	\$400.00	
5408 KITCHEN SUPPLIES	\$2,166.00	\$1,136.90	52.49%	\$8,664.00	\$7,421.75	85.66%	\$26,000.00	\$18,578.25	
5411 PARENT CENTER SUPPLIES	\$783.00	\$7.62	0.97%	\$3,132.00	\$3,815.38	121.82%	\$9,400.00	\$5,584.62	
5412 STAFF TRAINING SUPPLIES	\$656.00	\$0.00	0.00%	\$2,624.00	\$2,521.18	96.08%	\$7,903.00	\$5,381.82	
5413 JANITORIAL SUPPLIES	\$2,936.00	\$1,635.40	55.70%	\$11,744.00	\$9,472.62	80.66%	\$35,250.00	\$25,777.38	
5415 VEHICLE SUPPLIES	\$24.00	\$0.00	0.00%	\$96.00	\$0.00	0.00%	\$300.00	\$300.00	
5417 DENTAL SUPPLIES	\$41.00	\$0.00	0.00%	\$164.00	\$0.00	0.00%	\$500.00	\$500.00	
5418 CHILD EDU.SUPPL./LIBRARY	\$1,349.00	\$190.53	14.12%	\$5,396.00	\$8,509.13	157.69%	\$16,200.00	\$7,690.87	
5421 HYGIENIC/1ST AIDE SUPPLIE	\$1,125.00	\$11.96	1.06%	\$4,500.00	\$1,044.14	23.20%	\$13,512.00	\$12,467.86	
5422 MAINTENANCE MATERIALS	\$657.00	\$382.09	58.16%	\$2,628.00	\$4,622.59	175.90%	\$7,900.00	\$3,277.41	

General Ledger System

COMMUNITY ACTION, INC.

For User: Kherington

Category Statement of Operations for: 279 - HEAD START PROG 24-25

Report year: 11/1/2024 thru 10/31/2025

Period ending: February 2025

Page: Page 2 of 4

Date: 3/21/2025

Time: 8:31:40 AM

Account	-----Monthly-----			-----To Date-----			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
5423 GLOVES	\$0.00	\$0.00	0.00%	\$0.00	\$2,601.62	0.00%	\$0.00	(\$2,601.62)
5424 POSTAGE & FREIGHT CHARGES	\$107.00	\$0.00	0.00%	\$428.00	\$246.00	57.48%	\$1,300.00	\$1,054.00
5425 TECHNOLOGY SUPPLIES	\$416.00	\$0.00	0.00%	\$1,664.00	\$409.47	24.61%	\$5,000.00	\$4,590.53
5426 MENTAL HEALTH SUPPLIES	\$33.00	\$0.00	0.00%	\$132.00	\$239.94	181.77%	\$400.00	\$160.06
5427 ADULT ED TEST SUPPLIES	\$206.00	\$0.00	0.00%	\$824.00	\$0.00	0.00%	\$2,477.00	\$2,477.00
5428 TEXTBOOKS/SUPPLIES	\$0.00	\$0.00	0.00%	\$0.00	\$738.84	0.00%	\$0.00	(\$738.84)
5429 DIAPERS	\$1,516.00	\$1,424.82	93.99%	\$6,064.00	\$7,258.14	119.69%	\$18,200.00	\$10,941.86
5430 CURRICULUM SUPPLIES	\$0.00	\$225.00	0.00%	\$0.00	\$225.00	0.00%	\$0.00	(\$225.00)
Total SUPPLIES	\$15,761.00	\$6,706.03	42.55%	\$63,044.00	\$61,556.67	97.64%	\$189,329.00	\$127,772.33
CONTRACTUAL								
5507 CONTRACTUAL-BONHAM	\$19,597.00	\$44,428.95	226.71%	\$78,388.00	\$44,428.95	56.68%	\$235,169.00	\$190,740.05
5510 CONTRACTUAL	\$22,968.00	\$32,662.35	142.21%	\$91,872.00	\$92,578.78	100.77%	\$275,645.00	\$183,066.22
5550 LITERACY SERVICES	\$583.00	\$0.00	0.00%	\$2,332.00	\$0.00	0.00%	\$7,000.00	\$7,000.00
5557 CONTRACTUAL/MENTAL HEALTH	\$208.00	\$0.00	0.00%	\$832.00	\$0.00	0.00%	\$2,500.00	\$2,500.00
Total CONTRACTUAL	\$43,356.00	\$77,091.30	177.81%	\$173,424.00	\$137,007.73	79.00%	\$520,314.00	\$383,306.27
OTHER								
5601 RENT/BUILDING LEASE	\$2,411.00	\$2,389.59	99.11%	\$9,644.00	\$10,077.68	104.50%	\$28,953.00	\$18,875.32
5602 TELEPHONE	\$2,428.00	\$2,601.02	107.13%	\$9,712.00	\$10,012.96	103.10%	\$29,150.00	\$19,137.04
5603 UTILITIES	\$5,672.00	\$8,198.19	144.54%	\$22,688.00	\$24,517.74	108.06%	\$68,089.00	\$43,571.26
5604 PEST CONTROL SERVICES	\$541.00	\$740.00	136.78%	\$2,164.00	\$3,440.50	158.99%	\$6,500.00	\$3,059.50
5606 ALARM FEE	\$241.00	\$383.95	159.32%	\$964.00	\$1,595.80	165.54%	\$2,900.00	\$1,304.20
5608 REPAIRS/MINOR BLDG.	\$4,249.00	\$683.30	16.08%	\$16,996.00	\$5,203.61	30.62%	\$51,000.00	\$45,796.39
5609 INTERNET CONNECTION	\$1,245.00	\$1,292.83	103.84%	\$4,980.00	\$4,527.99	90.92%	\$14,950.00	\$10,422.01
5613 INSURANCE/GENL LIABILITY	\$2,804.00	\$0.00	0.00%	\$11,216.00	\$26,516.00	236.41%	\$33,674.00	\$7,158.00
5614 INSURANCE/VEHICLE	\$1,533.00	\$0.00	0.00%	\$6,132.00	\$25,942.60	423.07%	\$18,400.00	(\$7,542.60)
5619 ANNUAL GAS INSPECTION	\$274.00	\$0.00	0.00%	\$1,096.00	\$615.00	56.11%	\$3,300.00	\$2,685.00
5621 FUEL & OIL	\$491.00	(\$252.00)	-51.32%	\$1,964.00	\$892.77	45.46%	\$5,900.00	\$5,007.23
5622 VEHICLE LICENSE & REGIST.	\$66.00	\$0.00	0.00%	\$264.00	\$74.00	28.03%	\$800.00	\$726.00

General Ledger System

COMMUNITY ACTION, INC.

For User: Kherington

Category Statement of Operations for: 279 - HEAD START PROG 24-25

Report year: 11/1/2024 thru 10/31/2025

Period ending: February 2025

Page: Page 3 of 4

Date: 3/21/2025

Time: 8:31:42 AM

Account	-----Monthly-----			-----To Date-----			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
5623 VEHICLE MAINTENANCE	\$581.00	\$936.98	161.27%	\$2,324.00	\$2,256.99	97.12%	\$6,982.00	\$4,725.01
5632 STAFF LOCAL TRAVEL	\$1,623.00	\$231.70	14.28%	\$6,492.00	\$2,457.06	37.85%	\$19,500.00	\$17,042.94
5633 FOOD/CHILDREN	\$6,666.00	\$7,215.06	108.24%	\$26,664.00	\$41,574.82	155.92%	\$80,000.00	\$38,425.18
5634 FOOD/STAFF TRAINING/MTG.	\$491.00	\$0.00	0.00%	\$1,964.00	\$2,126.75	108.29%	\$5,900.00	\$3,773.25
5635 PC FOOD/SUPPLIES EXPENSES	\$124.00	\$140.16	113.03%	\$496.00	\$966.48	194.85%	\$1,500.00	\$533.52
5636 OTHER NEEDS ASSISTANCE	\$0.00	\$0.00	0.00%	\$0.00	\$249.31	0.00%	\$0.00	(\$249.31)
5640 DATA PROCESSING	\$474.00	\$65.97	13.92%	\$1,896.00	\$357.91	18.88%	\$5,700.00	\$5,342.09
5643 INDOOR EQUIP.MAINT,	\$216.00	\$0.00	0.00%	\$864.00	\$0.00	0.00%	\$2,600.00	\$2,600.00
5644 KITCHEN EQUIP. MAINT.	\$1,483.00	\$4,266.55	287.70%	\$5,932.00	\$9,576.77	161.44%	\$17,800.00	\$8,223.23
5645 PLAYGROUND MAINT.	\$1,666.00	\$0.00	0.00%	\$6,664.00	\$40.87	0.61%	\$20,000.00	\$19,959.13
5647 POSTAGE & FREIGHT	\$16.00	\$0.00	0.00%	\$64.00	\$0.00	0.00%	\$200.00	\$200.00
5651 ADVERTISING/EMPLOYMENT	\$29.00	\$0.00	0.00%	\$116.00	\$0.00	0.00%	\$350.00	\$350.00
5652 STAFF LICENSURE	\$191.00	\$300.00	157.07%	\$764.00	\$1,101.95	144.23%	\$2,300.00	\$1,198.05
5653 MEMBERSHIP DUES	\$466.00	\$0.00	0.00%	\$1,864.00	\$0.00	0.00%	\$5,600.00	\$5,600.00
5655 CONFE. REGIST./FEES/STAFF	\$4,533.00	\$104.90	2.31%	\$18,132.00	\$5,754.90	31.74%	\$54,408.00	\$48,653.10
5656 LICENSING OF SITES	\$74.00	\$214.98	290.51%	\$296.00	\$568.41	192.03%	\$900.00	\$331.59
5664 PROFESSIONAL DUES/FEES	\$0.00	\$135.00	0.00%	\$0.00	\$485.00	0.00%	\$0.00	(\$485.00)
5670 BACKGROUND CHECKS	\$183.00	\$0.00	0.00%	\$732.00	\$81.55	11.14%	\$2,200.00	\$2,118.45
5675 MOVING EXPENSES	\$32.00	\$0.00	0.00%	\$128.00	\$401.70	313.83%	\$400.00	(\$1.70)
5685 TUITION FEES	\$333.00	\$0.00	0.00%	\$1,332.00	\$0.00	0.00%	\$4,000.00	\$4,000.00
5686 Health & Safety Inspectio	\$314.00	\$528.35	168.26%	\$1,256.00	\$1,664.35	132.51%	\$3,779.00	\$2,114.65
5689 MISC SHARED EXPENSES	\$57,795.00	\$55,385.20	95.83%	\$231,180.00	\$206,967.91	89.53%	\$693,551.00	\$486,583.09
5694 CHILDPLUS/PAT/BBT	\$3,269.00	\$0.00	0.00%	\$13,076.00	\$0.00	0.00%	\$39,242.00	\$39,242.00
5701 MEDICAL SERVICES	\$16.00	\$86.97	543.56%	\$64.00	\$424.51	663.30%	\$200.00	(\$224.51)
5704 DENTAL SERV.FOLLOW UP	\$41.00	\$0.00	0.00%	\$164.00	\$0.00	0.00%	\$500.00	\$500.00
5710 EMPLOYEE MEDICAL EXAMS	\$158.00	\$89.00	56.33%	\$632.00	\$125.00	19.78%	\$1,900.00	\$1,775.00
5713 STIPENDS/FAM INCENTIVES	\$444.00	\$0.00	0.00%	\$1,776.00	\$0.00	0.00%	\$5,336.00	\$5,336.00
Total OTHER	\$103,173.00	\$85,737.70	83.10%	\$412,692.00	\$390,598.89	94.65%	\$1,238,464.00	\$847,865.11

General Ledger System

COMMUNITY ACTION, INC.

For User: Kherington

Category Statement of Operations for: 279 - HEAD START PROG 24-25

Report year: 11/1/2024 thru 10/31/2025

Period ending: February 2025

Page: Page 4 of 4

Date: 3/21/2025

Time: 8:31:43 AM

Account	----- <i>Monthly</i> -----			----- <i>To Date</i> -----			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
EQUIPMENT								
Total EQUIPMENT	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
Total Expenditures	\$635,694.00	\$595,246.45	93.64%	\$2,542,776.00	\$2,295,820.13	90.29%	\$7,629,068.00	\$5,333,247.87
Excess (Deficit)	(\$635,694.00)	(\$595,246.45)		(\$2,542,776.00)	(\$2,295,820.13)		(\$7,629,068.00)	(\$5,333,247.87)

General Ledger System

COMMUNITY ACTION, INC.

For User: Kherington

Fund Expenditure report for 279 - HEAD START PROG 24-25 (Fund status: Active)

Report year: 11/1/2024 thru 10/31/2025

Period ending: February 2025

Page: Page 1 of 1

Date: 3/21/2025

Time: 8:28:45 AM

Account	----- <i>Monthly</i> -----			----- <i>To Date</i> -----			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
Department: 120 IN-KIND								
5000 SALARIES	\$46,668.00	\$46,668.00	100.00%	\$186,672.00	\$186,674.00	100.00%	\$560,018.00	\$373,344.00
5422 MAINTENANCE MATERIALS	\$1,250.00	\$1,250.00	100.00%	\$5,000.00	\$5,000.00	100.00%	\$15,000.00	\$10,000.00
5510 CONTRACTUAL	\$27,060.00	\$27,060.00	100.00%	\$108,240.00	\$108,240.00	100.00%	\$324,720.00	\$216,480.00
5601 RENT/BUILDING LEASE	\$67,604.00	\$67,604.00	100.00%	\$270,416.00	\$270,421.00	100.00%	\$811,253.00	\$540,832.00
5603 UTILITIES	\$1,250.00	\$1,250.00	100.00%	\$5,000.00	\$5,000.00	100.00%	\$15,000.00	\$10,000.00
Total for sub program ----->	\$143,832.00	\$143,832.00	100.00%	\$575,328.00	\$575,335.00	100.00%	\$1,725,991.00	\$1,150,656.00
Total for program ----->	\$143,832.00	\$143,832.00	100.00%	\$575,328.00	\$575,335.00	100.00%	\$1,725,991.00	\$1,150,656.00
Total for department 120 ----->	\$143,832.00	\$143,832.00	100.00%	\$575,328.00	\$575,335.00	100.00%	\$1,725,991.00	\$1,150,656.00
Fund Totals	\$143,832.00	\$143,832.00	100.00%	\$575,328.00	\$575,335.00	100.00%	\$1,725,991.00	\$1,150,656.00

**Child & Adult Care Food Program
Claim For Reimbursement Summary for February 2025**

02113 Status: Active
COMMUNITY ACTION, INC OF CENTRAL TEXAS
 DBA:
 215 S Reimer Ave Suite 130
 SAN MARCOS, TX 78666-0748
 County District Code: 105
 ESC: 13 TDA Region: 4

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Feb 2025	0	03/10/2025	03/10/2025		Original

Head Start

Contracting Entity Totals	Meals/Snacks	Federal Rate	Reimbursement Amount
Breakfast			
Free	5,041	2.3700	11,947.17
Reduced	0	2.0700	0.00
Paid	0	0.3900	0.00
Total	5,041		11,947.17
Lunch			
Free	5,203	4.4300	23,049.29
Reduced	0	4.0300	0.00
Paid	0	0.4200	0.00
CIL	5,203	0.3000	1,560.90
Total	5,203		24,610.19
PM Snack			
Free	4,879	1.2100	5,903.59
Reduced	0	0.6000	0.00
Paid	0	0.1100	0.00
Total	4,879		5,903.59
Claim Reimbursement Total			42,460.95

Contracting Entity Claim Reimbursement Totals	Meal Reimbursement	CIL Reimbursement	Totals
Current Claim Reimbursement Total	40,900.05	1,560.90	42,460.95
Previous Claim Reimbursement Total	0.00	0.00	0.00
Net Claim Reimbursement Total	40,900.05	1,560.90	42,460.95

[Show Site Meal Details](#)

Created By: KHERINGTON10 on: 3/10/2025 3:36:11 PM Modified By: KHERINGTON10 on: 3/10/2025 3:39:00 PM

Payment Information	
Payment Due Date Mar 20, 2025	For online and phone payments, the deadline is 8pm ET.
New Balance \$23,180.28	Minimum Payment Due \$23,180.28
<p>LATE PAYMENT WARNING: If we do not receive your minimum payment by your due date, you may have to pay a late fee of 2.99% of the unpaid portion of your Minimum Payment.</p> <p>MINIMUM PAYMENT WARNING: You are required to pay your balance in full each month.</p> <p>If you do not pay off your full statement balance, you may be subject to additional late fees and your charging privileges may be suspended.</p> <p>If you would like information about credit counseling services, call 888-326-8055.</p>	

Account Summary	
Previous Balance	\$15,158.51
Payments	-\$15,158.51
Other Credits	-\$5.04
Transactions	+\$23,185.32
Cash Advances	+\$0.00
Fees Charged	+\$0.00
New Balance	= \$23,180.28
Cash Advance Credit Limit	\$1,500.00
Available Credit for Cash Advances	\$1,500.00

Rewards Summary		Rewards as of: 02/22/2025	
Rewards Balance	\$939.59	Track and redeem your rewards with our mobile app or on capitalone.com	
Previous Balance	\$533.40	Earned This Period	Redeemed this period
		\$406.19	\$0.00

Account Notifications

i Please visit capitalone.com for your most current Rewards Program Terms and Conditions. You can also find changes to your Rewards by logging into your account and navigating to the Rewards FAQ section.

Pay or manage your account at capitalone.com

Customer Service: 800-867-0904

See reverse for Important Information



DOUGLAS D MUDD
COMMUNITY ACTION, INC. OF CENTRAL TX
PO BOX 748
SAN MARCOS, TX 78667-0748



Save time, stay informed.
Discover new features with
the Capital One Mobile app.

Scan this QR Code with your phone's camera to download the top-rated Capital One Mobile app.

Payment Due Date: **Mar 20, 2025** Account ending in 7115

New Balance	Minimum Payment Due	Amount Enclosed
\$23,180.28	\$23,180.28	\$ _____

Capital One
P.O. Box 60519
City of Industry CA 91716-0519

Please send us this portion of your statement and only one check (or one money order) payable to Capital One to ensure your payment is processed promptly. Allow at least seven business days for delivery.



Transactions

Visit capitalone.com to see detailed transactions.

DOUGLAS D MUDD #7115: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Feb 17	Feb 17	CAPITAL ONE ONLINE PYMTAuthDate 10-Feb	- \$15,158.51

DOUGLAS D MUDD #7115: Transactions

Trans Date	Post Date	Description	Amount
Jan 27	Jan 28	DISCOUNT TIRE TXA 18KYLETX <i>CS</i>	\$714.00
Jan 28	Jan 28	TMOBILE POSTPAID WEB800-937-8997WA <i>CS</i>	\$514.42
Jan 28	Jan 29	ZOOM.COM 888-799-9666SAN JOSECA <i>AE 813.63 HS 65.97</i>	\$879.60
Jan 30	Jan 30	DIGITALSPACE8887400502NV <i>CS</i>	\$11.73
Jan 31	Feb 1	PROGRESSIVE *INSURANCE800-776-4737OH <i>CS</i>	\$174.20
Feb 1	Feb 3	GOOGLE*SVCSCOMMUNITYACCC GOOGLE.COMDE <i>AE</i>	\$129.64
Feb 1	Feb 3	PY *GUARD DOG STORAGE SAN MARCOSTX <i>HS</i>	\$421.00
Feb 14	Feb 15	enence.comBrentwoodIL <i>CHS-</i>	\$215.42
Feb 20	Feb 21	Spectrum855-707-7328MO <i>CS</i>	\$130.28
Feb 20	Feb 22	COMMUNITYCARE PAYMENTAUSTINTX <i>CS</i>	\$364.84
Feb 21	Feb 22	2025 TACAA Conference888-764-3480TX <i>CS</i>	\$1,400.00
Feb 21	Feb 22	USPS PO 4880750466SAN MARCOSTX <i>SH</i>	\$730.00

DOUGLAS D MUDD #7115: Total Transactions **\$5,685.13**

MARY HELEN MARTINEZ #7930: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Feb 15	Feb 17	SP MONARCH TROPHY STUDS ANTONIOTX <i>AE</i>	- \$5.04

MARY HELEN MARTINEZ #7930: Transactions

Trans Date	Post Date	Description	Amount
Jan 27	Jan 28	PEDERNALES ELECTRIC COJOHNSON CITYTX <i>HS-CDO</i>	\$192.28
Feb 6	Feb 10	CASAS8582922900CA <i>AE</i>	\$2,617.60
Feb 12	Feb 13	SP MONARCH TROPHY STUDS ANTONIOTX <i>HS 1000 1000</i>	\$59.10
Feb 13	Feb 14	CENTER FOR APPLIED LINWASHINGTONDC <i>AE</i>	\$295.52
Feb 14	Feb 17	MONARCH TROPHY STUDIOS ANTONIOTX <i>AE</i>	\$7.04
Feb 17	Feb 18	NCS*GED EXAM800-511-3478MN <i>AE</i>	\$1,875.00

MARY HELEN MARTINEZ #7930: Total Transactions **\$5,046.54**

** 299-*

Transactions (Continued)

STACEY MARTINEZ #2274: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
STACEY MARTINEZ #2274: Transactions			
Trans Date	Post Date	Description	Amount
Jan 28	Jan 29	SP BELLARAESAN MARCOSTX <i>RASP</i>	\$55.52
Jan 29	Jan 30	LYFT *RIDE WED 5PMSAN FRANCISCOCA <i>RASP</i>	\$58.81
Jan 29	Jan 30	LYFT *RIDE WED 2PMSAN FRANCISCOCA <i>RASP</i>	\$42.84
Feb 2	Feb 4	HOLIDAY INN PLAZABEAUMONTTX	\$273.70
Feb 2	Feb 4	HOLIDAY INN PLAZABEAUMONTTX	\$273.70
Feb 2	Feb 4	HOLIDAY INN PLAZABEAUMONTTX <i>RASP</i>	\$273.70
Feb 2	Feb 4	HOLIDAY INN PLAZABEAUMONTTX	\$273.70
Feb 2	Feb 4	HOLIDAY INN PLAZABEAUMONTTX	\$273.70
Feb 3	Feb 4	LYFT *RIDE MON 6AMSAN FRANCISCOCA <i>RASP</i>	\$90.99
Feb 3	Feb 4	LYFT *RIDE MON 9AMSAN FRANCISCOCA <i>RASP</i>	\$48.99
Feb 3	Feb 4	VTG*Rock 35ROUND ROCKTX <i>RASP</i>	\$852.84
Feb 3	Feb 4	RPS*Merritt Legacy RD800-7040154TX <i>RASP</i>	\$1,417.62
Feb 3	Feb 4	ESI972-4229700TX <i>RASP</i>	\$45.46
Feb 3	Feb 4	DOLLAR GENERAL #5728SAN MARCOSTX <i>CS</i>	\$690.00
Feb 4	Feb 5	LYFT *RIDE TUE 2PMSAN FRANCISCOCA <i>CS</i>	\$42.90
Feb 4	Feb 5	LYFT *RIDE TUE 4PMSAN FRANCISCOCA <i>RASP</i>	\$29.70
Feb 6	Feb 7	AUTOZONE #4205SAN MARCOSTX <i>RASP</i>	\$11.90
Feb 7	Feb 8	LYFT *RIDE FRI 10AMSAN FRANCISCOCA <i>RASP</i>	\$20.66
Feb 7	Feb 8	LYFT *RIDE FRI 9AMSAN FRANCISCOCA <i>RASP</i>	\$21.72
Feb 9	Feb 10	SP BELLARAESAN MARCOSTX <i>RASP</i>	\$58.72
Feb 10	Feb 11	LYFT *RIDE MON 10AMSAN FRANCISCOCA <i>RASP</i>	\$50.99
Feb 10	Feb 11	LYFT *RIDE MON 12PMSAN FRANCISCOCA <i>RASP</i>	\$27.67
Feb 11	Feb 12	LYFT *RIDE TUE 11AMSAN FRANCISCOCA <i>RASP</i>	\$25.99
Feb 11	Feb 12	LYFT *RIDE TUE 9AMSAN FRANCISCOCA <i>RASP</i>	\$42.84
Feb 12	Feb 13	LYFT *RIDE WED 11AMSAN FRANCISCOCA <i>RASP</i>	\$40.82
Feb 12	Feb 13	LYFT *RIDE WED 8AMSAN FRANCISCOCA <i>RASP</i>	\$59.99
Feb 12	Feb 13	WALGREENS #4550SAN MARCOSTX <i>RASP</i>	\$11.88
Feb 12	Feb 13	ATT*BILL PAYMENTDALLASTX <i>RASP</i>	\$119.33
Feb 13	Feb 14	LYFT *RIDE THU 11AMSAN FRANCISCOCA <i>RASP</i>	\$35.67
Feb 13	Feb 14	LYFT *RIDE THU 8AMSAN FRANCISCOCA <i>RASP</i>	\$15.99
Feb 13	Feb 14	LYFT *RIDE THU 9AMSAN FRANCISCOCA <i>RASP</i>	\$8.49
Feb 13	Feb 14	LYFT *RIDE THU 9AMSAN FRANCISCOCA <i>RASP</i>	\$51.70
Feb 13	Feb 14	SP BELLARAESAN MARCOSTX <i>RASP</i>	\$12.81
Feb 14	Feb 15	LYFT *CANCEL FEESAN FRANCISCOCA <i>RASP</i>	\$5.00

Additional Information on the next page

Transactions (Continued)

Trans Date	Post Date	Description	Amount
Feb 14	Feb 15	LYFT *RIDE FRI 10AMSAN FRANCISCOCA <i>RASP</i>	\$35.39
Feb 14	Feb 15	LYFT *RIDE FRI 12PMSAN FRANCISCOCA <i>RASP</i>	\$50.67
Feb 14	Feb 15	LYFT *RIDE FRI 7AMSAN FRANCISCOCA <i>RASP</i>	\$47.75
Feb 14	Feb 15	LYFT *RIDE FRI 9AMSAN FRANCISCOCA <i>RASP</i>	\$56.99
Feb 18	Feb 19	LYFT *RIDE TUE 11AMSAN FRANCISCOCA <i>RASP</i>	\$38.89
Feb 18	Feb 19	LYFT *RIDE TUE 9AMSAN FRANCISCOCA <i>RASP</i>	\$53.87
Feb 18	Feb 19	RMA TOLL833-762-8655CA <i>RASP</i>	\$4.34
Feb 18	Feb 19	VALERO PAYMENT SERVICEAMARILLOTX <i>RASP</i>	\$1,015.99
Feb 19	Feb 20	RMA TOLL833-762-8655CA <i>RASP</i>	\$39.93
Feb 19	Feb 20	OFFICE DEPOT #1079GRAND PRAIRIETX <i>RASP</i>	\$12.99
Feb 20	Feb 21	LYFT *RIDE THU 7AMSAN FRANCISCOCA <i>RASP</i>	\$20.99
Feb 20	Feb 22	DOMINO'S 9269SAN MARCOSTX <i>RASP</i>	\$57.00
STACEY MARTINEZ #2274: Total Transactions			\$6,801.14

KEITH HERINGTON #0229: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
------------	-----------	-------------	--------

KEITH HERINGTON #0229: Transactions

Trans Date	Post Date	Description	Amount
Jan 28	Jan 29	PEDERNALES ELECTRIC COJOHNSON CITYTX <i>HS</i>	\$286.33
Jan 31	Feb 3	YEARLI.COMGRAND RAPIDSMI <i>SH</i>	\$233.40
Jan 31	Feb 3	YEARLI.COMGRAND RAPIDSMI <i>SH</i>	\$482.90
Feb 1	Feb 3	YEARLI.COMGRAND RAPIDSMI <i>SH</i>	\$67.05
Feb 3	Feb 4	HILL COUNTRY SPRINGS SAUSITNTX <i>SH</i>	\$104.99
Feb 13	Feb 14	CCSI CONSENSUS844-804-1234CA <i>RASP 104.90 HS 104.89</i>	\$209.79
KEITH HERINGTON #0229: Total Transactions			\$1,384.46

DANIELLE ENGELKE #4209: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
------------	-----------	-------------	--------

DANIELLE ENGELKE #4209: Transactions

Trans Date	Post Date	Description	Amount
Feb 3	Feb 4	TX HHSC CCL FEE800-862-5252TX <i>HS</i>	\$214.98
Feb 4	Feb 5	HAYS CO TX DEVELOP SERCARROLLTONTX <i>HS</i>	\$100.00
Feb 4	Feb 5	HAYS CO TX DEVELOP SERCARROLLTONTX <i>HS</i>	\$2.35
Feb 12	Feb 12	TST* SAN MARCOS BBQSAN MARCOSTX <i>HS</i>	\$134.00
Feb 12	Feb 13	IN *AXXON SERVICES, IN210-8606942TX <i>HS</i>	\$330.72
Feb 18	Feb 19	IN *AXXON SERVICES, IN210-8606942TX <i>HS</i>	\$1,003.27

Additional Information on the next page

Transactions (Continued)				
Trans Date	Post Date	Description		Amount
Feb 19	Feb 21	SOUTHWES 5262312530447800-435-9792TX	HS	\$289.48
Feb 19	Feb 21	SOUTHWES 5262312529325800-435-9792TX	HS	\$334.95
Feb 19	Feb 21	SOUTHWES 5262312529326800-435-9792TX	HS	\$334.95
Feb 21	Feb 21	STATEFOODSAFETYCOMORLANDOFL	HS	\$104.90
Feb 21	Feb 22	IN *AXXON SERVICES, IN210-8606942TX	HS	\$1,003.27
DANIELLE ENGELKE #4209: Total Transactions				\$3,852.87
MEGAN CAMPBELL #6230: Payments, Credits and Adjustments				
Trans Date	Post Date	Description		Amount
MEGAN CAMPBELL #6230: Transactions				
Trans Date	Post Date	Description		Amount
Jan 31	Feb 1	TACO CABANA 20151 OLOSAN MARCOSTX	THV	\$69.19
Feb 1	Feb 3	PRO SUB FEESAN FRANCISCOCA \$21.00 CAD 1.439342015 Exchange Rate	THV	\$14.59
Feb 10	Feb 11	USPS PO 4880750466SAN MARCOSTX	THV	\$31.40
Feb 20	Feb 21	PY *FIRST3YEARSADDISONTX	THV	\$300.00
MEGAN CAMPBELL #6230: Total Transactions				\$415.18
Total Transactions for This Period				\$23,185.32
Fees				
Trans Date	Post Date	Description		Amount
Total Fees for This Period				\$0.00
Totals Year-to-Date				
Total Fees charged				\$0.00



Protect yourself from scams.
When dealing with uninvited contacts from people, businesses, or social networking sites, always use caution.

Scan this QR Code with your phone's camera to learn more or visit www.capitalone.com/stopscams

530486-EN

Sum of Amount			
VendorName	TransactionDate	ObjectName	Total
CAPITAL ONE	2/4/2025	FOOD/CHILDREN	147.64
		MAINTENANCE MATERIALS	10.97
	2/5/2025	DIAPERS	29.97
	2/6/2025	MAINTENANCE MATERIALS	17.84
	2/7/2025	FOOD/CHILDREN	193.29
	2/12/2025	HYGIENIC/1ST AIDE SUPPLIE	5.98
	2/13/2025	FOOD/CHILDREN	32.47
	2/18/2025	VEHICLE MAINTENANCE	154.84
	2/19/2025	DIAPERS	39.77
	2/20/2025	FOOD/CHILDREN	135.11
	KITCHEN SUPPLIES	23.60	
	MAINTENANCE MATERIALS	45.12	
	PROGRAM SUPPLIES	291.78	
CAPITAL ONE Total			1128.38
HEB Credit Receivables	2/3/2025	FOOD/CHILDREN	38.38
	2/4/2025	FOOD/CHILDREN	76.63
		KITCHEN SUPPLIES	55.72
	2/5/2025	FOOD/CHILDREN	180.93
		KITCHEN SUPPLIES	40.89
	2/6/2025	FOOD/CHILDREN	93.96
	2/7/2025	FOOD/CHILDREN	50.21
		KITCHEN SUPPLIES	58.78
	2/10/2025	FOOD/CHILDREN	174.66
	2/11/2025	FOOD/CHILDREN	630.78
		KITCHEN EQUIP. MAINT.	22.23
		KITCHEN SUPPLIES	44.21
	2/12/2025	FOOD/CHILDREN	122.08
	2/13/2025	PARENT CENTER SUPPLIES	7.62
	2/14/2025	KITCHEN SUPPLIES	115.94
	2/17/2025	FOOD/CHILDREN	521.44
		KITCHEN SUPPLIES	158.99
	2/18/2025	FOOD/CHILDREN	71.36
	2/19/2025	FOOD/CHILDREN	160.52
	2/21/2025	FOOD/CHILDREN	77.63
	KITCHEN SUPPLIES	120.47	
	PC FOOD/SUPPLIES EXPENSES	6.16	
2/25/2025	FOOD/CHILDREN	504.28	
	KITCHEN SUPPLIES	49.85	
2/26/2025	FOOD/CHILDREN	248.72	
	KITCHEN SUPPLIES	154.12	
2/27/2025	FOOD/CHILDREN	341.48	
	HYGIENIC/1ST AIDE SUPPLIE	5.98	
	KITCHEN SUPPLIES	43.30	
2/28/2025	FOOD/CHILDREN	214.70	
HEB Credit Receivables Total			4392.02
Lowe's Bus.Acct./SYN	2/7/2025	PROGRAM SUPPLIES	112.10
	2/17/2025	MAINTENANCE MATERIALS	30.45
Lowe's Bus.Acct./SYN CB Total			142.55
SAM'S CLUB DIRE	2/4/2025	FOOD/CHILDREN	178.75
	2/5/2025	FOOD/CHILDREN	66.25
	2/18/2025	ACCOUNTS PAYABLE	1162.44

SAM'S CLUB DIRE	45706	DIAPERS	1110.96
		JANITORIAL SUPPLIES	1074.00
		OFFICE SUPPLIES	139.92
	2/20/2025	ACCOUNTS PAYABLE	119.92
		MAINTENANCE MATERIALS	312.79
	2/26/2025	OFFICE SUPPLIES	69.96
	2/27/2025	ACCOUNTS PAYABLE	1282.36
		CASH - IN BANK	1282.36
	2/28/2025	DIAPERS	1355.08
		JANITORIAL SUPPLIES	1456.46
SAM'S CLUB DIRECT Total			9611.25
Grand Total			15274.20

Quality Indicator	Community Action, Inc. Adult Education Program Progress Report 3-11-2025			
Participant Enrollment		Current	Target	% of Target
	Reg AEL	1,302	1,318	99%
Participant Enrollment		Current	Target	% of Target
	EL Civics	467	560	83%
Intensive Enrollment		Current	Target	% of Target
	Reg AEL	129	140	92%
IET (Training)		Current	Target	% of Target
	Reg AEL	194	236	82%
IET (Training)		Current	Target	% of Target
	EL Civics	45	32	140%

Services	Individuals Served
English Language Classes	512
Basic Education Classes	1,625
High School Equivalency Classes	710

Outcomes	Reg AEL	EL Civics	Notes
Number of adults who demonstrated improved basic education	489	146	Total combined = 635
TxCHSE Graduates (GED)	29	1	Total combined = 30
Credential Achievement	79	30	Total combined = 109

Adult Education Program Service Area:
Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano and Williamson Counties and Rural Travis County

Updates:

- As of 3/11/2025 – 2,117 students have enrolled in AEL grant
- As of 3/11/2025 – 467 students have enrolled in EL Civics grant
- Pending additional funding for both AEL and EL Civics grants anticipated by late March or early April
- Currently planning for summer classes
- Work continues on providing training classes for students in HVAC, CNA, Phlebotomy, Accounting/Bookkeeping, Paraeducator, and Phlebotomy



COMMUNITY SERVICES MARCH 2025 REPORT

HIGHLIGHTS

Compiled by: Francesca Ramirez

- **CEAP:** To date, Hays and Blanco counties have received 387 applications and Caldwell county has received 234.
- As of mid-March, Hays County has 263 applications yet to enroll and Caldwell County has 114.
- The Hays and Caldwell CEAP team expended \$170,000 in funding and assisted 170 households in the month of February alone.



TOP Program (Transition Out of Poverty)

- In late January, we successfully transitioned one household of two out of poverty.
- Another family of two is scheduled to transition out of poverty in early May.



TBRA (Tenant Based Rental Assistance) Program

- 139 applications were turned in from January 15th-February 13th.
- Clients to receive rental assistance were chosen through a lottery-type system.
- Case Manager, Jessica Soto has already started the process of assisting the first two clients chosen.
- Community Action's goal is to assist between 15-20 households by the end of the year.

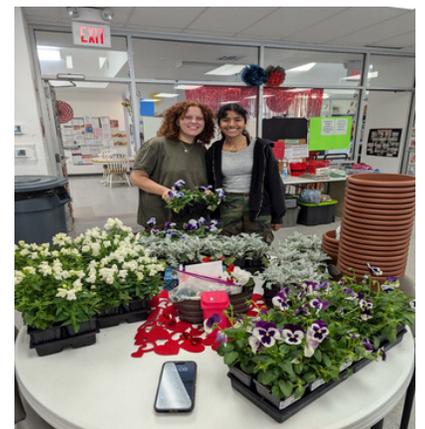


COMMUNITY SERVICES MARCH 2025 REPORT

HIGHLIGHTS

Compiled by: Francesca Ramirez

- The **San Marcos Senior Citizen Center** enrolled 72 clients between January and February with 12 of the 72 being new, first-time attendees to the center.
- Attendance varied from 12-50 clients with attendance being the highest on Food Bank Tuesdays.
- 2 new sponsors joined the center to give presentations on home health, senior living, insurance, funeral arrangements, and rehab options.
- Texas State student organization started a gardening workshop that will continue through March and April.
- Upcoming activities include: Spring painting project, St. Patrick's Day jewelry making, Heart Health Bingo, 6 additional gardening workshops, and an Easter celebration.





JANUARY & FEBRUARY

2025

REPRODUCTIVE SERVICES

Compiled by Ely Nieto

OUR SERVICES

The Family Planning Clinic provides reproductive health care for men and women. These services include well women exams, pregnancy testing, testing and treatment of STIs, routine labs.

TITLE X CONTRACT UPDATE

- serve 1421 unduplicated clients
- between 04/01/2024 -03/31/25
- to date we have served 1289 UDC



FAMILY PLANNING ACTIVITIES

- The Healthy Texas Women Navigator conducts weekly outreach at GJC
- Providing outreach & Education with CAI Adult Ed classes to reach client goals



BREAST AND CERVICAL CANCER

Compiled by Lydia Perez

DIRECT SERVICES

- 70 screening mammograms
- 29 diagnostic procedures
- 8 women enrolled in Medicaid
- 10 Medicaid recertifications



OUTREACH

- Weekly presence at CommuniCare in Kyle
- Food Banks in San Marcos, Kyle & Buda
- Sent text message to women that were due for screening mammograms



RURAL AIDS SERVICES PROGRAM

Compiled by Stacey Martinez

DIRECT SERVICES

- 119 unduplicated clients with no new intakes
- 1,107 Case management units
- Client enrollments:
 - Health Insurance: 12 clients - 24 insurance premium payments processed
 - Transportation: 30 clients provided with 138 round trip transports
 - Housing: 20 households assisted w/40 checks processed for assistance

ACHIEVEMENTS/EVENTS

- Client Viral Suppression Rate: **94%** (Standards of Care Goal is 85%)
- Transitioned 2 Housing clients to the Section 8 Voucher Program
- Provided HIV 101 to various Community Supervision & Corrections Departments

PENDING OUTCOMES

- Purchase 1 or 2 vehicles to replace damaged ones in spring hail storm.
- Awaiting RWC funding



ACCESSING HEALTHCARE PROJECT

Compiled by David Wiley, Ph.D.

PROGRAM INFORMATION

- 2 YR \$1 Million grant from St. David's
- Focus: To identify and enroll/re-enroll Medicaid eligible clients



ACTIVITIES

- Outreach efforts with school districts, health care providers, area foundations, county health departments, public libraries, and faith institutions
- Create partnerships with public & private entities
- Partner with CommuniCare Health Centers
- Completed TxDSHS Community Partner Program
- Flyers distributed throughout the community
- Appointments being made through QR code

KEY UPCOMING ACTIVITIES

- Hiring a full-time, bilingual navigator
- Establishing standard "remote" site enrollment schedules
- Increasing local outreach and publicity
- Developing data collection protocols & procedures
- Expanding the reach of the program in the coming months



HEAD START REPORT

MARCH 2025

071

As we are mid-school year, our planning for next school starts. Planning includes:

- Annual Training
- Academic Calendar
- Policy & Procedure updates
- Self Assessment
- Community Assessment
- Eligibility/ New Applications

Parent Satisfaction Survey was sent out end of February to early March.

Staffing continues to be a priority for us and we only have a few openings left. HR and I are working to develop a staff training program to grow and retain our current staff. We are working with Region VI T/TA staff to complete this tasks. Focus Area 1 Review was completed Virtually in February. The review went really well and only one area of concern - Health.

For the Spring CLASS observations we will be using a video method to capture observations. When the Focus Area 2 Review happens OHS will be doing CLASS Observations by video format so we are just getting an idea on how that will work.

February 24th Head Start Staff had half day training then the opportunity for staff wellness in the afternoon. - Great pictures below.

Highlights

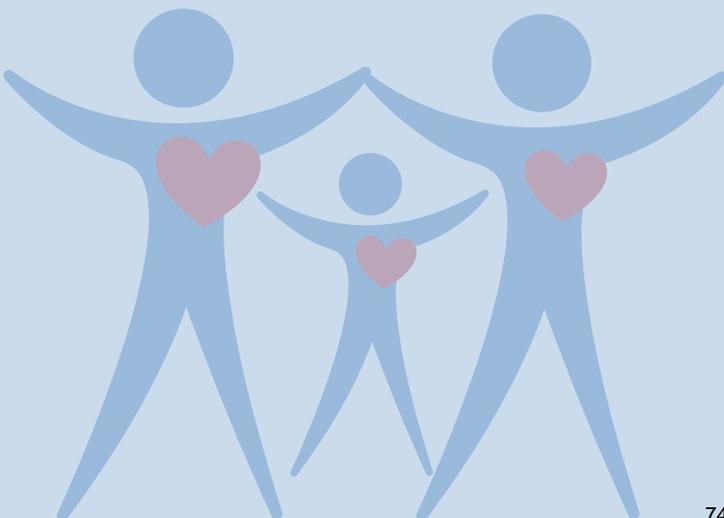
- Program has been maintaining 97% enrollment
- 13 substitutes on staff - most we have ever seen.
- Purchased 2 new stoves for Hemphill & Luling
- All EHS classrooms will get new changing tables - to be in compliance with safety issues

Upcoming Events

- NHSA Conference Columbus, Ohio, May 19-22, 2025
- Head Start Family Dance scheduled for April 4, 2024.
- Interact Teachstone conference New Orleans, LA April 6-10
- Child Plus Visit April 8-19, 2025

Center Snapshot

- All Center Open



JANUARY ENROLLMENT & ATTENDANCE

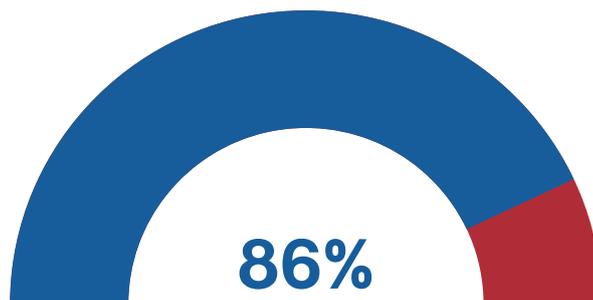
EARLY HEAD START ENROLLMENT

Site	Current/Funded
A. Washington CDC	46/48
William Crook CDC	16/16
Hemphill EHS	32/32
Lockhart CDC	16/16
Luling EHS	39/40

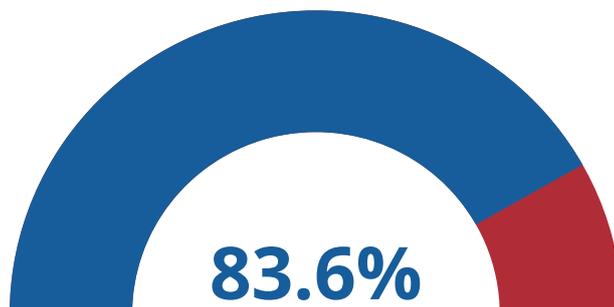
HEAD START ENROLLMENT

Site	Current/Funded
A. Washington CDC	15/15
Henry Bush CDC	68/68
Bonham PreK	60/60
Hemphill HS	85/85
Lockhart CDC	34/34
Luling CDC	34/34

EHS AVERAGE DAILY ATTENDANCE



HS AVERAGE DAILY ATTENDANCE



FEBRUARY ENROLLMENT & ATTENDANCE

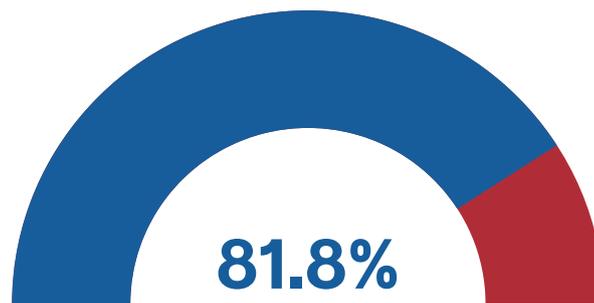
EARLY HEAD START ENROLLMENT

Site	Current/Funded
A. Washington CDC	48/48
William Crook CDC	16/16
Hemphill EHS	32/32
Lockhart CDC	16/16
Luling EHS	40/40

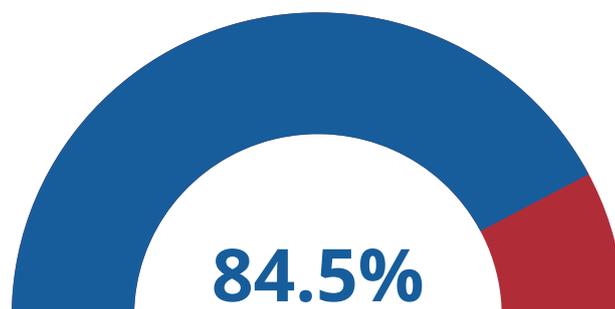
HEAD START ENROLLMENT

Site	Current/Funded
A. Washington CDC	15/15
Henry Bush CDC	68/68
Bonham PreK	60/60
Hemphill HS	85/85
Lockhart CDC	34/34
Luling CDC	34/34

EHS AVERAGE DAILY ATTENDANCE



HS AVERAGE DAILY ATTENDANCE



Luling CDC



SINK OR FLOAT SCIENCE EXPERIMENT

CREATIVE PLAY - AIRPLANE S



OUTDOOR GAMES

Luling Staff Wellness



LUNCH AND GAMES



William Crook CDC

6.7.1



LUNCH AND PAINTING FLOWER POTS



Henry Bush CDC



LUNCH AND NATURE WALK



Lockhart CDC



LUNCH AND SHOPPING



Hemphill CDC



POTLUCK AND LOTERIA



A. Washington CDC

6.7.1



LUNCH AND WALK/PARK



Agency: Community Action Inc, of Central Texas

Sites: All Sites (9)

Classes: All Classes (36)

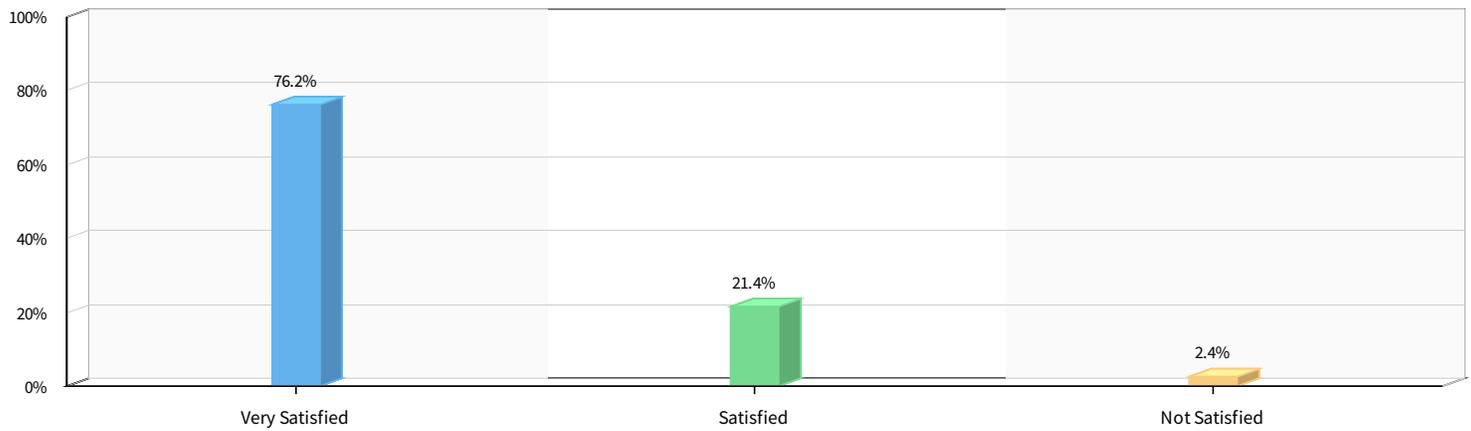
Filters: All

Head Start Mid -Year Parent Survey 2024-2025

1. How satisfied are you with the overall quality of this program?

(84 Responses)

Very Satisfied Satisfied Not Satisfied



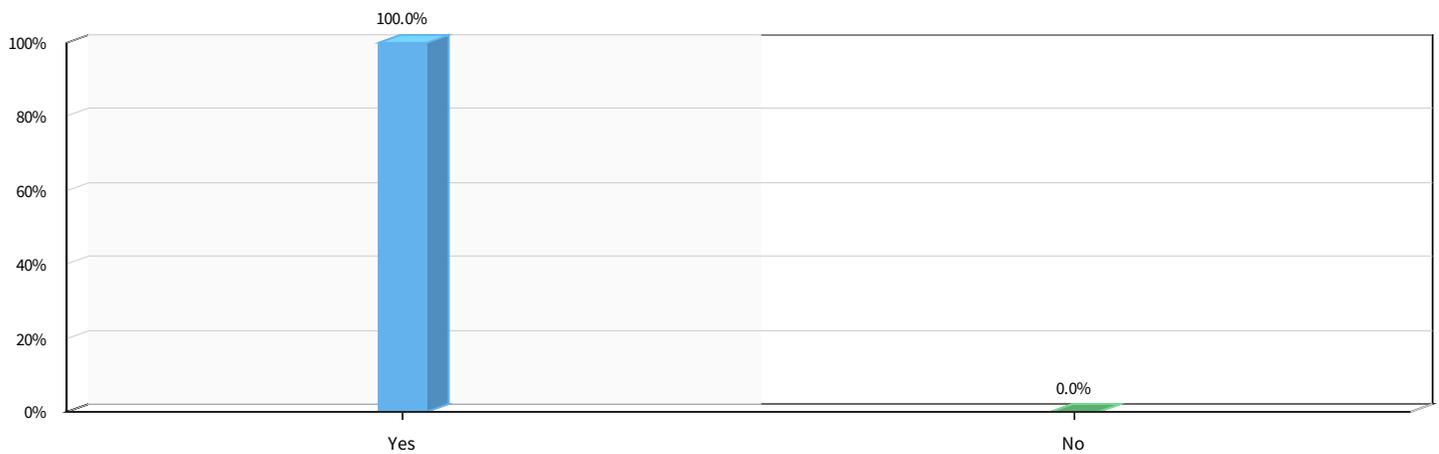
2. Do you feel that

(84 Responses)

A. Your child is safe in this program?

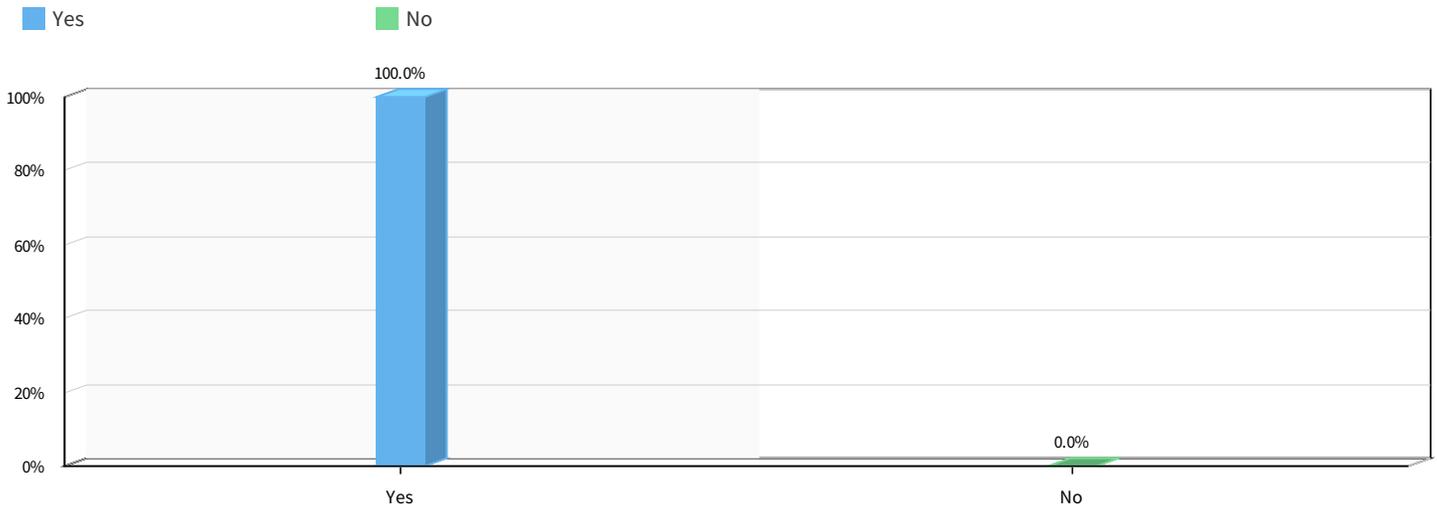
(84 Responses)

Yes No



B. Your child is happy in this program?

(84 Responses)

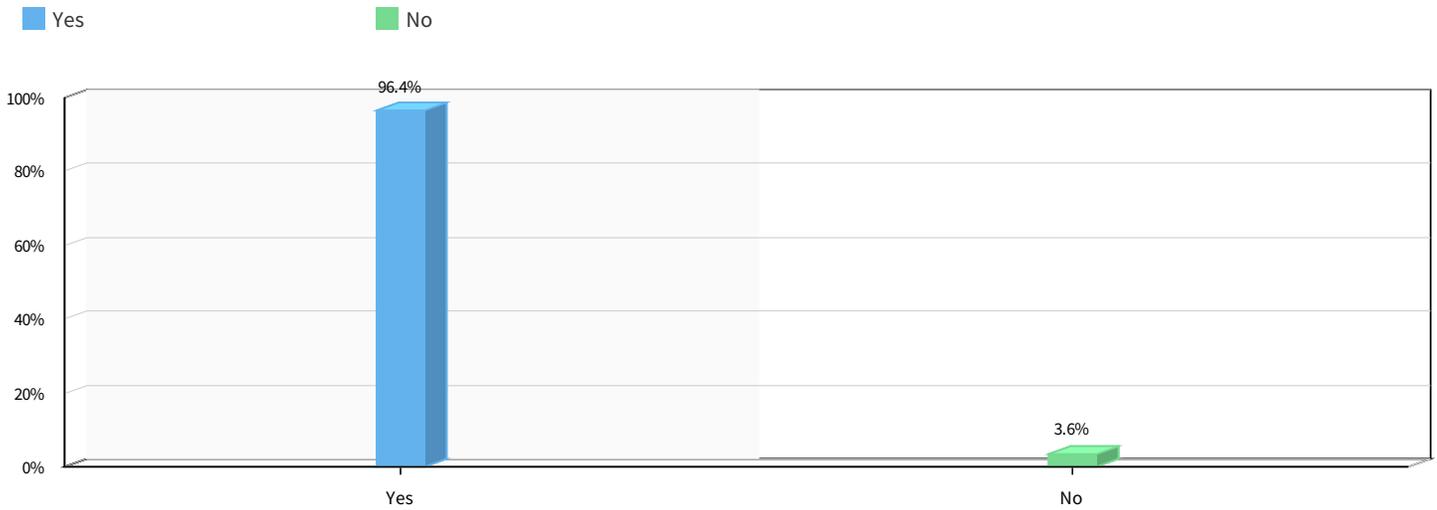


3. Have you received information from the program about the following?

(84 Responses)

A. How children develop at different ages (e.g., walk, talk, etc.)

(84 Responses)



B. How your child is growing and developing

(84 Responses)



C. How your child is doing in the program

(84 Responses)



D. Schedule of daily activities

(84 Responses)



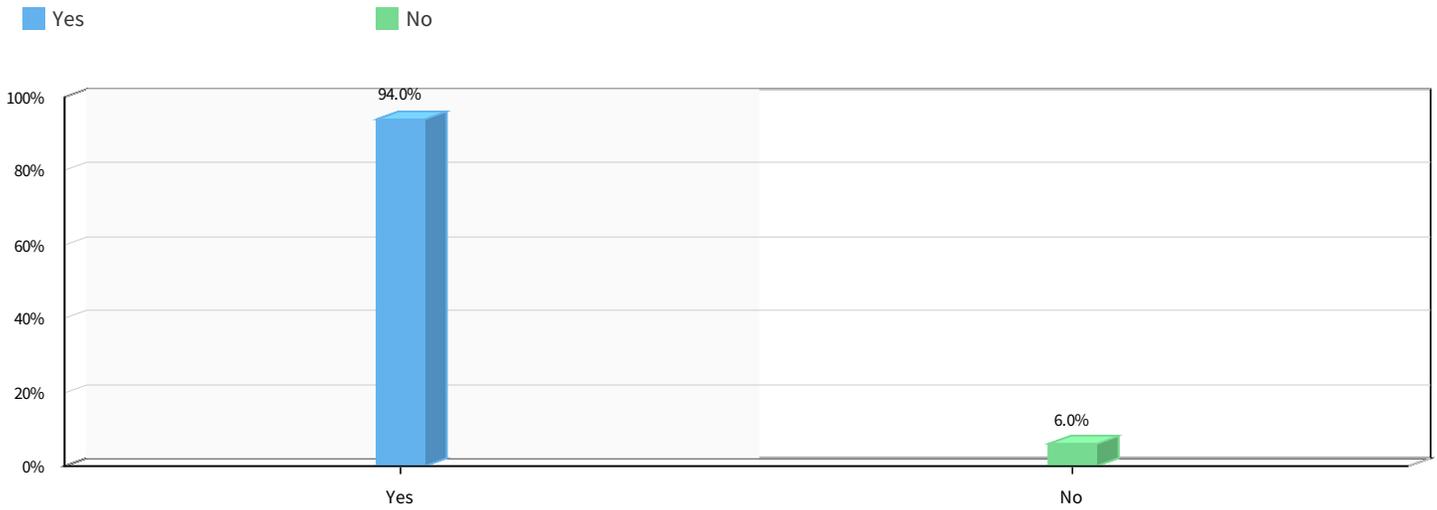
E. What you can do to help your child learn and develop

(84 Responses)



F. Parenting skills

(84 Responses)



G. How to find other services in the community (e.g., employment and training opportunities, parenting classes, health care)

(84 Responses)



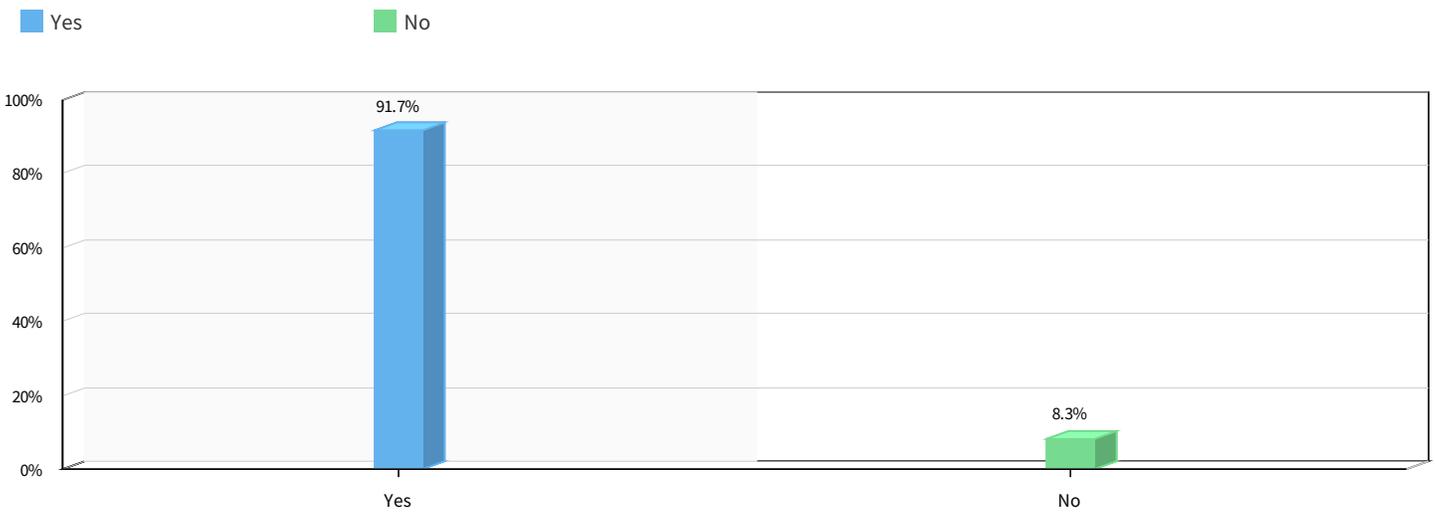
H. Where to report health or safety concerns and complaints

(84 Responses)



I. Experience and training of program staff

(84 Responses)

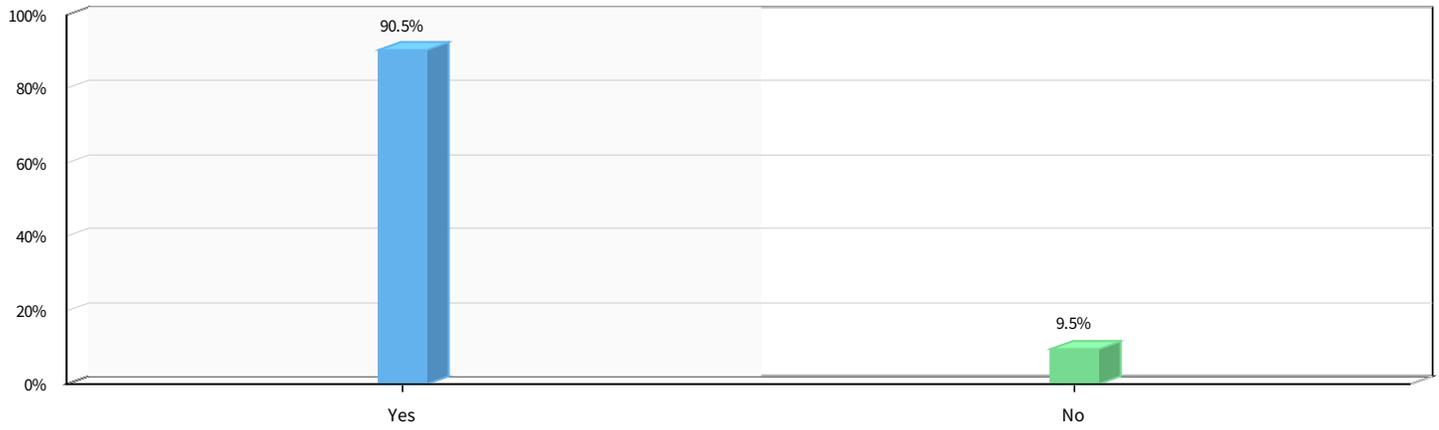


J. Discipline procedures

(84 Responses)

Yes

No

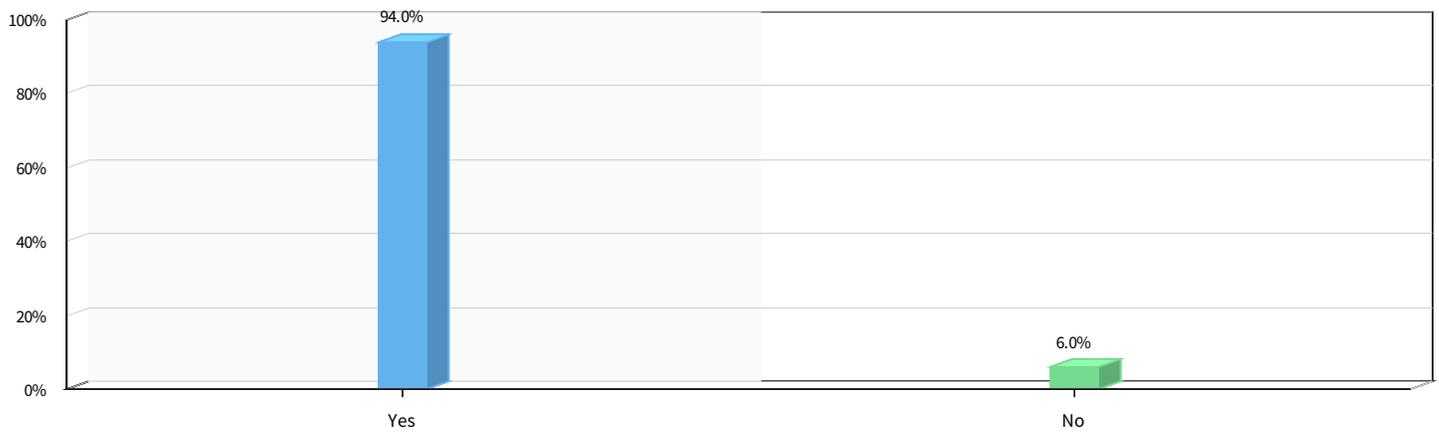


K. How you can get involved with your child's program

(84 Responses)

Yes

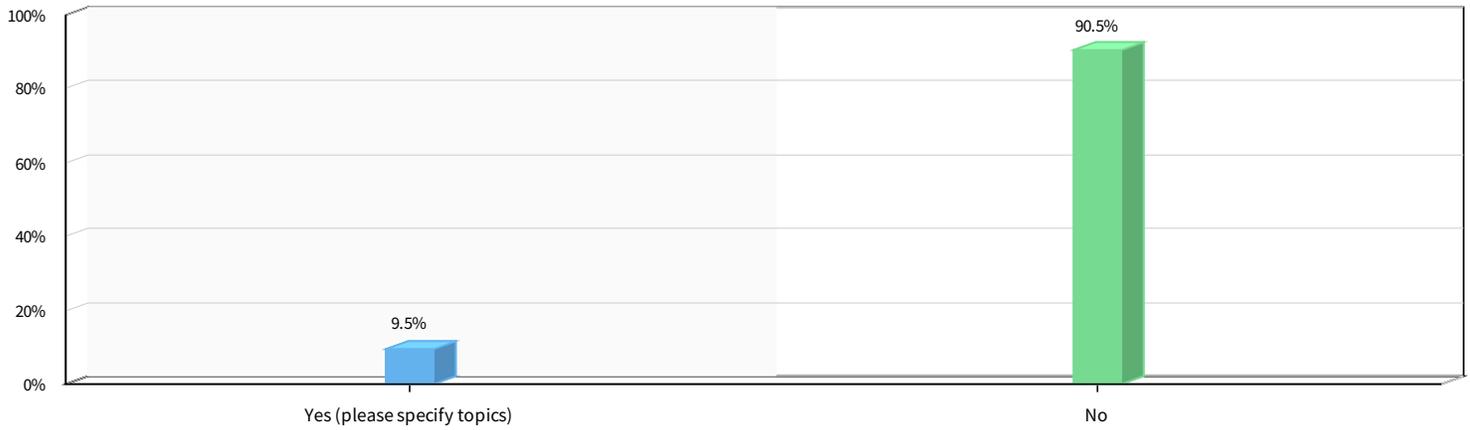
No



4. Would you like more information about any topics related to your child’s care and development?

(84 Responses)

■ Yes (please specify topics) ■ No



Yes (please specify topics)

(8 Responses)

Activity's

I would just like pictures!

Yes daily reports on what activities they do in class.

En su crecimiento y alimentacion

anything that is normally handed out

El desarrollo de mi hija

I'd like to know how she doing with her speech therapy and when she has the therapy

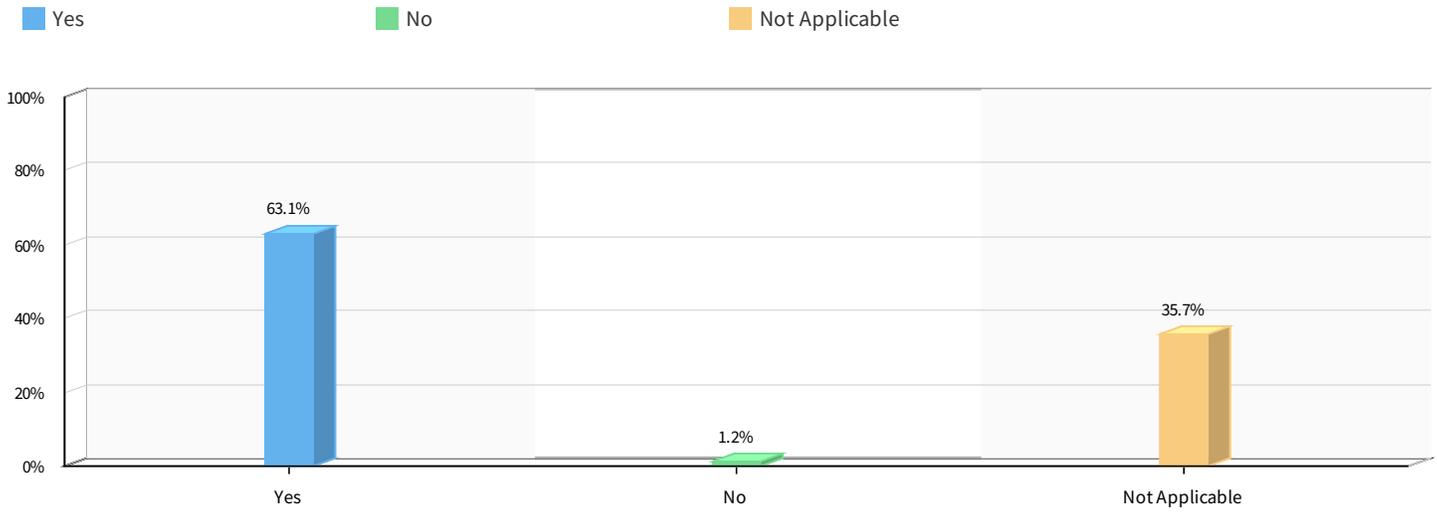
Emotional support

5. Has your child’s enrollment in this program made it easier for you to:

(84 Responses)

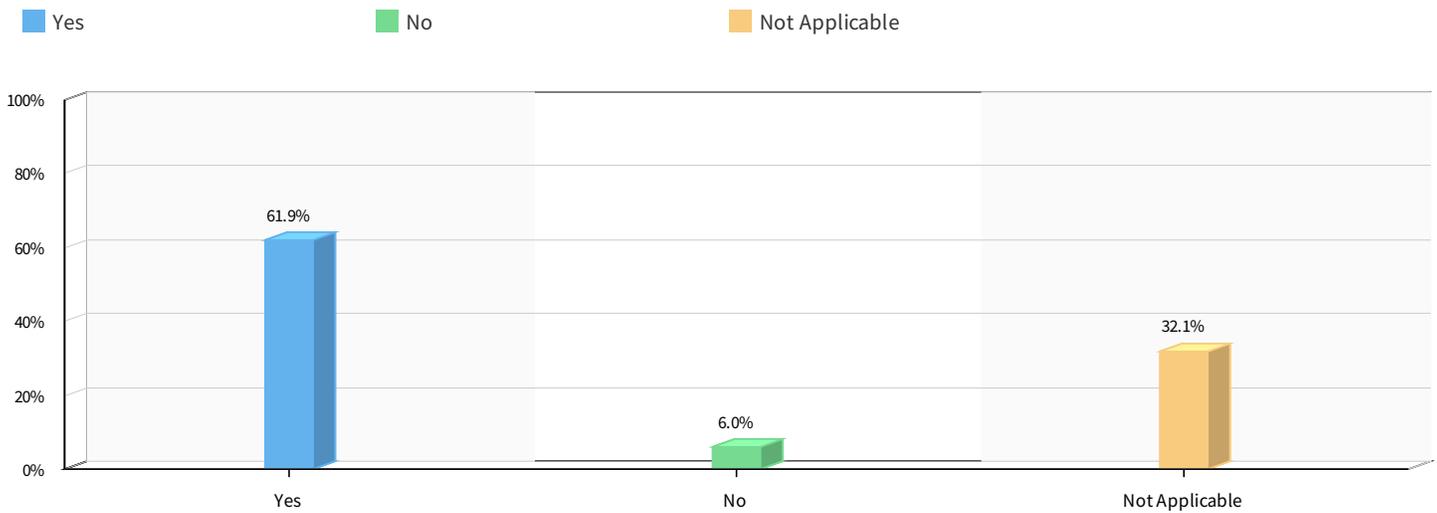
A. Accept a job?

(84 Responses)



B. Keep a job?

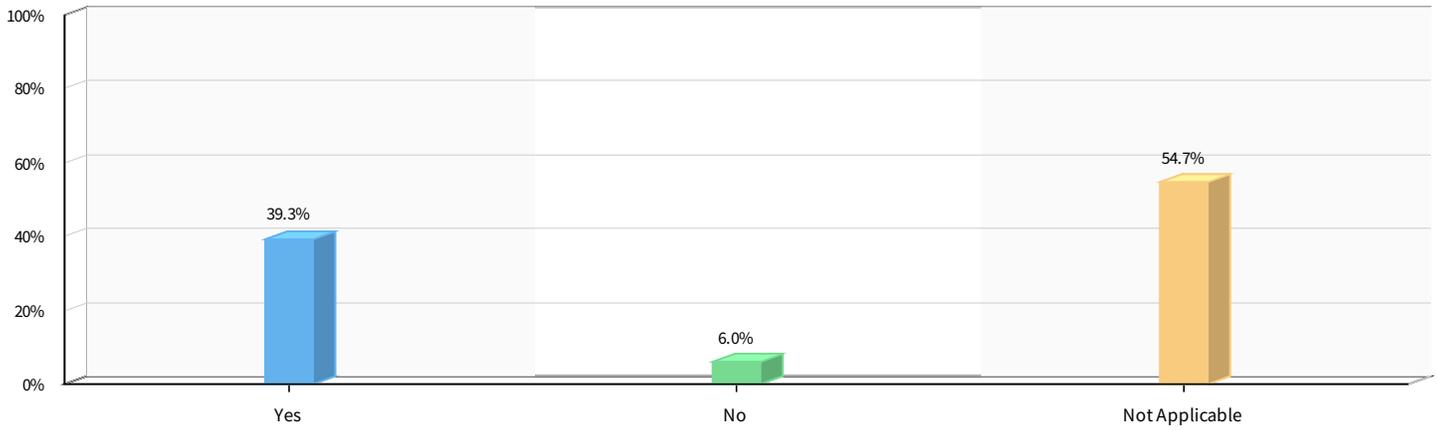
(84 Responses)



C. Accept a better job?

(84 Responses)

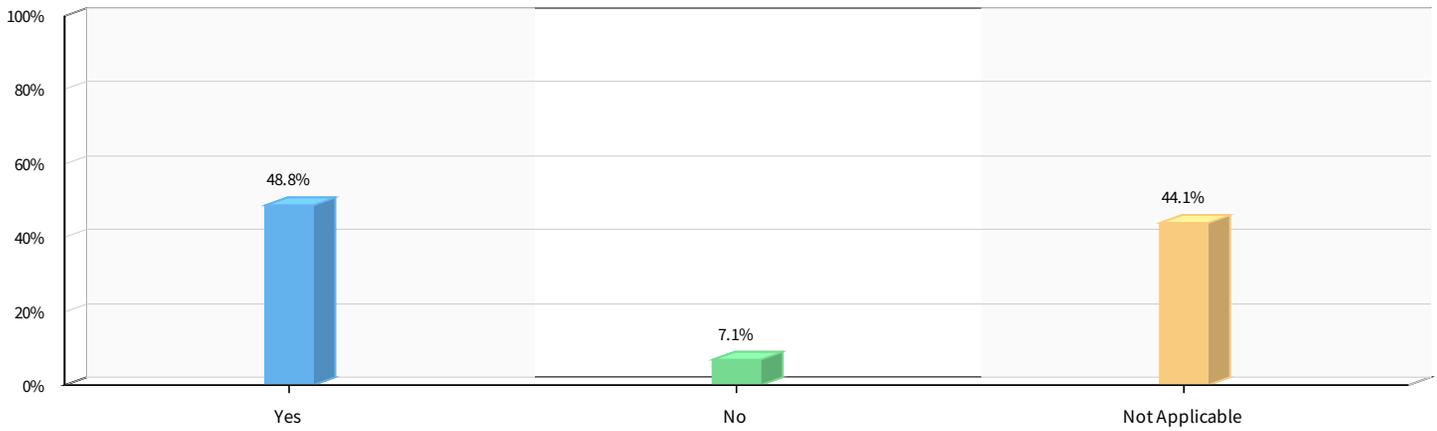
■ Yes
 ■ No
 ■ Not Applicable



D. Attend education or training?

(84 Responses)

■ Yes
 ■ No
 ■ Not Applicable



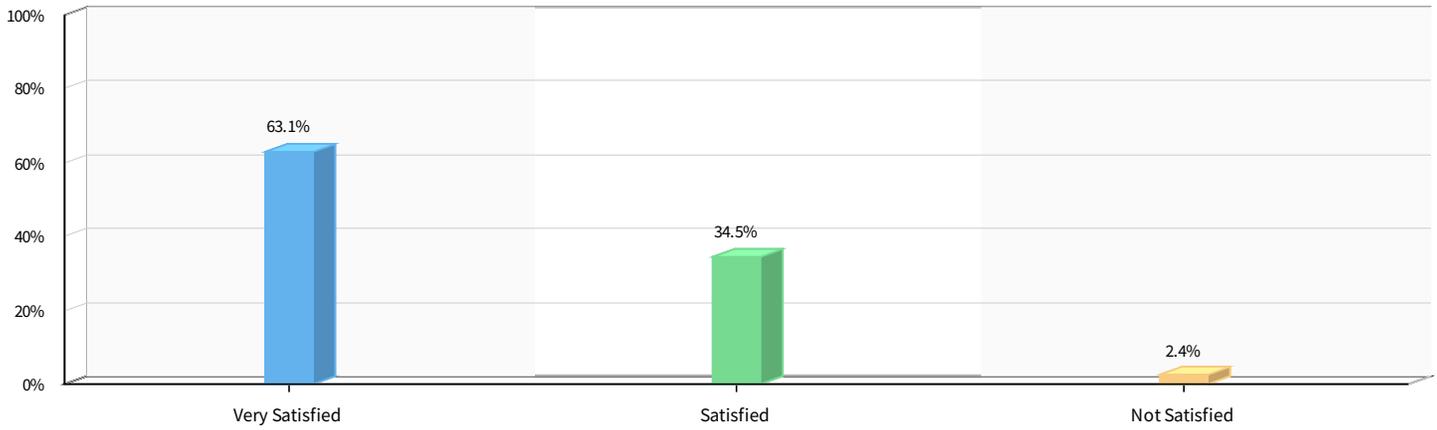
6. How satisfied are you with these characteristics of your child's program?

(84 Responses)

A. Hours of operation

(84 Responses)

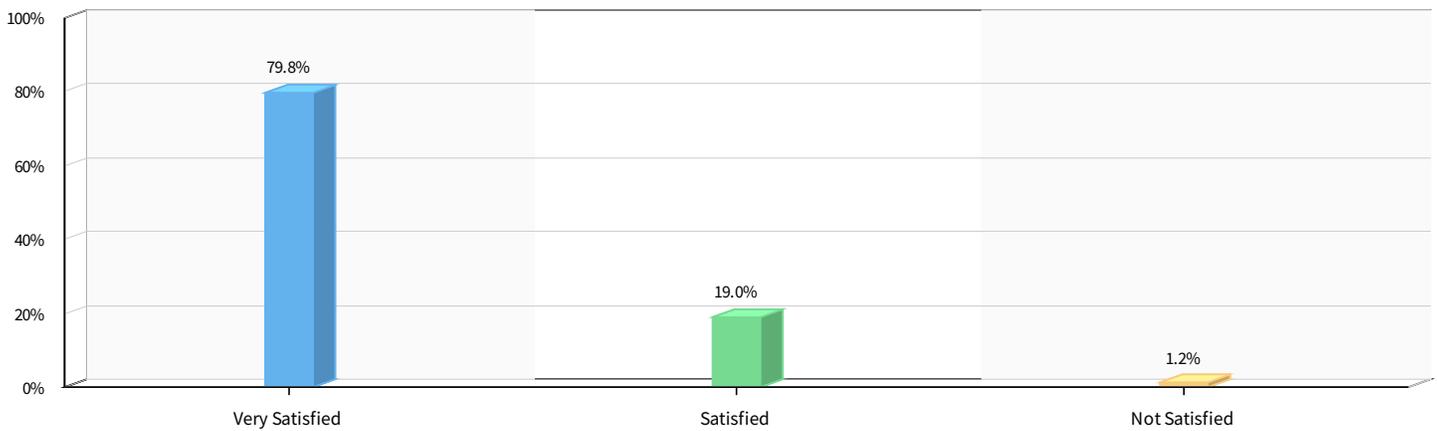
Very Satisfied Satisfied Not Satisfied



B. Location of program

(84 Responses)

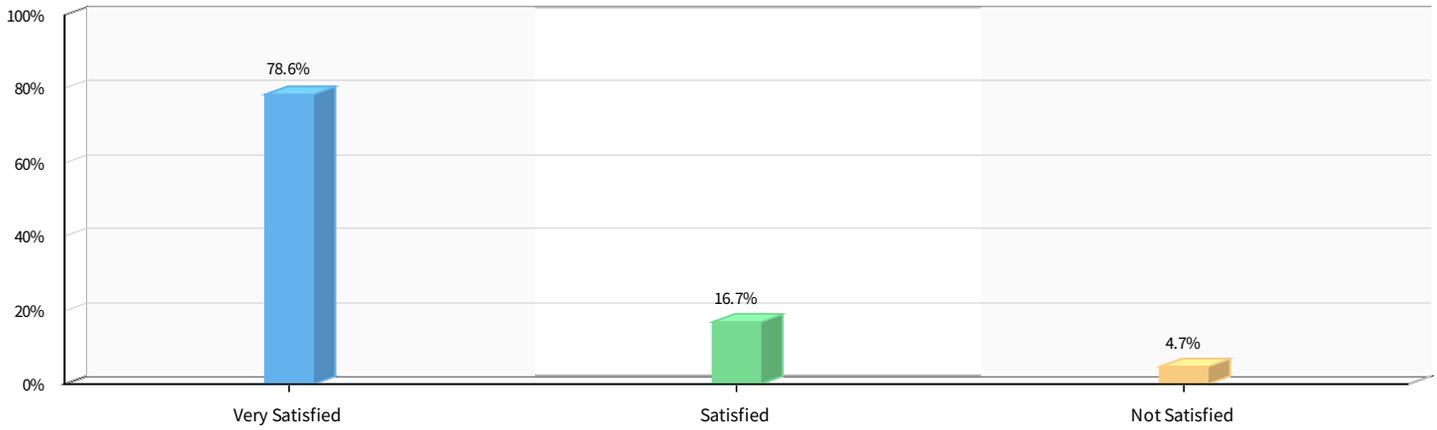
Very Satisfied Satisfied Not Satisfied



C. Number of adults working with children

(84 Responses)

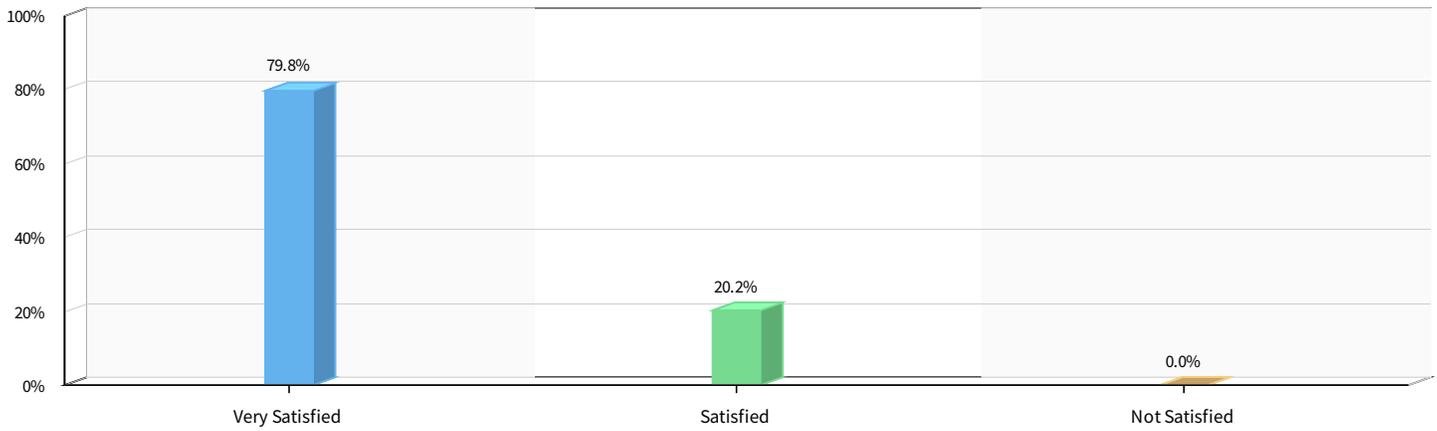
Very Satisfied Satisfied Not Satisfied



D. Languages spoken by staff

(84 Responses)

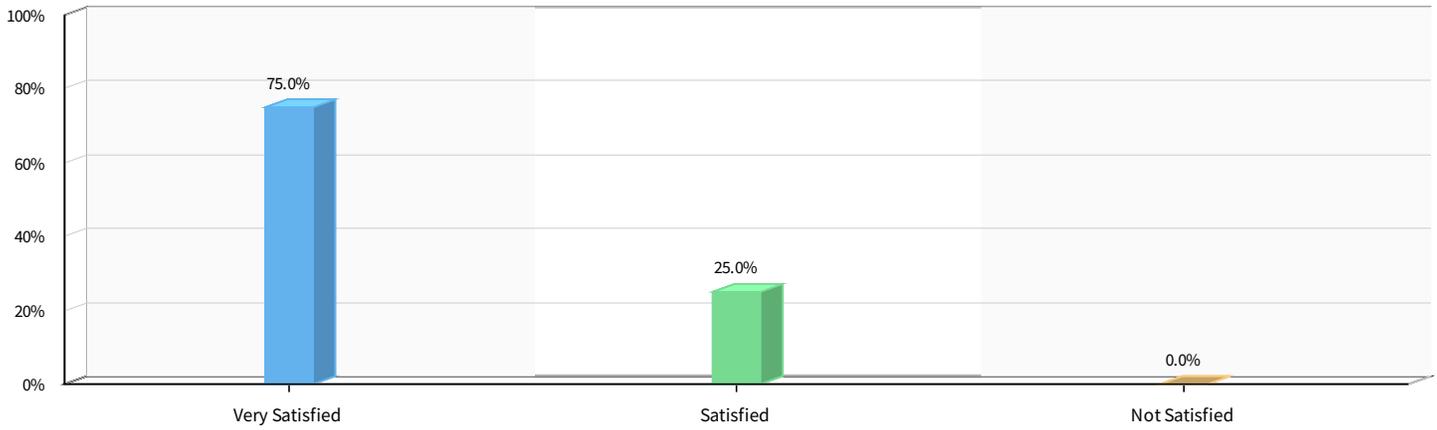
Very Satisfied Satisfied Not Satisfied



E. How program staff communicate with you

(84 Responses)

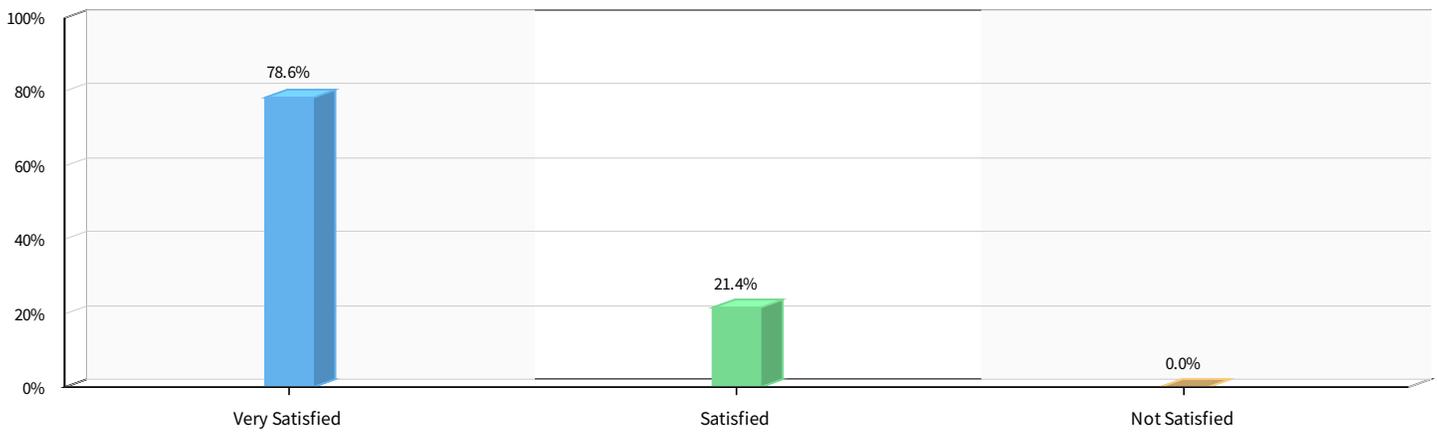
Very Satisfied Satisfied Not Satisfied



F. Meeting the individual needs of your child

(84 Responses)

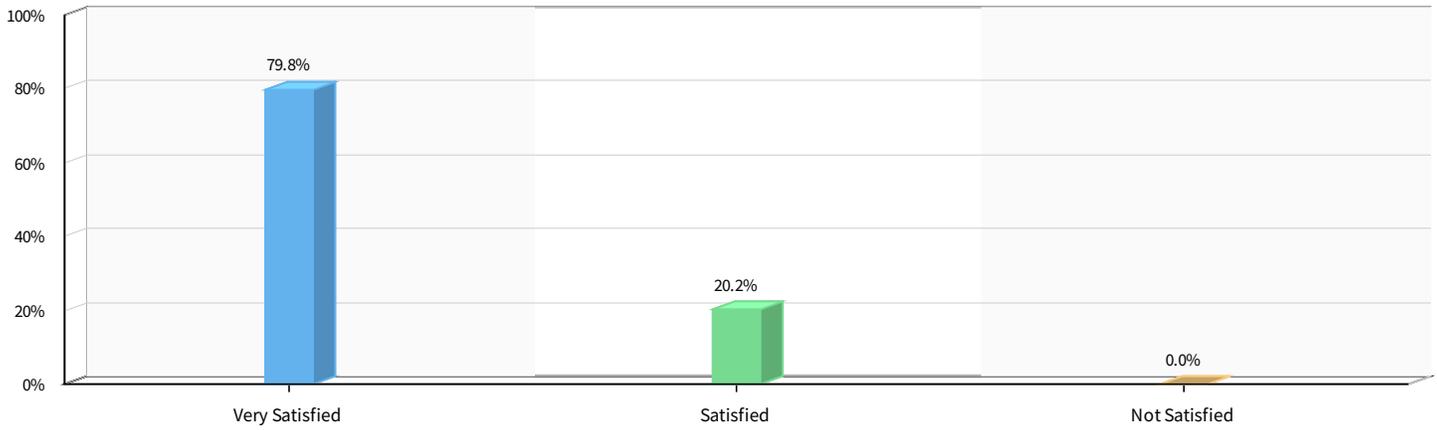
Very Satisfied Satisfied Not Satisfied



G. Interaction between staff and children

(84 Responses)

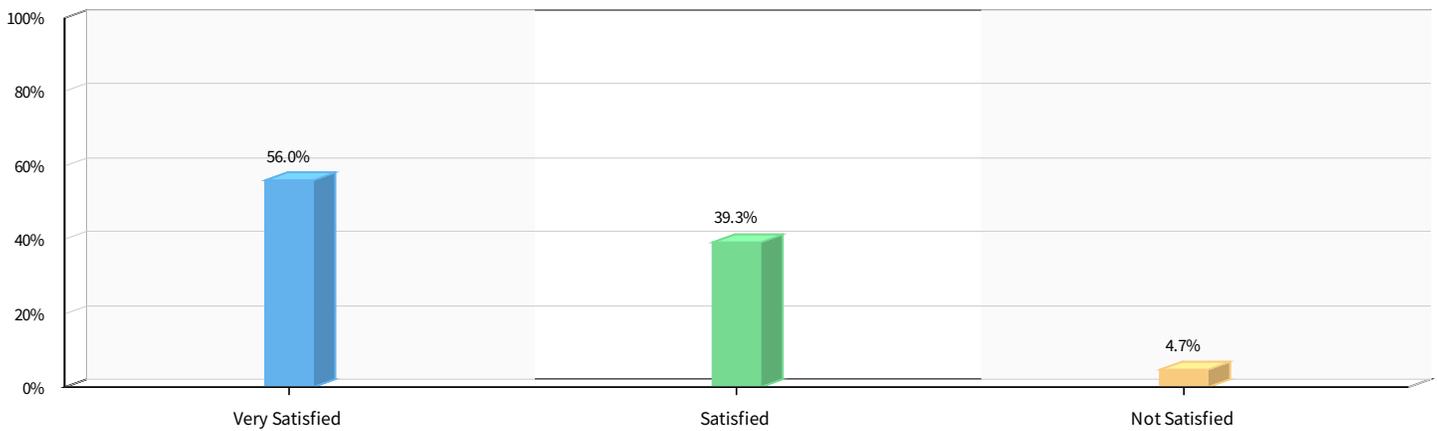
Very Satisfied Satisfied Not Satisfied



H. Interaction with other parents

(84 Responses)

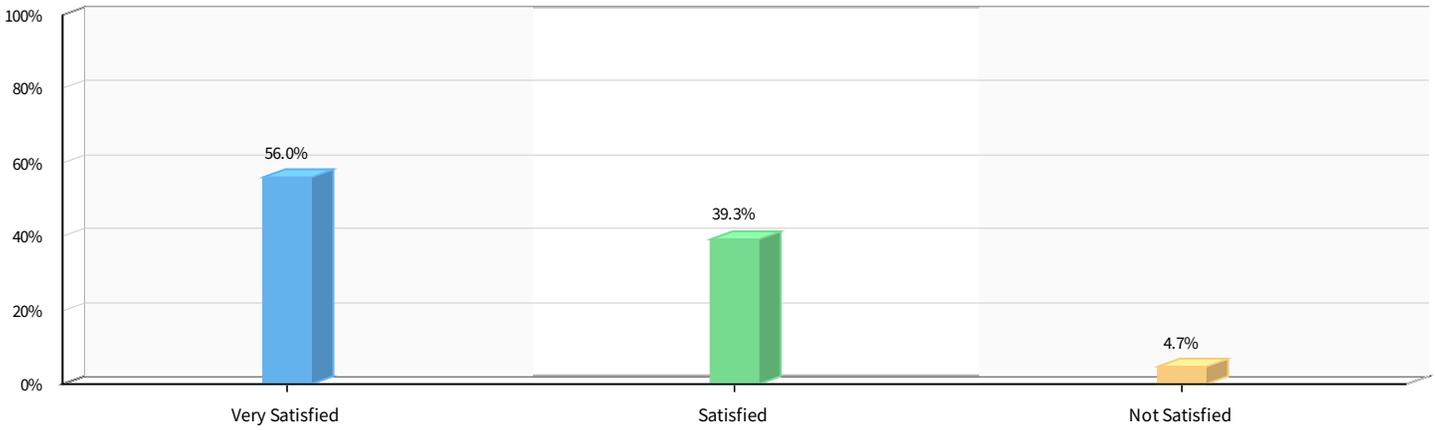
Very Satisfied Satisfied Not Satisfied



I. Parent involvement

(84 Responses)

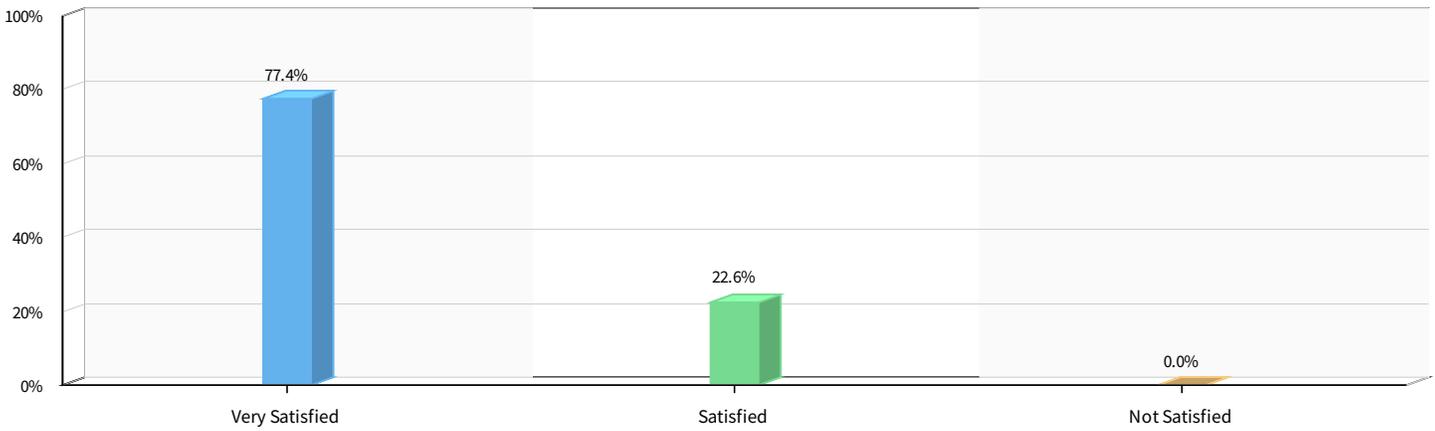
Very Satisfied Satisfied Not Satisfied



J. Equipment and materials

(84 Responses)

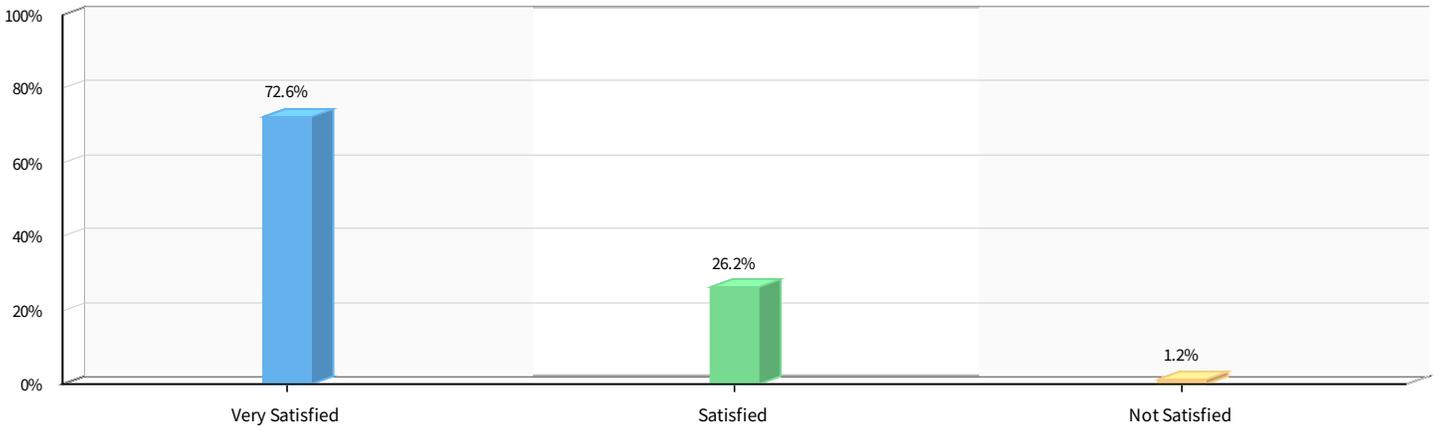
Very Satisfied Satisfied Not Satisfied



K. Cultural activities

(84 Responses)

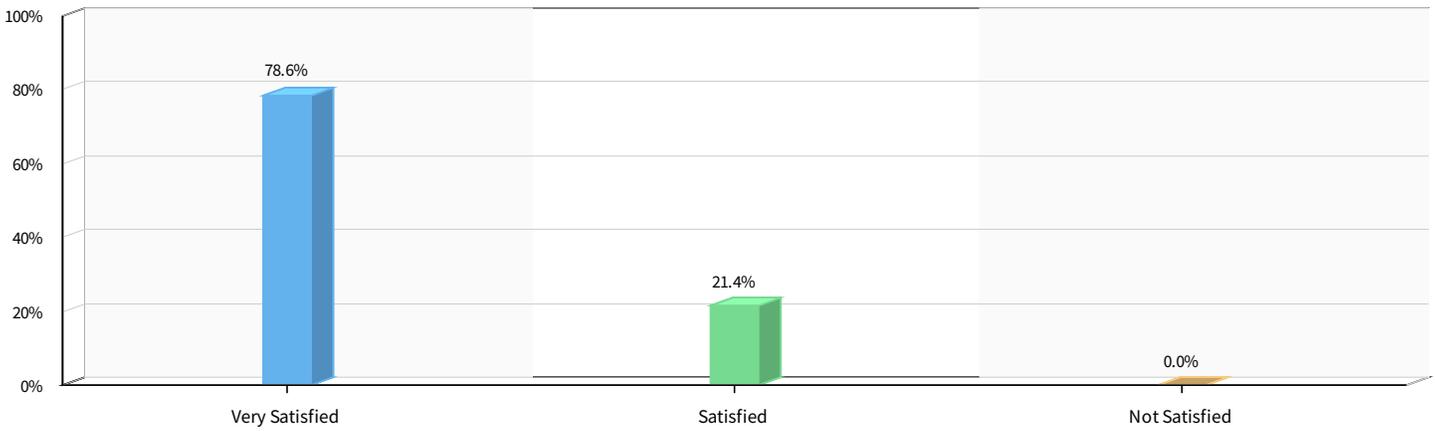
Very Satisfied Satisfied Not Satisfied



L. Daily activities

(84 Responses)

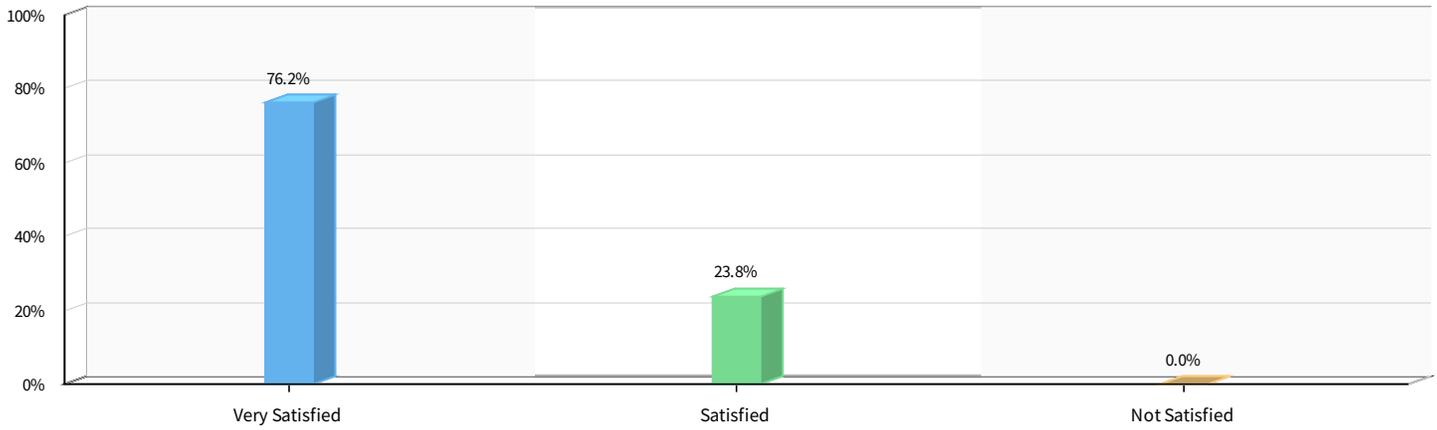
Very Satisfied Satisfied Not Satisfied



M. Environment

(84 Responses)

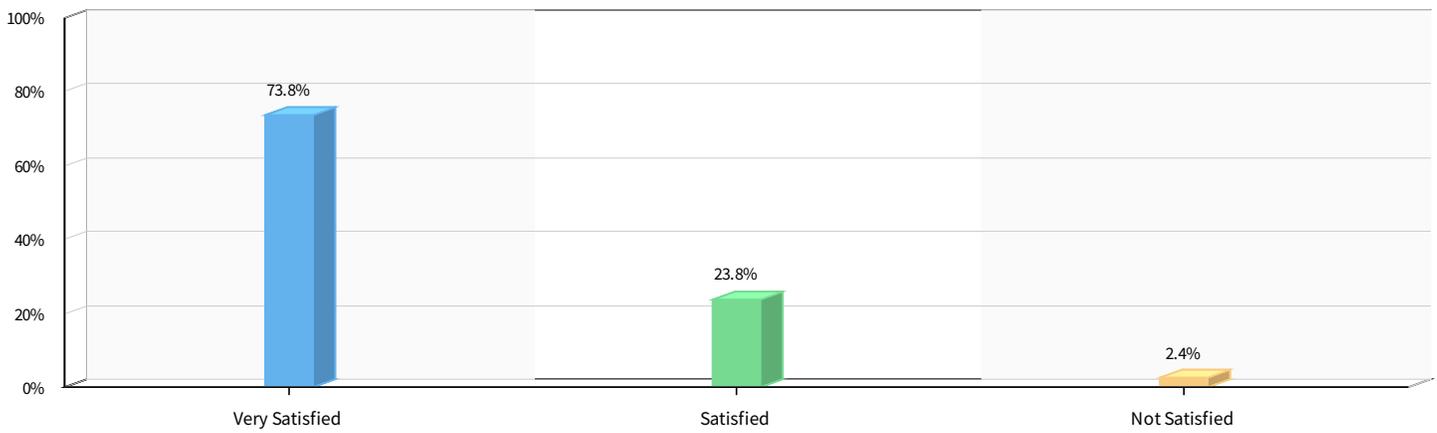
Very Satisfied Satisfied Not Satisfied



N. Nutrition

(84 Responses)

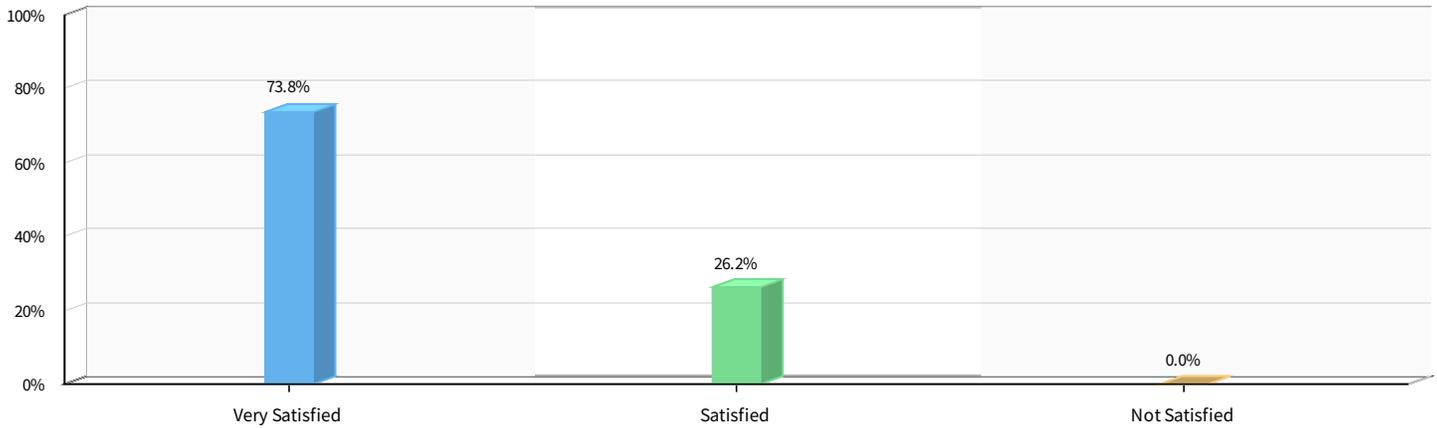
Very Satisfied Satisfied Not Satisfied



O. Health and safety policies and procedures

(84 Responses)

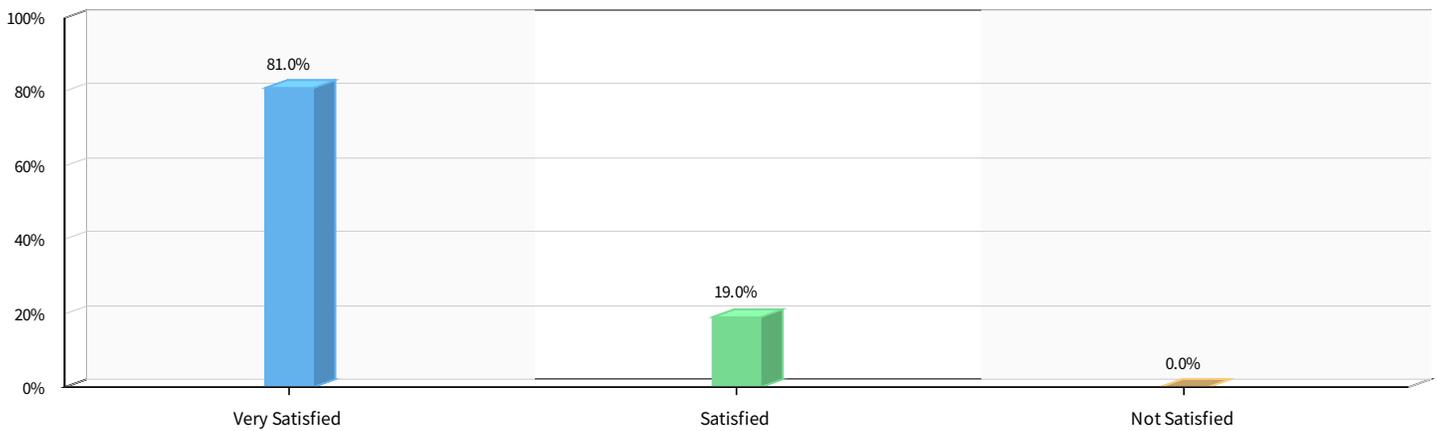
Very Satisfied Satisfied Not Satisfied



P. How the program promotes your child's learning and development

(84 Responses)

Very Satisfied Satisfied Not Satisfied



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

(84 Responses)

N/A	11 Responses
No, no tengo ningún comentario.	
Love it .	
No	20 Responses
N. A	

None	2 Responses
No, gracias .	
Unsure	
This program has helped our family tremendously	
Na	
Stay open later	
Es muy bueno a e hecho que mi hijo se halla desarrollado mejor a nivel de estudio personales	
Very helpful for children and parents	
Me permite estudiar un idioma nuevo por las mañanas	
no	2 Responses
I love that this program exists because my son is learning so much!	
No	2 Responses
Yal are perfect	
This program has helped our family find ways to help our son apply what he's learning in school at home.	
i love it ! it is a little difficult with the 2:30 pickup time but arrangements are made and I still so grateful to have my daughter in here!	
NA	
None	
Ensuring the family goal for my child is achieved through follow up, is one of the needs this program has met.	
Everything is perfect.	
My twins loved their teachers - always get excited about going to school, telling us what they've been doing and learning. They've grown since!	2 Responses
My child gets to have fun and learn at the same time.	
This program is super helpful and everyone is on top of their paperwork and communication.	

Estoy muy contenta por que mi hijo le an empeñado muchas cosas y sus profesoras son muy cariñosas

I am very satisfied with his teachers and the administration that is there with the teachers on a daily bases. they go above and beyond to help the kids! My child has definitely had some growth in his learning.

Was able to have a full time job

Me ayuda para empezar estudiar un nuevo idioma en las mañanas

They are extremely caring and understanding

As a single mom this program allows me to work and take care of other responsibilities.

it help my son learn how to be around other peers

Yall are amazing ☺

Not at the monent

It's really helping my son become more verbal since he does have a speech delay .

Las Maestras de mi hijo son excelentes. Y todo el personal

Y'all are doing a good job thank u

N/a

We are extremely grateful for this program, we're able to continue education and accept a better job

I got nothing to say

Because my child attend this program, I am able to go to school and fulfill my dream to complete my higher level education

Very helpful

Todo esta muy bien Con el programa.

Mi hijo aprendido mucho desde que está ahí

I wish yall would get on the same schedule as the school district.

I lost my job due to the facility being short staffed. Not reliable daycare

Gracias al programa pude mantener mi trabajo actual por q tenía problemas con la cuidada de mi bebé ya que habían días q no podía la persona q me la cuidaba

No estabien

Muchísimas gracias

8. Do you have any suggestions about how this program could be improved?

(84 Responses)

More staff needed

No, no tengo ninguna sugerencia. Hasta el momento, todo ha sido satisfactorio.

Maybe A Lil Longer Time To Pick Up

No

19 Responses

If there to be a way for it to be an extension of hours of operation

N/A

11 Responses

None

4 Responses

No.

Unsure

More parent involvement/ activities

Just be more clear which classroom is closed due too staffing

Na

3 Responses

Stay open later

No

2 Responses

Making the parents more involved

Por el momento no

2 Responses

no

5 Responses

The staff need to improve more it's always a class room closing due to no staff.

Please have back up teachers for the moms who have no other back up for child care so the kids don't miss out and the moms don't lose their jobs (:

None

NA

3 Responses

No for now.

None at all I have great teachers that work with my son that barely speaks and he is doing awesome so I have no complaints about the program.

More staff. It's very hard when classrooms are closed because there's not enough staff

Maybe not program related but maybe getting some road base in the little area where parents park . To avoid getting stuck in mud or stepping in it

Nope

Not fire a teacher half way through the year just because administration at headquarters (DAVID) does not like them. Because it affects the children's learning. If headquarters are not experienced in the teaching environment, they shouldn't be there.

Nope

Maybe not allow kids that have a cough or runny nose due to illness to attend until they are fully recovered from the symptoms. My daughter has been sick a lot due to this.

Please have back up teachers so the moms don't have to call out of work due to the fact that a lot of us have no other child care (:

You could let kids have small parties for holidays like valentines part or christmas part, ect.

I think how it is is a good program

No everything is great!

When the infants are at recess I think there should be more teachers present to help our little ones around the playground

N/a

No complaints what so ever but possibly entertaining the idea of longer hours

More cultural activities should be promoted

No, gracias.

Get on the same schedule as the school district and not have their classroom closed so much.

Hire enough teachers/ sub teachers

Estoy satisfecha

No estabien asi

Atención y cuidado para las maestras y directoras para que siempre sigan con ese bonito ánimo y servicio y sonrisas.

9. I/We feel my family has a relationship with our Family Advocate based on trust and mutual respect and the Family Advocate maintain contact as needed with my family

(84 Responses)

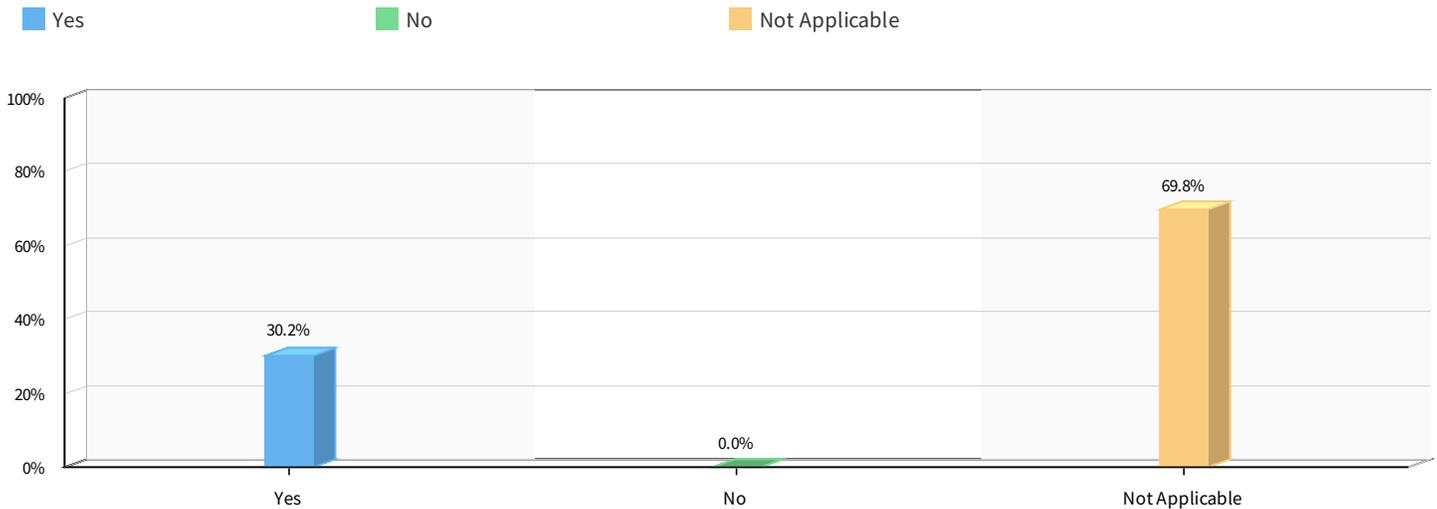


10. If you or your child received disability or mental health services, please complete the following:

(62 Responses)

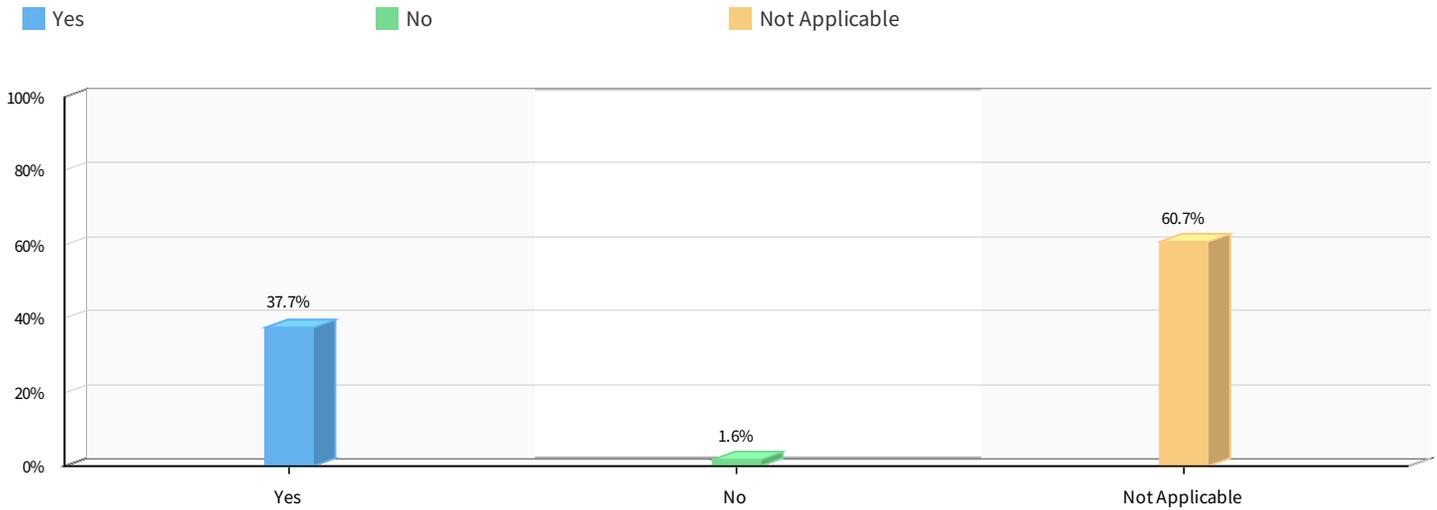
A. I feel supported and informed regarding my child's mental health services ?

(63 Responses)



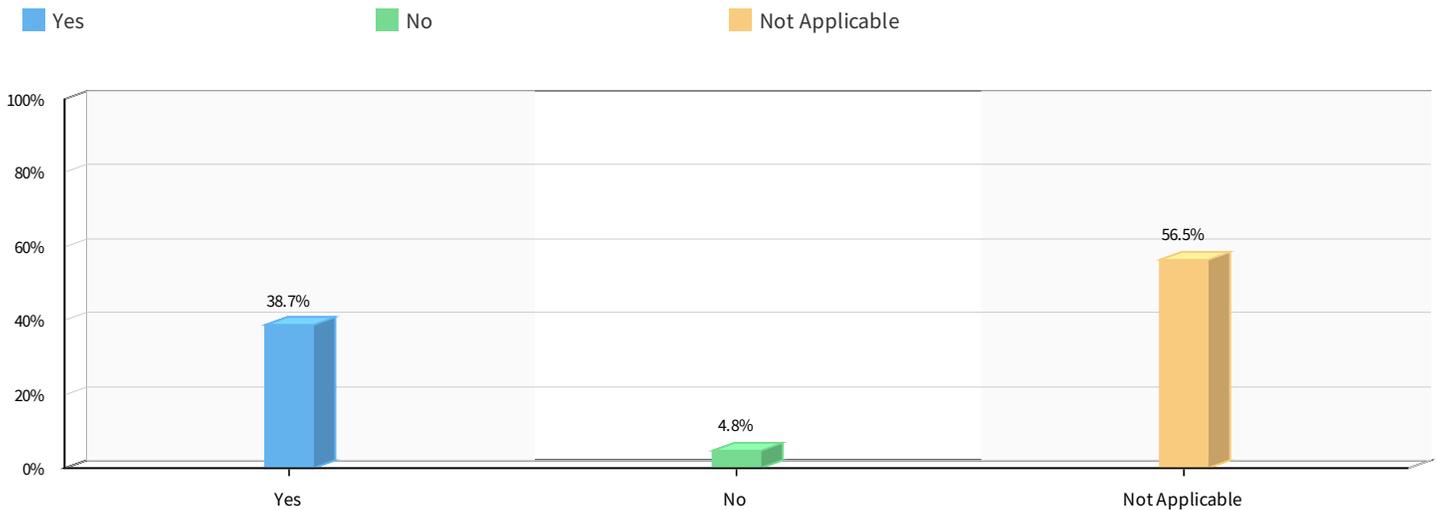
B. I am given opportunities to participate in my child’s ARD meetings/development of IFSP Plan/IEP Plan n 2

(61 Responses)



C. I am given the opportunity to participate in training opportunities to learn about my rights and advocacy and participate in my child’s disability services

(62 Responses)





Community Action Inc. of Central Texas
 Head Start Program (zero-to-five)
 Policy and Procedure 2025-2026
 ERSEA & Transition Services

Head Start Eligibility Criteria School Year 2025/2026

Income		
<i>Criteria</i>	<i>Points Awarded</i>	<i>Documentation Needed</i>
Homeless	100	<ul style="list-style-type: none"> → McKinney-Vento ISD Paperwork → CAI Housing Questionnaire → Letter from shelter
Foster Placement	100	<ul style="list-style-type: none"> → CPS Paperwork ◆ Safety Plan depending on limitations
Public Assistance <ul style="list-style-type: none"> ● TANF - Temporary Assistance to Needy Families ● SSI - Supplemental Security Income ● SNAP - Supplemental Nutrition Assistance Program 	100	<ul style="list-style-type: none"> → Current Award Letter <ul style="list-style-type: none"> ◆ TANF ◆ SNAP ◆ SSI
0-100% of Poverty Guidelines	40	<ul style="list-style-type: none"> → Tax Return → W2 (for all jobs worked) → 1099 (contract work) → CAI Declaration of Income → CAI Statement of No Income → Housing Cost Adjustment Worksheet (if applicable)
101-130% of Poverty Guidelines	20	
130+% of Poverty Guidelines	0	
Parental Status		
Two Parent Household	0	→ Parent Testimony
Single Parent Household	10	
Education/Employment Level		
Single Parent in school or working	10	→ Parent Testimony
Single Parent unemployed/not working	0	

Revised October 2024



Community Action Inc. of Central Texas
 Head Start Program (zero-to-five)
 Policy and Procedure 2025-2026
 ERSEA & Transition Services

Two Parents, both in school or working	10	
Two Parents, one in school or working	0	
Two Parents - both unemployed	0	
Disability/Developmental Concerns		
Head Start - current Individual Education Plan (IEP) Early Head Start - current Individual Family Support Plan (IFSP)	15	→ IEP/IFSP → Full ARD
Diagnosed (no current IEP/IFSP)/Concerns noted by Medical Doctor/Private Agency	5	→ Physical/Well child exam → Doctor's note → Previous Progress Notes
Mental Wellness		
In current services	15	→ Note from provider → Prescription
Previous services or diagnosis (within last 12 months)	5	→ Note from provider → Prescription
Supplemental Criteria		
Domestic Violence (within last 12 months)	10	→ Police report → Letter/note from HCWC → Letter/note from physician
Current Open case with CPS	10	→ CPS placement paperwork → Letter from caseworker
Primary Language in home not English	10	→ Parent Testimony
No Health Insurance	10	→ Parent Testimony
Substance Abuse (within last 12 months)	10	→ Letter/note from HCWC → Letter/note from physician/counselor
Teen Parent (@ time of application)	5	→ Confirm age in Child Plus

Revised October 2024



Community Action Inc. of Central Texas
 Head Start Program (zero-to-five)
 Policy and Procedure 2025-2026
 ERSEA & Transition Services

Guardian (no placement paperwork)	5	→ Parent Testimony
Not Receiving Services At Community Action, Inc.	5	→ Parent Testimony
Not using WIC	5	→ Parent Testimony
Moved more than 2x in last 12 months	10	→ Parent Testimony
Parent Incarcerated (within last 12 months)	10	→ Jail Record → Picture of inmate ID → Mail w/Texas Department Corrections inmate ID
Is the child currently enrolled (EHS) or has been enrolled in EHS or HS in the past year?	15	→ Confirm in Child Plus
Current sibling enrolled in HS/EHS	10	→ Confirm in Child Plus
Recent deportation of parent/guardian (within last 12 months)	10	→ Jail Record → Immigration letter
Ongoing Medical Condition (household)	5	→ Doctor's note → Physical notes
Recent loss of parent/guardian/sibling (within last 12 months)	10	→ Death certificate → Obituary
Currently deployed parent/guardian (within last 12 months)	10	→ Letter from commanding officer/orders
Currently employed with CAICT	10	→ ERSEA confirms with HR
Henry Bush Supplemental Criteria		
Currently living in Chapultepec Apartments	20	→ Proof of Residency → Letter from Housing
Currently living in HCWC Marla's Place	25	→ Proof of Residency → Letter from Housing
William Crook CDC - Housing Supplemental Criteria		



Community Action Inc. of Central Texas
 Head Start Program (zero-to-five)
 Policy and Procedure 2025-2026
 ERSEA & Transition Services

Resident - Currently living at Marla's Place	75	→ Proof of Residency → Letter from Housing
Non-resident receiving on-site services - Family receiving services as a client of HCWC - Services include counseling/case management - Participants can either be child or adult	50	→ Statement from HCWC
Non-resident/former client - Former clients who received services from HCWC in the past year - Participants can either be child or adult	25	→ Statement from HCWC
Children 0-1 years old at the time of enrollment	10	→ Statement from HCWC



Home Visiting Board Report

1/2025 - 2/2025



Prepared & presented by:
Megan Campbell

Program Events & Updates

JANUARY

Start Smart Hays & Caldwell (SSHC) began consultation work Start Early on 2025 Strategic Planning.

Hays Co Team hosted Dia de Reyes (Three Kings Day) group connection celebration at Centro Cultural Hispano de San Marcos. Additionally, they hosted a Bilingual Story Time at the San Marcos Public Library.

Caldwell Co Team hosted PJs and Pancakes group connection event at the Lockhart office.



FEBRUARY

Start Smart Hays & Caldwell (SSHC) hosted first meeting of the year. Additionally hosted a Car Seat Installation event in partnership with Lockhart ISD and Kids in Cars. 120 car seats were given to families in need.

Hays Co Team hosted Gross Motor Play group connection event at the San Marcos Public Library.

Caldwell Co Team hosted Sensory Play Day group connection event at the Lockhart office.

Home Visiting Leadership Team completed and submitted grant application in response to the HOPES RFA to sustain funding for Caldwell Co PAT services, and sustain and grow SSHC coalition and Help Me Grow initiatives.



Home Visiting Data

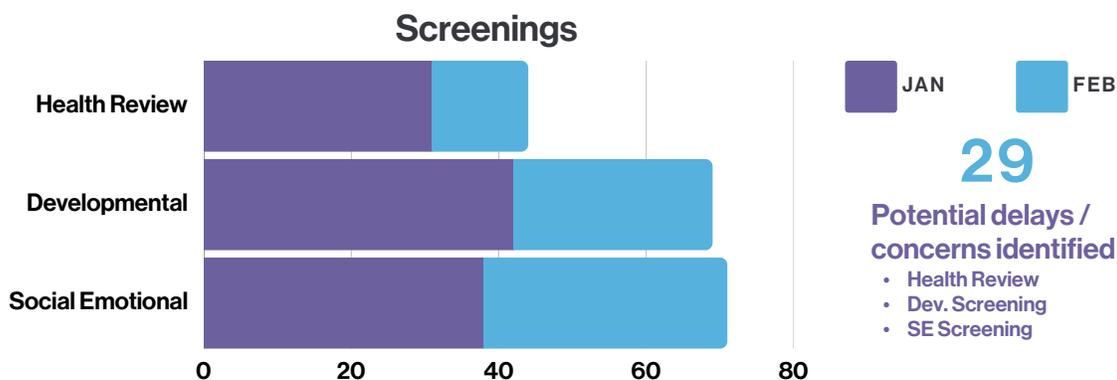
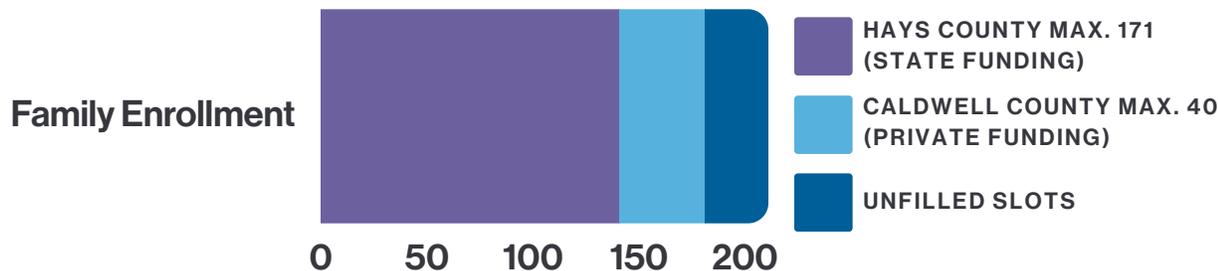
As of 3/1/25



Personal Visits

JANUARY 213

FEBRUARY 189





Youth Services Highlights

1. The Core Four Partnership was tasked with the Childcare Expansion Initiative. To include quality childcare access for Texas State employees, students, City of San Marcos Staff and residents.
 - a. Held first meeting with Texas State Leads
2. Youth Coalition will host free Positive Youth Development Training on March 20 & 27.
3. SMTX Mental Health Coalition is preparing for the annual Vibrant Visions event for Mental Health Awareness Month, Empower Training, and Suicide Prevention Walk in September 2025.
4. TYAN has selected Core Four Partnership to host a Research Learning Institute focusing on Positive Youth Development. This will be a free workshop for community partners and available to regional community partners in June 2025.
5. Youth Services will host a pilot Teen University with the City of San Marcos for 16 youth.
6. YTF Updates:
 - a. YTF Officers attended the YAC Summit in Beaumont.
 - b. Hosted Spring event at Springtown Villas on March 1 & had a team bonding event for members at Sunset Bowling
 - c. Preparing for their Annual Live Your Best Life Conference: Survivor on June 6.
7. Youth Services Funding approved by the Core Four Partnership for 2025 and 2026.



Scan QR code or use link.



<https://linktr.ee/corefourpartnership>



Youth Services Outcomes 6.9

Outcome	Measure	Update
<p>Community partners will work together to increase awareness of youth mental health issues and provide mental health prevention measures to improve overall mental wellness in our service area.</p>	<p>Provide mental health training to first responders, human services employees, teachers, and other public-facing workers that includes learning communication techniques, mentorship training, mental-health awareness strategies, etc.</p>	<p>Trained 600+ SMCISD Staff in YMHFA. ASIST is being offered.</p>
<p>Youth Services program will increase youth diversity and inclusivity in the Youth Taskforce membership.</p>	<p>Provide recruitment and outreach to homeless/foster/at-risk youth to be included in the membership of the current Youth Taskforce</p>	<p>Increased the participation of home schooled youth in YTF. Looking for partnership opportunities to specifically target this group. Expanding YTF to include 18-24yrs.</p>
<p>Youth Services Program will strengthen Youth Taskforce pipeline by increasing participation from 8th graders.</p>	<p>Program will outreach to local school district or other agencies that work with youth to find 8th graders interested in joining the Youth Taskforce</p>	<p>8th grade students were included in recruitment for Fall 2024.</p>
<p>Youth Services program will create a steering committee for SMTX Mental Health Coalition to assist in setting the goals and developing the strategies of the coalition based upon the latest mental health assessment.</p>	<p>Youth Services program will outreach to local stakeholders and community partners who have vested interest in mental health and well-being to find appropriate steering committee members for the Mental Health Coalition.</p>	<p>Texas State, Cenikor-Project AIM & Project AWARE are the primary steering committee members. Collectively we work on coalition activities. Partnered with Healthy Hays-YMHWG to help streamline San Marcos Community Partners and efforts.</p>
<p>Youth Services program will increase the number of at-risk & non-at-risk youth served by Big Brothers, Big Sisters mentorship program.</p>	<p>Youth Services program will outreach to local stakeholders and community partners to find at-risk youth to participate in BBBS.</p>	<p>Currently at a stand-still with BBBS. Will revisit this Goal with Core Four Partnership. This goal is being revisited by the Core Four Task Force.</p>
<p>There will be an increased number of BBBS volunteers to help mentor youth.</p>	<p>Youth Services will increase volunteer pool in the service area by initiating a community-wide volunteer recruitment campaign by attending and hosting volunteer fairs and other similar events.</p>	<p>Currently at a stand-still with BBBS. Will revisit this Goal with Core Four Partnership. This goal is being revisited by the Core Four Task Force.</p>
<p>Youth Services program will work with community partners to establish a Hays County Youth Coalition that will provide youth resources and support including a community youth development training.</p>	<p>Community partners who participate in the coalition will set goals that impact youth needs.</p>	<p>Steering Committee established, General meetings kick-off had 14 youth attend, and free community PYD trainings will be held in March 2025.</p>
<p>The Youth Coalition will create and evaluate youth community needs assessment and provide programming to address youth needs.</p>	<p>Youth services program will work with Coalition in training them in creating needs assessment and assisting them in developing programs to address youth needs.</p>	<p>Working on Part II in partnership with SMCISD- Project Aware</p>

SALARIES

TOTAL SALARIES	429,816
-----------------------	---------

BENEFITS

FICA	32,881
Health and Life Insurance	68,347
TWC	8,424
Work Comp	3,696
Retirement	12,894
TOTAL BENEFITS	126,242

SUPPLIES

OFFICE SUPPLIES	3,500
PROGRAM SUPPLIES	6,900
CURRICULUM SUPPLIES	4,600
COMPUTER PURCHASE - NEW STAFF	4,500
VAN COST	61,000
TOTAL SUPPLIES	80,500

OUT OF AREA TRAVEL

LOCAL TRAVEL	7,000
FLIGHTS	3,300
HOTELS	4,100
PERDIEM	2,354
OTHER	150
TOTAL OUT OF AREA TRAVEL	16,904

CONTRACTUAL

UNITED WAY AUSTIN	100,000
BRIGHT BY TEXT	5,000
TOTAL CONTRACTUAL	105,000

OTHER

RENT (FACILITES FOR EVENTS) 300 for village	
\$220 for storage unit	9,840
UTILITES Lockhart	600
TELEPHONE - CELL	3,300
PEST CONTROL LOCKHART	350
INTERNET LOCKHART	700
AUTO EXPENSES	
INSURANCE	7,000
REGISTRATION	214
FUEL	3,000
REPAIRS	1,600

OTHER NEEDS ASSISTANCE (CAR SEATS)	34,000
PROFESSIONAL DUES	500
COMMUNITY EVENTS	3,400
CONFERENCE FEES	10,100
PAT FEES	2,000
FAMILY INCENTIVES	3,000
PROGRAM FOOD	1,500
Copier Lease Cost	3,600
Stipends for Caregivers & Childcare providers	12,000
Basic Needs	8,000
TOTAL OTHER	104,704
TOTAL PROGRAM BUDGET	863,166
ADMINISTRATIVE - 10% DEMINIMUS	86,317
TOTAL BUDGET	949,483

Donation Request -St. Mark's Episcopal Church March 2025

In the Adult Education branch of Community Action, we serve adults trying to improve their economic situation. We have English and GED prep classes in San Marcos. We also have job training classes like HVAC, paraeducator and CNA. All of our classes are free for our students and are funded by the Texas Workforce Commission.

There are certain costs that we are not allowed to pay with our grant funding. TWC pays for official GED test vouchers for our students 21 and over, but we are not permitted to spend our money on vouchers for those students. Since Covid, we have had a sharp increase in enrollment of under 21 year olds. This program year, we are serving over 200 students under 21 years old. They must pass all four GED tests to receive their Texas Certificate of High School Equivalency. Each test costs \$36.25. This is a significant barrier for our population. Without the money to pay for these vouchers, the students cannot test and become discouraged and often quit. **With a donation of \$7500, we could pay for all four tests for 51 students.**

Another big barrier to our students' success is access to computers. Our grant funding allows us to purchase computers, but we serve about 2000 students across 9 counties. There is not enough money in our budget to acquire enough devices even for a class set of computers. For the next year, we have an Americorps member who is working as a Digital Navigator to help bridge the digital divide and teach digital literacy skills to our ESL and GED students. **We would like \$3,500 to purchase a class set of 20 laptops and a storage cart to be used at Mendez Elementary School for our evening ESL students.** We have 3 levels of English being taught two nights a week. With these computers, our students will be able to practice the digital skills that they are learning with our Digital Navigator and work with their teachers to create digital portfolios to get them better prepared for the workforce.

I hope that you will consider a donation to the Community Action, Inc of Central Texas adult education program. We are working hard to provide opportunities for our students and your donation would make a very meaningful impact on some of the most vulnerable in our community. Please feel free to reach out to me anytime for more information or to answer any questions you might have.

Official GED vouchers for under 21 students	\$7,500.00
20 Chromebooks and locking storage	\$3,500.00

GED and ESL Graduation Ceremonies and Under 21 GED Vouchers

Community Action, Inc. of Central Texas

Adult Literacy Full Application

Overview

Project Title:

GED and ESL Graduation Ceremonies and Under 21 GED Vouchers

Mission Statement

Helping Central Texans improve economic self-reliance through a wide range of services and community partnerships.

Requested Cash Amount

\$ 10,000

Number of individuals served by funding

ABE- Adult Basic Education	ESL- English as a Second Language	GED or high school equivalency
1100	2000	200

Projected Ethnicity Served

- Black or African American
- Asian/Pacific Islander
- White
- Hispanic or Latino
- American Indian or Alaskan Native
- Two or more ethnicities

Number - African American

200

Number - Asian/Pacific Islander

150

Number - Caucasian

375

Number - Hispanic

2530

Number - Native American

20

Number - Multi-Racial

25

Total

3,300.00

Has your organization received previous funding from the Dollar General Literacy Foundation?

- Yes

What was the grant amount and when did you receive it?

Type	Amount	Year awarded
Adult Literacy	\$ 4,500.00	2024

Is this a new or existing project/program?

- Existing

How many individuals were served by this project last year?

350

What is your National Literacy Directory Program ID number?

22383

Community Summary

Geographic Classification

- Rural

Education Attainment

15.00 %

Poverty Rate

12.00 %

Unemployment Rate

3.50 %

Language Other Than English

22.00 %

Project Design and Evaluation

Statement of Impact

Community Action's Adult Ed Department serves between 2800-3200 people each year. Classes include HSE/GED, ESL, Digital Literacy, Family Literacy and a range of career training classes (e.g., HVAC, CNA, Paraeducators, Bookkeeping, etc.). The Dollar General funds will enable us to purchase official GED vouchers for students under 21 and celebrate graduates of these programs since vouchers for under 21 and graduations are disallowed expenses by our main funding.

Project Design

CAI will offer 2 separate graduation ceremonies to individuals who have received their TXCHSE(GED) or completed an ESL class between July 2024 & June 1, 2025. All students are invited to the celebration, which encourages persistence and recruitment. CAI will also purchase official GED vouchers for students that are under 21. Each voucher pays for one subject test and cost \$36.25 per subject. Each student must pass 4 subject tests to obtain their GED. We will purchase 200 vouchers potentially helping 50 students obtain a GED.

Timeline

Graduations will be held in June or July of 2025. GED vouchers would be purchased and assigned May 2025 - May 2026.

Weekly Instructional Hours Per Individual Served

6 Hours

Delivery of Instruction

- Blended Model/Hybrid

- Classroom
- One-on-one instruction
- Small group

Assessment Methods

English learners are primarily assessed using CASAS STEPS. HSE students are generally assessed with CASAS GOALS. (ELLs who are more advanced may also be evaluated on CASAS GOALS.) Career Training Participants are evaluated either with CASAS or TABE. Participant skills are evaluated at intake and at the publisher's recommended intervals (40, 60 or 80 hours of instruction), at the end of the course, or upon preparing to leave the program.

Measurable Results - Defining Success

Community Action Adult Education is state-funded through WIOA Title II from Texas Workforce Commission* As a state-funded provider, we have set targets for NRS reporting. Here are the end-of-program-year statistics for 2023-2024:

141% of enrollment target

104% of IET enrollment target

1102% of Intensive (ITPs, Corrections, Work-Based) target

112% of MSG Attainment

134% of Credential Achievement

106% of Employed at 2-4th QTR after exit.

We are a Community Action Agency, so we also believe that the most important statistic is ONE. Every student's story is an important measure of success.

*Texas does not allow those funds to be used to provide graduation celebrations or to buy under 21 vouchers, which is why we are applying for this grant.

Resource Capacity

Project Partners and Responsibilities

Community Action, Inc. of Central Texas was established in 1965. We have been providing adult education services for more than 20 years and have grown with the exponential growth in the rural areas around Austin, Texas. We are the designated state-funded AEL provider in the Rural Capital Workforce Area (the 9 counties surrounding Austin).

Graduation expenses are not allowed under the state grant. We have typically worked with the Literacy Councils for graduation support, but the Literacy Councils in our area did not survive the Pandemic.

So, while we have the capacity to provide graduation ceremonies, we do not have funding authorized for that purpose. The state grant also does not allow us to purchase vouchers for individuals under 21. We have relied on donations and other funding to support our students who are ages 16-21. Each voucher is \$36.25; each student needs 4 vouchers to obtain a GED; costing a total of \$145 per GED. This year we have limited funds to help provide vouchers for under 21.

Key Personnel

Doug Mudd, Executive Director

Keith Herington, Chief Financial Officer

Mary Helen Martinez, Adult Education Director

Terri Schiemenz, Assistant Adult Education Director

Angi Mudd, EL Civics Program Manager

Jessica Bailey, Center Coordinator

Jaquie Banks, Center Coordinator

Emma Forks, Center Coordinator

Available Technology

Google Classroom and Tools

Remind

JasperActive

LearnKey

Microsoft Office

Northstar

Digital Access and Resilience in Texas Curriculum (Low ESL)

Aztec

Essential Ed

Burlington English

USA Learns

InSwan Document Cameras and software

Individual teachers have their favorites (NearPod, Kahoot!, Blooket, WhatsApp, Khan Academy, Typing.com, Quizziz, Quizlet, and PollEverywhere are the first that come to mind.)

Are you requesting technology with this grant application?

No

Budget Information

Revenue - Sources of Funding

Dollar General Literacy Foundation Request

\$ 10,000.00

Government Grants

\$ 2,608,822.00

Corporation or Foundation Grants

\$ 0.00

Individual Donors/Other Contributions

\$ 0.00

In-kind

\$ 0.00

Total Revenue

\$ 2608822

50% of the revenue

\$ 1304411

DGLF Budget Allocations

Salaries

\$ 0.00

Instructional Materials

\$ 7,000.00

Software

\$ 0.00

Supplies

\$ 1,500.00

Travel

\$ 0.00

Training

\$ 0.00

Printing and Publications

\$ 1,500.00

Computers and Technology

\$ 0.00

Professional Development

\$ 0.00

Total Budget Allocation

\$ 10,000.00

DGLF Budget Narrative

We are asking for \$10,000 to support our graduation ceremonies and to purchase vouchers for our students who are ages 16-21. The request is based on \$1,500 for each of our graduation events. Both graduations celebrate students who earn their Texas Certificate of High School Equivalency ("GED") and complete the ESL class. One will be held in Bastrop and one in Hays county. Our WIOA Title II grant from Texas Workforce Commission Adult Education and Literacy does not allow costs associated with graduation. These funds will enable us to purchase graduation supplies, including caps, gowns, diplomas, decorations, programs, and photos. Celebrating our successful learners is important because it encourages them to continue with their education and career goals, and it encourages current students to persist and prospective learners to start their learning journey. These funds will also allow us to purchase GED vouchers for our students ages 16-21. This is not an allowable cost with our current funding. The cost of the GED test is often a barrier for this younger population that cannot get a job with a livable wage because they do not have their high school diploma. Helping students pay for their GED is the first step in helping them obtain employment. Please note our program budget is not the agency budget. Page 25 number 2 on form 990 shows the Adult Education program funds available.

Are you applying on behalf of:

- Non-Profit Organization

Audited Financial Statement

- [990-10-31-23.pdf](#)

Approval of Board Chair and Executive Officer**Executive Director / Officer**

Douglas Mudd

Board Chairperson

Diane Insley

Board Members

First Name	Last Name	Affiliation
Diane	Insley	San Marcos Public Library
Clarena	Larrotta	The Education Institute at TSU
Gloria	Martinez-Ramos	Texas State University
Deborah	Villalpando	Southside Community Center
Marissa	Reyna	Head Start Policy Council
Myra	Vassian	Neighborhood Rep for San Marcos

Steven	Hernandez	Cottonwood Creek Subdivision
Alyssa	Garza	San Marcos City Council
Wayne	Thompson	Hays County Commissioners' Court
Cierra	Garcia	Head Start Policy Council

Submission Approval

- I Agree

I understand that all mailed correspondence, including payment of an awarded grant proposal, will be sent to the organization’s address provided in the Organization Information section of this application.

- I Agree

I understand if this proposal is selected for funding and the grant check is not cashed within sixty days of receipt of funding, the check will be null and void and the grant will be forfeited.

- I Agree

I understand that if selected, my organization will be required to complete a report detailing program outcomes and budget information.

- I Agree

Diversity, Equity & Inclusion Policy

- I Agree

USA Patriot Act Counter-terrorism Compliance

AGENCY/ORGANIZATION NAME:

Community Action, Inc. of Central Texas

Check the appropriate box to indicate your compliance with each of the following:

Patriot Act

- Agree

I certify on behalf of the organization listed above that the foregoing is true.

- I Agree

**EXHIBIT 3
DETAILED FEE SCHEDULE**

Salary/Benefits

According to Article 5, 5.1, once per each fiscal year during the term of this Agreement, the City will advance funding to CAI to fund the compensation for personnel specified here. The Salary for the Youth Services Director is not to exceed \$100,000 for the wages and the cost of benefits for the person serving as the Director. See below for a breakdown of the Salary/Benefits:

Date	Type	Amount
Annual	Salary	\$76,052
Annual	FICA	\$5,820
Annual	Unemployment	\$1,295
Annual	Workers Comp	\$654
Annual	Health & Life	\$7,698
	Total	\$91,519

Additional Services

Additional Services are described in Article 1, 1.2. CAI shall present monthly applications for payment to the City detailing any approved Additional Services performed or approved by the City to be performed or any reimbursable expenses incurred or obligated by CAI in the previous month. The compensation for any approved Additional Services shall be as described in the additional services proposal accepted by the City. CAI shall proceed to perform Additional Services only after written acceptance of the Additional Services proposal by the City. An amount up to \$13,000 for administrative expenses and \$30,000 for associated program expenses that are considered Additional Services.

Total Contract Amount

The total contract amount is not to exceed \$143,000.

Breakdown of funding from the Core Four Entities

<u>Entity</u>	<u>COSM</u>	<u>Hays County</u>	<u>SMCISD/ CAI Grants</u>	<u>TxState</u>	<u>Totals</u>
<u>% of total amount contributed</u>	<u>50%</u>	<u>16.67%</u>	<u>16.67%</u>	<u>16.67%</u>	<u>100%</u>
<u>Amount</u>	<u>\$71,500</u>	<u>\$23,834</u>	<u>\$20,000/\$3,834</u>	<u>\$23,834</u>	<u>\$143,000</u>
<u>Increase in amount requested from prior years</u>	<u>\$21,500</u>	<u>\$3,834</u>	<u>\$3,834</u>	<u>\$3,834</u>	

As a reminder, this is a two-year agreement. The table above reflects only one budget year, though year two will be identical under this agreement.