

2017 ANNUAL REPORT

Helping People,
Changing Lives -
since 1965

Fiscal Year Ending:
9/30/2017

OHIO HEARTLAND COMMUNITY ACTION COMMISSION

Serving Crawford, Marion, Morrow & Richland Counties, Ohio

We are a proud member of the National



What Is Community Action?

Community Action Agencies (CAAs) are nonprofit private and public organizations established under the Economic Opportunity Act of 1964 to fight America's War on Poverty. Community Action Agencies help people to help themselves in achieving self-sufficiency.

Since their inception, CAAs have helped low-income Americans escape poverty and achieve economic security. Through a broad variety of programs such as Head Start, job training, housing, food banks, energy assistance, and financial education, CAAs tailor their services to meet the needs of the individuals and communities they serve. They put a human face on poverty, advocate for those who don't have a voice, and provide opportunities.

The Promise of Community Action

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

Corporate Offices:

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OHCAC Brief General Agency Description

OHCAC is a private non-profit corporation providing services to benefit low income people in Crawford, Marion, Morrow and Richland Counties of Ohio. The overall goal of the Commission is to help low income persons break the cycle of poverty and better their economic situation. OHCAC was established in 1965.

Major federal and state funded programs and services include: Head Start preschool (3-5) and Early Head Start (0-3) services, energy/utility assistance, and home weatherization. Many other programs are provided that are unique to each county.

Our Mission Statement

The Ohio Heartland Community Action Commission (OHCAC) will foster and promote planning services and developmental efforts for the mobilization and utilization of resources, public and private, for coordinated attack upon conditions of poverty affecting the inhabitants of the area.

OHCAC will solicit, contract for, receive, administer, and disburse any funds, grants, bequests, devises, and other resources for the execution and implementation of specific or general programs in carrying out its purposes.

OHCAC Board of Trustees (As of 9/30/2017)

Community Action Agencies are unique because they are governed by a tri-partite Board of Trustees. Federal law mandates Community Action Agencies to compose a Board with an equal number of members representing the Public (PB) sector, the Private (PV) sector and the Low-Income (LI) Community. The following individuals were seated OHCAC Board members as of September 30, 2017.

<u>President</u>	<u>Vice-President</u>	<u>Secretary</u>	<u>Treasurer</u>
Richard Genzman Crawford County Private (PV)	Rick Maddox Crawford County Private (PV)	Sue Yazel Marion County Public (PB)	Fawn Mollenkopf Morrow County Private (PV)

<u>Marion County</u>	<u>Crawford County</u>	<u>Morrow County</u>	<u>Richland County</u>
Sue Yazel – PB	Sue Headley – PB	Fawn Mollenkopf – PB	Teresa Alt – PB
Kerr Murray – PB	Jenny Vermillion – PB	Kristina Brammer – LI	Kim Meadows – LI
Staci Thomas – PB	Thomas O’Leary – PB	Kelsey Lewis – LI	Maureen Kuiper – PV
Jan Hulse – LI	Darlene Clevenger – LI	Andrew Wick – PV	
Latoya Toland – LI	Rick Maddox – LI	Deborah Bowsher – PV	
Nina Bristel – PV	Jacquelyn Hocker – LI		
Carrie Guyton – PV	Douglas Court – PV		
Bonnie Metzler – PV	Richard Genzman – PV		

Letter from the President of the OHCAC Board of Trustees

April 11, 2018

Serving Crawford, Marion, Morrow and Richland Counties, Ohio Heartland Community Action Commission provides quality services to individuals and families in need of assistance. We have an active Board of Trustees that represents the private, public and low-income sectors. We also have a dedicated staff and employees who are committed to accomplishing program goals and implementing the services we offer.

The Head Start program is a major program of OHCAC. We maintained full enrollment. This current program year, Head Start Director Debbie Schuster and her staff have served 767 local children and families in Crawford, Marion, Morrow and Richland Counties. For the next program year we are proposing to convert four Head Start classrooms into four Early Head Start classrooms, which will raise our current Early Head Start number from 52 children (from ages 0-3) to 80 children. This will give us the opportunity to have an impact on even younger children and give them a head start at a critical time in their lives. We remain committed to bettering the Head Start families we are privileged to serve.

The Home Energy Assistance Program (HEAP) continued to be very a successful program for us this past year. We would not be able to provide energy assistance to the individuals and families of our communities without our partnership with both private and public sectors. We assisted over 2,300 households in the Winter Crisis Program and over 560 households in the Summer Crisis Program. During the Summer Crisis Program we were able to distribute 275 air conditioning units and 75 fans.

The Home Weatherization Assistance Program (HWAP) was another key service we provided. This energy saving program is funded through the Department of Energy and the Department of Health and Human Services. Our HWAP program works in conjunction with the State of Ohio Energy Partnership Program, the Columbia Gas Warm Choice Program, the Ohio Edison Community Connections Program, and the American Electric Power Conservation Program. These combined program services helped those households that we were able to serve to dramatically reduce their energy consumption.

During the past year, OHCAC also continued to provide services through our community centers in Marion, Crawford and Morrow Counties. Each community center worked with the local partners to plan for and provide services to fill gaps in local programming. The range of services provided included senior nutrition program meals, prescription drug program, summer reading program, food pantries, personal needs pantries, clothing outlet, back pack programs, Drug & Alcohol Awareness Program (DAAP) and GED classes.

This Annual Report gives many more details about the services OHCAC provided this past year. As the Board President of the Ohio Heartland Community Action Commission, I am privileged to be President of a dedicated tri-partite Board of Trustees representing the counties of Crawford, Marion, Morrow, and Richland and in presenting our Annual Report for public view.

Richard Genzman
OHCAC Board President

FY-2017 Program Service Areas

Senior Management Staff

Program		Marion	Crawford	Morrow	Richland
Head Start / Early Head Start		•	•	•	•
HEAP		•	•	•	
Fuel Funds	Ohio Edison: Ohio Fuel Funds	•	•	•	•
	AEP: Neighbor to Neighbor	•	•	•	•
PIPP Plus		•	•	•	
HWAP		•	•	•	
Electric Partnership		•	•		
Community Connections	First Energy	•	•		
	AEP	•	•		
Warm Choice		•	•	•	
CSBG		•	•	•	
EFSP		•	•	•	
Senior Hot Meals		•			
Prescription (Rx)		•			
Fatherhood Initiative		•	•	•	
Income Tax Preparation		•			
DAAP Services				•	

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HEAP Director
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Debbie Schuster
Head Start Director
(740) 387-1039 Ext. 810

Tracey Rector
Marion Center Director
(740) 383-2154 Ext. 832

Tracey Rector (Dual Role)
Morrow Center Director
(419) 946-2009 Ext. 832

Tammy Crabtree
Crawford Center Director
(419) 468-5121 Ext. 163

Organizational Funding

Grant Programs

Community Services Block Grant	\$	296,697
Prescription Assistance		20,328
Home Energy Assistance Program – Administration		448,927
Home Energy Assistance Program – Winter Crisis		742,248
Home Energy Assistance Program – Summer Crisis		120,989
PIPP Plus		28,279
Home Weatherization Assistance Program – DOE		262,428
Home Weatherization Assistance Program – HHS		398,269
Head Start		7,146,572
CACFP School Lunch		381,200
Step Up to Quality		3,576
Emergency Food & Shelter Program		6,759
Other		13,186

Contract Programs

Columbia Gas Warm Choice		33,474
Community Connections – First Energy		113,313
Community Connections – AEP		38,496
Senior Nutrition		183,479
Universal Service Fund/Electric Partnership Program		98,173
Donations and Other		136,649

Organizational Funding Level:

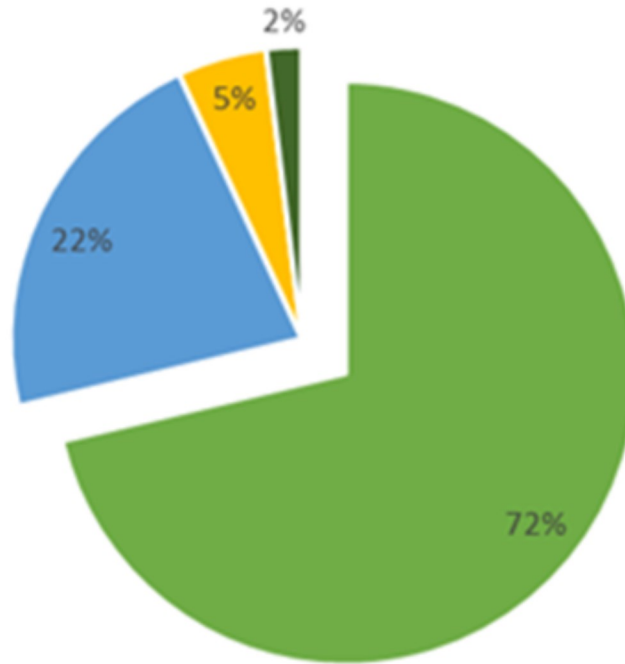
\$ 10,473,042

(As of fiscal year ending 9/30/2017)

Program Funding Percentage Chart

Program Funding Percentage

■ Head Start ■ Energy Programs ■ Community Service ■ Senior Services



Programmatic Data Sheet

Energy Programs

HEAP

Emergency customers Marion -----	1,161
Emergency customers Crawford -----	1,003
Emergency customers Morrow -----	772
Emergency payments Marion -----	\$231,333.80
Emergency payments Crawford -----	\$312,073.22
Emergency payments Morrow -----	\$305,426.91
First Energy customers -----	263
First Energy payments -----	\$41,237.66
Columbia Gas customers -----	128
Columbia Gas payments -----	\$24,846.63
Regular HEAP customers -----	5,012
PIPP customers -----	5,367
Ohio Fuel Funds customers -----	655
Ohio Fuel Fund payments -----	\$125,970
AEP Neighbor to Neighbor Fuel Fund customers -----	3
AEP Neighbor to Neighbor Fuel Fund payments -----	\$407.00

Housing

HWAP units -----	64
EPP units -----	191
Community Connections units -----	109
WarmChoice units -----	13
AEP units -----	67

Community Services

Prescription

Customers enrolled -----	61
Customer achieves performance target -----	54
\$ Saved -----	\$28,362

Board Involvement

Number of new Board members -----	5
Number of Board members receiving training -----	24
Number of hours of training attended -----	29

Staff Capacity Building

Number of hours of training attended -----	14,155
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Emergency Services

Clothing requested -----	2,065
Clothing issued -----	2,031
Food requested -----	775
Food issued -----	761
Fuel/utility payment requested -----	37
Fuel/utility payment received -----	37

Programmatic Data Sheet (Continued)

Community Services (Continued)

Emergency Services (Continued)

Furniture requested -----	6
Furniture issued -----	3
Medical care requested -----	0
Medical care issued -----	0
Miscellaneous requests-----	509
Miscellaneous issues -----	495
Rent or mortgage assistance requested-----	149
Rent or mortgage assistance issued -----	36
Temporary shelter requested -----	0
Temporary shelter issued -----	1
Transportation assistance requested-----	1
Transportation assistance issued -----	0
Community investment -----	\$138,954
Volunteer hours-----	704
Back Packs requested -----	3,285
Back Packs issued -----	3,285
Individuals attending Hidden in Plain Sight training -----	58
Pounds of items collected at Drug Take Back Events and in disposal boxes -----	249
Drug Take Back Bags given to the Morrow County Community-----	1,409

Fatherhood

Customers enrolled -----	7
Customer achieves performance target -----	4
Job Placement-----	2
Completed 90 days -----	2

Volunteer Income Tax Assistance

Number of returns completed in 2017 -----	432
Amount of Earned Income Credits returned -----	\$172,037
Amount of Federal Tax withholdings returned -----	\$546,845
Amount of State Tax withholdings returned -----	\$59,891
Value of tax prep fees saved (based on an average of \$266 per return)-----	\$115,180

Senior Services

Hot Meals

New customers enrolled -----	133
Meals served -----	22,366

Programmatic Data Sheet (Continued)

Head Start

Head Start Services

Total funded enrollment-----	767
Total cumulative enrollment-----	941
Total volunteer hours-----	49,498

Regular Head Start Program:

Funded Enrollment-----	715
Total Cumulative Enrollment-----	857
Volunteer hours-----	47,311
Children and Families participated – an on-going waiting list averaged-----	150
Children certified up to date with immunizations-----	97%
Diagnosed with a chronic condition needing medical treatment-----	96
Children received preventative dental care-----	94%
Children with an IEP received special services by itinerate teachers and therapists-----	96
Income below 100% of federal poverty line-----	684
Public assistance such as TANF, SSI, etc.-----	89
Status such as a foster child - # children only-----	69
Status as homeless-----	5
Over income-----	10

Early Head Start Program:

Total Funded Enrollment-----	52
Total Cumulative Enrollment-----	84
Volunteer hours-----	2,187
Children and Families participated – an on-going waiting list averaged-----	50
Children certified up to date with immunizations-----	78%
Diagnosed with a chronic condition needing medical treatment-----	11
Children received preventative dental care-----	56%
Children with an IFSP determined eligible to receive intervention services-----	11
Income below 100% of federal poverty line-----	69
Public assistance such as TANF, SSI, etc.-----	7
Status such as a foster child - # children only-----	8
Status as homeless-----	0
Over income-----	0

Programmatic Summary Sheet

Energy Assistance

Electric Partnership Program - Funded by a contract with the Ohio Department of Development, the EPP program provides energy audits to specific service areas, providing customers with energy saving techniques along with energy saving fluorescent light bulbs, and replacement of qualified refrigerators and/or freezers with energy star rated units.

Community Connections Program - Funded by First Energy, Ohio Edison and Ohio Partners for Affordable Energy, FE customers receive help in reducing their electric usage with energy saving fluorescent light bulbs, refrigerators and/or freezers, and electric stoves. Funded by American Electric Power, AEP customers receive help in reducing their electric usage with energy saving fluorescent light bulbs, refrigerators and/or freezers.

Home Weatherization Assistance Program - (HWAP) consists of a home inspection to determine the most cost effective energy saving services that could be performed including insulation, air leakage reduction, safety inspection of heating units, and consumer education.

Home Energy Assistance Program (HEAP) - also called "Regular HEAP" or "State HEAP" – is a federally funded program designed to help income-eligible Ohioans with their winter heating bills. The program runs from July 1 to June 30 each year. Eligible customers receive a benefit in the form of a direct payment toward their energy heating bill. HEAP benefits are typically credited directly towards the eligible customer's energy heating bill beginning in the month of January. Applications that are mailed into the Office of Community Assistance can take 12 to 16 weeks for processing. Applications may also be processed at the local CAC offices.

Winter Crisis Program (WCP) (also called 'Emergency HEAP' or E-HEAP) - provides a benefit once per heating season to an income-eligible customer's main and/or electric accounts. The benefit can be used by eligible households that are disconnected (or have a pending disconnection notice), need to establish new service, need to pay to transfer service or have 25 percent (or less) of bulk fuel supply remaining. The program can also assist with fuel tank placement, fuel tank testing and furnace repair. Customers apply in person at their own local county CAC office. The WCP begins November 1 and ends March 31.

Summer Crisis Program (SCP) (also called 'Summer Cooling') - provides a one-time benefit annually to your electric bill and/or for the purchase of fans and air conditioners. Customers apply in person at their own local county CAC office. The SCP begins July 1 and ends August 31.

Percentage of Income Payment Plan (PIPP) Plus Program - helps income-eligible Ohioans manage their bills year-round. The program allows eligible Ohioans to pay their energy bill each month based on a percentage of their income. To be eligible for the program, a customer must receive residential, electric or gas service from a company regulated by the Public Utilities Commission of Ohio (PUCO), have a total household income at or below 150 percent of the federal poverty level, and must apply for all Ohio Development Services Agency energy assistance programs for which he or she is eligible.

Ohio Fuel Funds (for Ohio Edison customers) – The Ohio Fuel Funds, for Ohio Edison customers and administered by Dollar Energy Fund, provides eligible customers with a utility assistance grant applied directly to their Ohio Edison bill. This grant helps limited-income customers maintain or restore their basic electric service. The Ohio Fuel Funds helps those who are experiencing financial hardships and need assistance to help them get back on their feet. The maximum grant amount is up to \$300. Up to \$500 can be granted in cases of extreme hardship.

Programmatic Summary Sheet

Energy Assistance (Continued)

Ohio Neighbor to Neighbor Program – The Neighbor to Neighbor Program, administered by Dollar Energy Fund, provides eligible customers with a utility assistance grant applied directly to their AEP Ohio bill. This grant helps limited-income customers maintain or restore their basic electric service. The Neighbor to Neighbor Program helps those who are experiencing financial hardships and need assistance to help them get back on their feet. The maximum grant amount an applicant may receive is \$200.

Health and Safety

Emergency Services Program – The Emergency Services Program is made available to low-income people who are in need of emergency type services – food, clothing, utility bills assistance – to become more self-sufficient. Ohio Heartland CAC Directors, Office Managers, Program Coordinators, Intake Workers and other staff within the Marion-Crawford-Morrow service areas provide the assistance. Customers not directly served were referred to other local service providers.

United Community Prescription Program – The Prescription Program is operated by OHCAC in conjunction with the Marion Area Physicians and Walgreen's Pharmacy. Its mission is to help customers find the most cost effective way of obtaining prescriptions. The program is open to Marion County residents of any age or income level who are without prescription insurance coverage. We receive funding from both Marion County United Way and the Marion Community Foundation to operate this program.

Volunteer Income Tax Assistance (VITA) – The VITA program began in 2013. This program offers free tax assistance to low- to moderate-income people. IRS certified trained volunteers and staff assist with preparing electronic Federal, State, and school district returns. Customers are provided with information about special tax credits such as Earned Income Tax Credit, Child Tax Credit, and Credit for the Elderly or Disabled. Taxes are prepared on Tuesdays from 10 am to 6 pm in late January to early April. There is no charge for this program.

Back Pack Program – The regular Back Pack Program provides school age children in Galion City Schools with food over the weekend. The regular program operates during the school year. The summer Back Pack Program provides food over the weekend for children ages one through eighteen who participate in the Galion Summer Feeding Program. Both programs provide shelf stable food for Saturday and Sunday.

Marion Center – EFSP assistance was provided for 14 households in 2017 for rent/mortgage payments. The Volunteer Income Tax Assistance Program served 432 clients in 2017. 2017 was the final year for our operation of the Senior Meals Program.

Crawford Center – A food pantry and clothing outlet are operated within the Center, and a backpack weekend lunch program for school-age children is now being operated. Staff persons also assist with homelessness prevention and holiday assistance.

Morrow Center – The staff operate a personal needs program at the Center. The Personal Needs Pantry is designed to service Morrow County residents by providing products that help with every day needs not normally available in a food pantry or provided with SNAP benefits. The Del-Co Water Community Fund assisted 12 households with their water and heating needs in 2017. The Morrow Center Director coordinates the Drug & Alcohol Awareness & Prevention (DAAP) of Morrow County Coalition. DAAP's mission is to bring drug and alcohol awareness to the Morrow County community through educational programs, speakers, and organized events. DAAP programs include:

Programmatic Summary Sheet

Health and Safety (Continued)

Hidden in Plain Sight - This program brings awareness to parents/guardians in an interactive exhibit of a teenager's bedroom that helps identify signs of risky behaviors in teens. The goals for the presentation informs parents/guardians and other adult participants on how to have a conversation, not a confrontation, with teens regarding substance abuse, signs and symptoms of substance abuse, and local resources to refer to for assistance.

Parents Who Host Lose the Most - This program educates parents about the health and safety risks associated with serving alcohol at teen parties and increases awareness of and compliance with the state underage drinking laws. This campaign was developed by Prevention Action Alliance.

Drug Take Back Bags - DAAP provides free bags to all of Morrow County residents with information from the two local medication disposal boxes, in Morrow County, on the bag. Bags can be picked up at OHCAC or any medical facility or business.

Drug Take Back Event - DAAP collaborates with the Sheriff's Office on two Drug Take Back events held in April and October in the Mt. Gilead Kroger parking lot. National Take Back Days and local medication disposal boxes can help prevent drug abuse, contaminating the environment, and accidental poisoning or overdose.

Independent Living

Senior Hot Meals - The Senior Meals Program was established to assist homebound Marion County senior citizens in receiving a hot and nutritionally balanced lunch Monday through Friday. This allows the senior to remain independent longer and serves as reassurance to them and their family that someone is contacting them on a regular basis.

Fatherhood Program - A Federally funded program sub-contracted through the WSOS Community Action Agency, serves unemployed or under-employed fathers (and some mothers) by improving the educational/training and employment achievement of eligible participants in Crawford, Marion, and Morrow Counties. It promotes economic stability, healthy marriages and responsible parenting.

Family Development

Head Start PY-2017 (July 1, 2016 – June 30, 2017)

The **OHCAC Early Head Start** program served a total of 84 children totaling 69 families. Of this number served, 78% were up-to-date with immunizations, received all possible for their age or on a schedule of age-appropriate preventive and primary health care according to the state EPSDT schedule for well child care, with 11 being diagnosed with a chronic condition needing medical treatment, 56% of the children received preventative dental care. The number of children enrolled in the program that have an Individualized Family Service Plan (IFSP) indicating that they have been determined eligible by a Part C agency to receive intervention services under the IDEA were 11 children.

The **OHCAC Head Start** program served a total of 857 children totaling 763 families in program year. Of this number served, 97% were up-to-date with immunizations, received all possible for their age or are on a schedule of age-appropriate preventive and primary health care according to the state EPSDT schedule for well child care with 49 being diagnosed with a chronic condition needing medical treatment, 94% of the children received preventative dental care with 25% diagnosed as needing treatment. The number of children enrolled in the program that have an Individualized Education Program (IEP) indicating that they have been determined eligible by the LEA to receive special education and related services provided in the Head Start centers by itinerant teachers and therapists were 96 children.

Programmatic Summary Sheet (Continued)

Head Start PY-2017 (July 1, 2016 – June 30, 2017) - Continued

The program operates according to applicable EHS/Head Start Performance Standards and Ohio Department of Job and Family Services licensing regulations. We strive to provide an environment where children feel safe and are encouraged to be active and creative explorers trying out their own ideas and thinking their own thoughts in areas that interest them.

We serve 40 Early Head Start children in center-based programs operating 7 hours a day and 12 Early Head Start children in a home-based setting. We offer the center-based Early Head Start program for 16 children in Marion County, 16 children in Richland County and 8 children in Crawford County. The Early Head Start Home Base Teacher serves 12 children in Morrow County during an hour and a half home visit every week and a socialization day twice a month.

The Head Start program serves a total of 715 children and their families in the following program options:

- 664 Head Start children – Three and one half hours per day, four days per week, 128 days per year. The half day center option is available for children to attend a preschool classroom either in the morning or afternoon for 3½ hours Monday through Thursday. Children attending the morning session are served an approved USDA breakfast and lunch. The afternoon session children receive an approved USDA lunch and a snack.
- 51 Head Start children in full day classrooms for seven hours per day, four days per week, 128 days per year. The full day classroom option is available for children to attend a preschool classroom from 8:30 am – 3:30 pm and includes an approved USDA breakfast, lunch and afternoon snack. The three full day classrooms serving 17 children in each center were located in Marion County at the Marian Clark Center, in Richland County at the Grace Street Center and in Crawford County at the Bucyrus Center.
- In the four county service area not all eligible children are provided with EHS/Head Start services due to the extensive waiting list that averages approximately 200 children.

Our comprehensive program provides services to our families in the areas of Family Partnership, Transition, Education, Health and Nutrition, Intervention, Mental Health and Transportation. Our 24 classrooms enroll 715 children in the cities of Marion, Mt. Gilead, Mansfield, Shelby, Bucyrus and Galion located in Marion, Morrow, Richland and Crawford counties.

A Family Advocate is assigned to each family with a child in a Head Start center. Family Partnership Agreements are completed and goals are set. Throughout the year, our Family Advocates visit the parents in their homes a minimum of three times to bring needed information, resources and to make necessary referrals to help each family. Family Activities include monthly Family Connection meetings for each county and the monthly Policy Council meeting. Policy Council members serve as an advisory group and also approve certain activities of the program including the development of the annual federal grant application. Policy Council members also serve on the Governing Board and Board members serve on Policy Council. Other family activities include the home Literacy program, Safe, Healthy and Ready to Learn activities chart and home curriculum activities which support the Creative Curriculum and the Teaching Strategies Assessment tool used in the centers. Family members volunteer in the centers and on field trips when possible.

The children are prepared for kindergarten through the use of the Creative Curriculum which supports the State of Ohio Early Learning Standards and the Head Start Early Learning Outcomes Framework. Transition files are developed for each family to be used when they register their children for kindergarten.

Programmatic Summary Sheet (Continued)

Head Start PY-2017 (July 1, 2016 – June 30, 2017) - Continued

To build a foundation for comprehensive school readiness and to support the overall development of each child, OHCAC Head Start implements a research based curriculum that is fully aligned to the Head Start Early Learning Outcomes Framework: Ages Birth to 5 (HSELOF) and the Ohio Early Learning and Development Standards. It is linked to ongoing assessment with developmental goals and measurable objectives that promote positive outcomes in Early Childhood Programs serving children 6 weeks to 5 years old.

The most important goal of our early childhood curriculum, Creative Curriculum, is to help children become enthusiastic learners by encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. Our goal is to help children become independent, self-confident, inquisitive learners. We are teaching them how to learn, not just in preschool, but all through their lives. We are allowing them to learn at their own pace and in the ways that are best for them. We are giving children good habits and attitudes, particularly a positive sense of themselves, which will make a difference throughout their lives. Supplemental resources used in our classrooms include the High Five Mathematize Program and Conscious Discipline. Conscious Discipline® is built on the premise of developing discipline within children rather than applying discipline to them.

Education Supervising Managers complete a Creative Curriculum Fidelity checklist in each classroom assisting in determining whether our curriculum is being implemented with fidelity in the classrooms. The average score for our Head Start classrooms for the 2016-2017 program year was 85.9. Scores over 80 reflect the classroom is implementing the curriculum with fidelity.

Teaching Strategies Gold is our assessment tool. The 38 objectives define the skill, knowledge, and behaviors we are helping children acquire in our program. The TSG report gives us an opportunity to look at our program's performance levels.

Classroom teaching staff completes a TSG Interrater Reliability Certification to increase the reliability of judgements using the TSG Gold assessment and improve planning for individual children.

The agency analyzes the Teaching Strategies Gold Snapshot Report for School Readiness measuring 6 areas of development; Social Emotional, Physical, both gross and fine motor, Language, Cognitive, Literacy and Mathematics. The results showed a range of 67% to 85% our children either met or exceeded expectations for the Birth through Pre-K level in 28 classrooms.

All Nine of our sites have obtained a 5 Star rating from Step Up To Quality, is a voluntary five star quality rating system administered by the Ohio Department of Job and Family Services (ODJFS) and the Ohio Department of Education (ODE). The program recognizes and promotes learning and development programs that meet benchmarks over and above minimum health and safety licensing standards that lead to improved outcomes for children.

We use the research based CLASS Pre-K observational tool to assess classroom quality of teacher-student interactions in our classrooms.

The Infant/Toddler Environment Rating Scale is used in all Early Head Start classrooms. The comprehensive, reliable & valid instrument assesses the health & safety of the classroom environment, the language activities & the supportive interactions between the children and classroom staff.

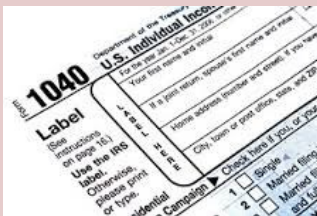
Programmatic Summary Sheet (Continued)

Head Start PY-2017 (July 1, 2016 – June 30, 2017) - Continued

Our program uses a School Readiness Checklist for children who will be kindergarten eligible next school year. The checklist was created using input from our School Readiness Team consisting of Local School District representatives, Head Start staff, and parents. The checklist is shared with parents during conferences and home visits.

They learn how to work in groups, be responsible for their actions, to practice good health and hygiene habits in addition to receiving nutritious meals and gaining pre-literacy and pre-math skills. Families are encouraged to become advocates for their children's education starting at this level and continuing through the college years. We are proud of the success stories of our Head Start children and families.

2017 Success Story



VITA Program

An 83 year old woman came to the Center to have her taxes done after being told there was a \$250.00 fee at another location. We had her sign in, but she wanted to know the fee first. We informed her the service was free. She was assigned a tax preparer and they began to process her returns. Once the returns were completed and she learned she was to receive a refund of \$283 back, she began to cry. The preparer was a little bit confused and asked her if everything was ok. The woman replied, "Yes, I'm just so happy because this will cover my medication for three months. When I thought I was going to have to pay \$250 to have my returns prepared, I just did not know how I was going to do it... but I can now!"

2017 Success Story (This Story was Featured in a Recent OACAA Newsletter)



Fatherhood Program



Through the Fatherhood program, OHCAC connected a widowed father of three with the training and resources he needed to stabilize his family in the short-term, while working toward securing employment for long-term success.

After being out of the workforce for several years to care for his terminally ill wife, when John's wife passed away he needed to secure employment while also maintaining healthcare coverage for his three children. At the time, John's* kids were covered by Ohio's Medicaid program for low-income families, and he feared losing that coverage when his income increased. John's goal went beyond just getting a job - he had to get a job with health benefits that allowed him to truly care for his family and eliminating the need for Medicaid coverage.

OHCAC staff started by exploring with John his talents and interests. They discussed his need to secure a job at a location close to his children, and they reviewed necessary and available training to meet his goals. John developed a resume and practiced his interviewing skills which helped him to secure a conditional offer of employment from the City of Marion. That conditional offer met the requirements of a Marion County Job and Family Services program which paid the full \$8,000 tuition to enroll at SSCC Truck Driving Academy. The Fatherhood program then paid the fee for his temporary permit necessary for the course.

OHCAC also determined John was eligible for the Emergency Food and Shelter program to pay one month's rent, and through the agency's partnerships, two additional months were paid. OHCAC also enrolled John in the Percentage of Income Payment Plan (PIPP) and the Home Energy Assistance Program (HEAP) allowing him to focus on completing the 8-week CDL Class A and B licensing course. He even received a voucher from the local Goodwill where he was able to receive warm clothing and boots as he readied himself for employment.

John is now working full-time in a job that provides a living wage, health benefits for he and his children, and the stability necessary for him to continue strengthening his financial position.

** Name changed to protect confidentiality.*

RD CONLEY & COMPANY*Certified Public Accountant***INDEPENDENT AUDITOR'S REPORT**

To the Board of Directors
Ohio Heartland Community Action
Commission and Affiliate
Marion, Ohio

Report on the Financial Statements

I have audited the accompanying combined financial statements of Ohio Heartland Community Action Commission and Affiliate, (a nonprofit organization) which comprise the combined statement of financial position as of September 30, 2017, and the related combined statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the combined financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and the fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the combined financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the combined financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the combined financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the combined financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the combined financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

INDEPENDENT AUDITOR'S REPORT
(Continued)

Opinion

In my opinion, the combined financial statements referred to above present fairly, in all material respects, the combined financial position of Ohio Heartland Community Action Commission and Affiliate as of September 30, 2017, and the changes in its combined net assets and its combined cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters**Other Information**

My audit was conducted for the purpose of forming an opinion on the combined financial statements as a whole. The schedule of indirect cost on page 15 is presented for purposes of additional analysis and is not a required part of the financial statements. The accompanying schedule of expenditures of federal awards on page 13 is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is also not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the information is fairly stated in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, I have also issued a report dated January 16, 2017 on my consideration of Ohio Heartland Community Action Commission and Affiliate's internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Ohio Heartland Community Action Commission and Affiliate's internal control over financial reporting and compliance.

RD Conley & Company

RD Conley & Company
Certified Public Accountant

Cincinnati, Ohio
April 12, 2018

INDEPENDENT AUDITOR'S REPORT
(Continued)

**OHIO HEARTLAND COMMUNITY ACTION
COMMISSION AND AFFILIATE**

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

FOR THE YEAR ENDED SEPTEMBER 30, 2017

A. SUMMARY OF AUDITOR'S RESULTS

1. I have issued an unmodified opinion on the financial statements of Ohio Heartland Community Action Commission and Affiliate.
2. The audit did not disclose any internal control related reportable conditions.
3. The audit did not disclose any instances of noncompliance which were material to the financial statements.
4. There were no reportable conditions in internal controls over major programs.
5. I have issued an unmodified opinion on compliance for major programs.
6. The audit did not disclose any findings relative to the major federal awards programs.
7. The major programs selected for compliance testing included:
 - Head Start Program, CFDA #93.600
 - Weatherization Assistance for Low Income Persons, CFDA #81.042
8. The dollar threshold used to distinguish the Type A program was \$750,000.
9. The auditee did qualify as a low risk auditee.

**B. FINDINGS RELATED TO THE FINANCIAL STATEMENTS IN ACCORD-
ANCE WITH GENERALLY ACCEPTED GOVERNMENTAL**

None noted in current year.

C. FINDINGS AND QUESTIONED COSTS RELATED TO FEDERAL AWARDS

None noted in current year.

OHCAC Offices and Center Locations

Administration Office
372 E. Center St.
Marion, OH 43302



Marian Clark Center – Marion County CAC
1183 Bellefontaine Ave.
Marion, OH 43302



Energy Office
125 Fairview Ave.
Marion, OH 43302



MARCA Head Start Facility (Marion Co. DD building)
2387 Harding Highway E.
Marion, OH 43302



The Sam Buehrer Head Start Center
180 Fairfax Rd.
Marion, OH 43302



North Main Street Head Start Center
910 N. Main St.
Marion, OH 43302



Egner Center – Crawford County CAC
124 Buehler St.
Gallion, OH 44833



Dawsett Center – Crawford County Head Start Center
525 Dawsett St.
Gallion, OH 44833



OHCAC Offices and Center Locations

Bucyrus Center for Head Start (Holy Trinity Church)
740 Tiffin Street
Bucyrus, OH 44820



Morrow Center - Morrow County CAC
28 W. High St.
Mt. Gilead, OH 43338



Mt. Gilead Head Start Center (Whetstone Building)
406 Banks St.
Mt. Gilead, OH 43338



Grace St. Head Start Center
1035 Grace St.
Mansfield, OH 44903



Cardington Head Start Center (Tomorrow Center)
3300 County Road 168
Cardington, OH 43315



We're on the web!
Check us out at:
www.ohcac.org