

2018 ANNUAL REPORT

Helping People,
Changing Lives -
since 1965

Fiscal Year Ending:
9/30/2018

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.

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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 9/30/2018)

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, 2018.

<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)	Bonnie Metzler Marion County Public (PV)	Fawn Mollenkopf Morrow County Public (PB)

<u>Marion County</u>	<u>Crawford County</u>	<u>Morrow County</u>	<u>Richland County</u>
Scott Schertzer – 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	Mo Ressallat – LI	Darci Hendrickson – PV	
Latoya Toland – LI	Rick Maddox – LI	Vacant – 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

June 3, 2019

The beginning line of our mission statement states: “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.” In other words, our mission is to provide quality services to individuals and families in need of assistance so that they can achieve economic self-sufficiency.

Through major programs like Head Start, the Home Energy Assistance Program (HEAP), and the Home Weatherization Assistance Program (HWAP) we have served thousands in our communities in Richland, Crawford, Morrow and Marion Counties. We have a wonderful staff and employees who have been very dedicated in accomplishing our program goals and implementing the services we offered this past year.

This past year the Head Start program maintained full enrollment in all four of our counties. We were able to expand the number of Early Head Start students, allowing us to have an even greater impact on younger children at a critical time in their lives.

The Home Energy Assistance Program (HEAP) and the Home Weatherization Assistance Program (HWAP) continued to be very successful programs for us this past year. We remain grateful for the partnership we have with both the private and public sectors, allowing us to serve individuals and families in our communities to improve their standard of living. We are especially grateful for services that were funded through the Department of Energy, the Department of Health and Human Services, 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.

During the past year OHCAC has 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 programs, summer reading programs, food pantries, personal needs pantries, a clothing outlet, backpack programs, and Drug & Alcohol Awareness Programs (DAAP). We are appreciative of the tremendous work the staff in each of these centers do to help our local residents.

This annual report gives many more details about the services the OHCAC provided this past year. As the Board President of the Ohio Heartland Community Action Commission, I am privileged to serve on an active board of dedicated people representing the private, public, and low-income sectors in Crawford, Marion, Morrow, and Richland Counties. I am pleased to present our annual report for public view.

Richard Genzman
OHCAC Board President

FY-2018 Program Service Areas

Senior Management Staff

Program		Marion	Crawford	Morrow	Richland
Head Start / Early Head Start		•	•	•	•
Home Energy Assistance		•	•	•	
AEP Fuel Funds: Neighbor to Neighbor		•	•	•	
PIPP Plus		•	•	•	
Home Weatherization Assistance		•	•	•	
Electric Partnership		•	•		
Community Connections	First Energy	•	•		
	AEP	•	•		
Warm Choice		•	•	•	
CSBG		•	•	•	
EFSP		•	•	•	
Homeless Program		•	•		
Prescription (Rx)		•			
Income Tax Preparation		•	•	•	
DAAP Services				•	

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

Organizational Funding

Grant Programs

Community Services Block Grant	\$	287,256
Prescription Assistance		8,953
Home Energy Assistance Program – Administration		489,290
Home Energy Assistance Program – Winter Crisis		811,081
Home Energy Assistance Program – Summer Crisis		131,343
PIPP Plus		34,797
Home Weatherization Assistance Program – DOE		279,842
Home Weatherization Assistance Program – HHS		342,891
Head Start		7,353,817
CACFP School Lunch		592,554
Drug and Alcohol Addiction		51,137
Emergency Food & Shelter Program		23,566
Rapid Rehousing		3,124
Other		1,074

Contract Programs

Columbia Gas Warm Choice		28,581
Community Connections – First Energy		80,979
Community Connections – AEP		58,495
Senior Nutrition		39,852
Universal Service Fund/Electric Partnership Program		256,117
Donations and Other		214,735

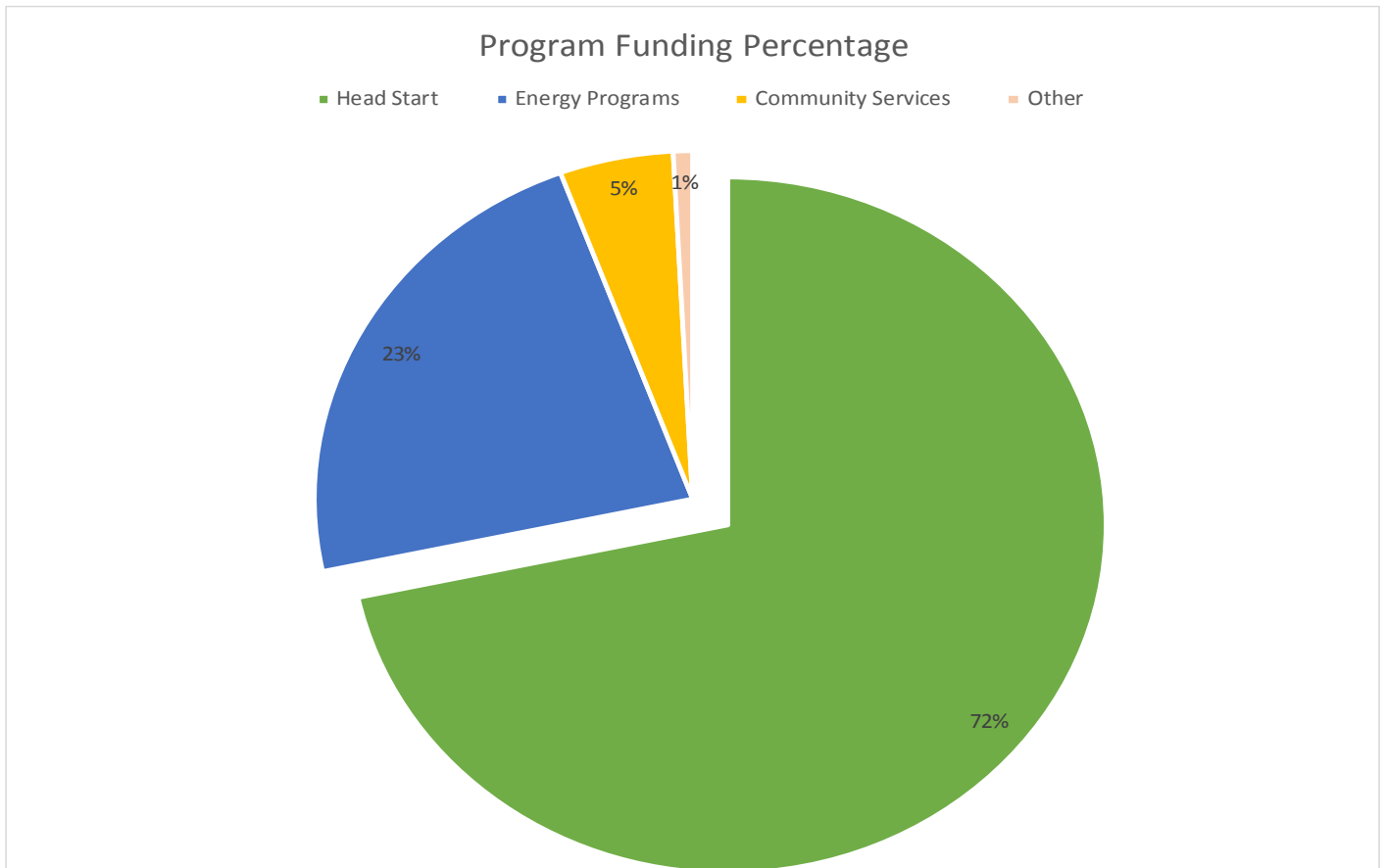
Organizational Funding Level:

\$ 11,089,484

(As of fiscal year ending 9/30/2018)

Program Funding Percentage Chart

<u>PROGRAM</u>	<u>FUNDING</u>	<u>PERCENTAGE</u>
Head Start	7,946,371	72%
Energy Programs	2,513,416	23%
Community Services	538,708	5%
Other	90,989	1%
Total Funding	11,089,484	



Programmatic Data Sheet

Energy Programs

HEAP

Emergency customers Marion -----	1,126
Emergency customers Crawford -----	1,052
Emergency customers Morrow -----	758
Emergency payments Marion -----	\$234,875.00
Emergency payments Crawford -----	\$349,539.64
Emergency payments Morrow -----	\$355,071.93
First Energy customers -----	210
First Energy payments -----	\$36,243.58
Columbia Gas customers -----	115
Columbia Gas payments -----	\$22,551.77
Regular HEAP customers -----	4,979
PIPP customers -----	5,066
AEP Neighbor to Neighbor Fuel Fund customers -----	16
AEP Neighbor to Neighbor Fuel Fund payments -----	2,837.00

Housing

HWAP units -----	73
EPP units -----	240
Community Connections units -----	82
WarmChoice units -----	8
AEP units -----	45

Community Services

Prescription

Customers enrolled -----	74
Customer achieves performance target -----	71
\$ Saved -----	\$23,962

Board Involvement

Number of new Board members -----	6
Number of Board members receiving training -----	24
Number of hours of training attended -----	65.5

Staff Capacity Building

Number of hours of training attended -----	6,835
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Emergency Services

Clothing requested -----	2,196
Clothing issued -----	2,189
Food requested -----	1,009
Food issued -----	1,006
Fuel/utility payment requested -----	19
Fuel/utility payment received -----	19

Programmatic Data Sheet (Continued)

Community Services (Continued)

Emergency Services (Continued)

Furniture requested -----	12
Furniture issued -----	11
Medical care requested -----	0
Medical care issued -----	0
Miscellaneous requests-----	356
Miscellaneous issues -----	351
Rent or mortgage assistance requested-----	94
Rent or mortgage assistance issued -----	38
Temporary shelter requested -----	0
Temporary shelter issued -----	0
Transportation assistance requested-----	2
Transportation assistance issued-----	2
Community investment -----	\$141,066
Volunteer hours-----	894
Back Packs requested -----	2,711
Back Packs issued -----	2,711
Individuals attending Hidden in Plain Sight training -----	61
Pounds of items collected at Drug Take Back Events and in disposal boxes -----	298.4
Medication Disposal Bags given to the Morrow County Community-----	772

Fatherhood

Customers enrolled -----	1
Customer achieves performance target -----	1
Job Placement-----	1
Completed 90 days -----	1

Volunteer Income Tax Assistance

Number of returns completed in 2017 -----	478
Amount of Earned Income Credits returned -----	\$127,547
Amount of Federal Tax withholdings returned -----	\$496,964
Amount of State Tax withholdings returned -----	\$64,531
Value of tax prep fees saved (based on an average of \$266 per return)-----	\$120,900

Senior Services

Hot Meals

New customers enrolled -----	4
Meals served -----	4,529

Programmatic Data Sheet (Continued)

Head Start

Head Start Services

Total funded enrollment-----	767
Total cumulative enrollment-----	967
Total volunteer hours-----	88,490

Regular Head Start Program:

Funded Enrollment-----	715
Total Cumulative Enrollment-----	860
Volunteer hours-----	85,944
Children and Families participated – an on-going waiting list averaged-----	102
Children certified up to date with immunizations-----	92%
Diagnosed with a chronic condition needing medical treatment-----	16
Children received preventative dental care-----	91%
Children with an IEP received special services by itinerate teachers and therapists-----	94
Income below 100% of federal poverty line-----	741
Public assistance such as TANF, SSI, etc.-----	23
Status such as a foster child - # children only-----	73
Status as homeless-----	5
Over income-----	18

Early Head Start Program:

Total Funded Enrollment-----	52
Total Cumulative Enrollment-----	107
Volunteer hours-----	2,546
Children and Families participated – an on-going waiting list averaged-----	67
Children certified up to date with immunizations-----	79%
Diagnosed with a chronic condition needing medical treatment-----	0
Children received preventative dental care-----	61%
Children with an IFSP determined eligible to receive intervention services-----	23
Income below 100% of federal poverty line-----	71
Public assistance such as TANF, SSI, etc.-----	7
Status such as a foster child - # children only-----	28
Status as homeless-----	0
Over income-----	1

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 March 31 each year. Customers at or below 175% of the Federal Poverty Guidelines (FPG) 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. A customer application may be completed at the Local Delegate Agency, in the online portal, or via the mail. The benefit amount depends on funding received from the U.S. Department of HHS, household poverty level, household main heating source, household location, if someone in the home is disabled or if the household is enrolled in the Percentage of Income Payment Plan (PIPP) Plus.

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. Customers must apply in person at the Local Delegate Agency for WCP. Eligible customers are those at or below 175% of the Federal Poverty Guidelines. 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% (or less) of bulk fuel supply remaining. The program can also assist with fuel tank placement, fuel tank testing and furnace repair. WCP operates November 1 to March 31 each year. Customers with a current medical certificate on file with their utility are ineligible to receive WCP assistance until the medical certificate protection expires.

Summer Crisis Program (SCP) (also called 'Summer Cooling') - provides a benefit once per cooling season to an income-eligible customer's electric bill and/or for the purchase of fans and air conditioners. Customers must apply in person at the Local Delegate Agency for SCP. Eligible customers are those at or below 175% of the Federal Poverty Guidelines, have a household member over the age of 60 and/or a household member has a documented medical condition requiring air conditioning. The SCP begins July 1 and ends August 31 each year.

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% of the Federal Poverty Guidelines, and must apply for all Ohio Development Services Agency energy assistance programs for which he or she is eligible. Households' PIPP Plus payments will be set at 10% of the last 30 days Household Income for households that heat with electric and 6% for households with a different main heating source.

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 Thursdays 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 12 households in 2018 for rent/mortgage payments. The Volunteer Income Tax Assistance Program served 478 clients in 2018. 2017 was the final year for our operation of the Senior Meals Program. Services ended in December.

Crawford Center – EFSP assistance was provided in 2018 to 6 households for utility payments and to 112 households for food cards. 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 everyday needs not normally available in a food pantry or provided with SNAP benefits. For 2018, the Del-Co Water Community Fund assisted 13 households with their water and heating needs. 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 consists of 50+ community members collaborating on reducing the misuse/abuse of medication, reducing underage drinking and other substances. DAAP programs include:

Programmatic Summary Sheet

Health and Safety (Continued)

Hidden in Plain Sight - This workshop brings awareness to parents/guardians in an interactive exhibit of a teenager's bedroom that helps identify signs of risky behaviors in teens. The goal 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 for assistance.

Parents Who Host Lose the Most - This campaign, developed by Prevention Action Alliance, educates parents about the health and safety risks associated with serving alcohol at teen parties and increases awareness of and the compliance with the state underage drinking laws. DAAP collaborates on two trainings with the Ohio Investigative Unit. *Alcohol Server Knowledge* training is for liquor permit holders and employees on laws pertaining to the sale and consumption of alcohol and tobacco and covers topics such as false identification and employment of minors. *The Sober Truth* training is geared towards middle and high school students stressing the consequences of underage drinking, covering laws and penalties for breaking the law and real-life stories from their agents.

Medication Disposal Project - This project increases community education on proper medication disposal and safe medication storage to reduce the misuse/abuse of medication in Morrow County. DAAP provides free lockboxes, disposal bags, and deactivation bags to all Morrow County residents. Educational material is given on how to dispose of medication, store medication, and where local disposal boxes are located in the county. Lockboxes and deactivation bags can be referred to residents through medical facilities and other local businesses working with population in need. Disposal bags can be picked up at Morrow Center or any medical facility or business.

Drug Take Back Events - 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 overdoses. In 2018, 298.4 pounds of medication was collected from take back events and local drop boxes in Morrow County.

Morrow County Data Hub - Using the Collective Impact Model for Change initiative, DAAP members developed an online data hub for residents and community leaders to assist with developing evidence-based strategies, guide programming, and funding.

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. Our provision of program services ended December 2017.

Rapid Rehousing Program – Marion and Crawford counties are served by Rapid Rehousing and Homeless prevention through the Emergency Solutions Grant (ESG) and Rapid Rehousing Ohio is through the Continuum of Care HUD grant. These individuals or families are homeless or facing homelessness within 14 days of application. Through the grants we are able to help secure housing, pay the deposit and first months rent, provide additional rental assistance through case management, and assist with job seeking skills, resumes and food assistance. This program began in 2018 assisting 19 families who were homeless to find stable, affordable housing.

Family Development

Head Start PY-2018 (July 1, 2017 – June 30, 2018)

The **OHCAC Early Head Start** program served a total of 107 children totaling 92 families. Of this number served, 79% 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 0 being diagnosed with a chronic condition needing medical treatment, 61% 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 23 children.

Programmatic Summary Sheet

Family Development (Continued)

Head Start PY-2018 (July 1, 2017 – June 30, 2018) - Continued

The **OHCAC Head Start** program served a total of 860 children totaling 771 families in program year. Of this number served, 90% 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 16 being diagnosed with a chronic condition needing medical treatment, 91% of the children received preventative dental care with 29% 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 94 children.

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 per 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:

- 528 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.
- 187 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 169 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 Bucyrus, Galion, Mansfield, Marion and Mt. Gilead, located in Crawford, Marion, Morrow and Richland 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

Programmatic Summary Sheet

Family Development (Continued)

Head Start PY-2018 (July 1, 2017 – June 30, 2018) - Continued

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.

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. An overall score of 70% in a Head Start classroom is considered implementing with fidelity. The overall average for 2017-2018 Fall 2017 score for the 27 Head Start classrooms was 87.8%. The scores for an Early Head Start classroom are divided into High Fidelity – 118 or greater, Medium Fidelity- 82 through 117 and Low Fidelity-91 or fewer. The average score for the 5 Early Head Start classrooms was 116.4%.

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 complete 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 63% to 85% of 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, which is a voluntary five star quality rating system administered by the Ohio Department of Job and Family Services (ODJFS) and the Ohio Department of

Programmatic Summary Sheet

Family Development (Continued)

Head Start PY-2018 (July 1, 2017 – June 30, 2018) - Continued

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 and valid instrument assesses the health and safety of the classroom environment, the language activities and the supportive interactions between the children and classroom staff.

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.

2018 Success Story



Morrow County



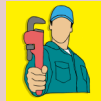
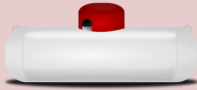
The Community Action Center was contacted by a caseworker at Goodwill regarding one of their clients whose parents had passed away and left him with a mobile home in need of heating assistance. The client recently turned 18 and was employed at Goodwill but was not making enough money to fix the furnace, fill the propane tank, or pay the electric bill. For many years the client and his family had been heating with only electric heaters.

After speaking with the client and learning the furnace and propane tank had not been used in years, OHCAC's caseworker called many different propane vendors to identify who the tank belonged to and set up a furnace repair with a company to check out what needed to be fixed.

The cost of the furnace repair and propane was going to be more than what the Winter Crisis Program would be able to cover but after collaborating with local agencies, which included Goodwill, Job and Family Services and using Delco Funds at OHCAC, the client received a furnace repair, propane and electric assistance.

The client also received assistance from our Personal Needs Pantry and was given a referral to local food pantries.

2018 Success Story



Marion County

Marion Community Action Center had a client come in at the end of March for Winter Crisis Program assistance who was in need of a furnace repair on her original 33-year-old furnace. She had been running about a dozen space heaters to keep her home warm after a furnace repairman had told her that her propane furnace needed to be replaced. She had the propane tank removed from the property after being told the furnace needed replacing so she wouldn't have to continue to pay the rental on the tank.

The Center Director contacted the original propane company, but they were not willing to go out and reset the tank without proof that the furnace was operational and without a large pledge. The Center Director contacted the furnace repair company but was told that they couldn't test the furnace without propane to see what was wrong with it so they could not go out. This was a real "Catch 22." The Director contacted the original propane company again and explained the situation. They recommended that the furnace repair company use a 20lb propane tank for the testing of the furnace. The furnace repair company felt that was a safety issue and they would not be able to do it. After some discussion with the client, she was willing to switch propane companies.

The Center Director contacted another propane company who was willing to set a tank and take out a minimum delivery within 2 days of being contacted as long as they could coordinate with the furnace repair company so that they were both there at the same time. The Center Director put both companies in contact with each other and they both went out to the home.

The furnace repair company informed the Center Director that the furnace fired right up and the only repair needed was a new furnace filter. The cost of the repair was low enough that we were able to pledge additional money to the propane company to get more than just a minimum fill. In addition to fixing the furnace and setting and filling the tank, we were able to help the client switch the electric over into her name and enroll her on PIPP to help her save money from the \$200+/month bills she was paying. We referred her to the Electric Partnership Program for additional energy saving options and helped her fill out applications with other collaborative agencies, such as the Area Agency on Aging, for additional concerns she has with her home.

Using Marion County Council on Aging funding we were able to pledge to have her septic system cleaned out and have a toilet in her bathroom repaired that was constantly overflowing and damaging the subfloor underneath. The home now has a functioning bathroom that she hadn't had in quite some time.

Both the client and her family are extremely grateful that we were able to help her save money on her utility bills and create a safer and warmer environment for her.

bhm cpa group, inc.

CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

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

Report on the Financial Statements

We 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, 2018, 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

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our 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 we 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, we 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.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

INDEPENDENT AUDITOR'S REPORT
(Continued)

Opinion

In our 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, 2018, 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**

Our 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 16 is presented for purposes of additional analysis and is not a required part of the combined financial statements. The accompanying schedule of expenditures of federal awards on page 14 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 combined 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 combined financial statements. The information has been subjected to the auditing procedures applied in the audit of the combined financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the combined financial statements or to the combined financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects, in relation to the combined financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated April 25, 2019 on our consideration of Ohio Heartland Community Action Commission and Affiliate's internal control over financial reporting and our 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 our 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.



BHM CPA Group, Inc.

Piketon, Ohio
April 25, 2019

INDEPENDENT AUDITOR'S REPORT
(Continued)

**OHIO HEARTLAND COMMUNITY ACTION
COMMISSION AND AFFILIATE**

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

FOR THE YEAR ENDED SEPTEMBER 30, 2018

A. SUMMARY OF AUDITOR'S RESULTS

1. We 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. We 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:
 - Low-Income Home Energy Assistance, CFDA #93.568
 - Child and Adult Care Food Program, CFDA #10.558
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 ACCORANCE
WITH GENERALLY ACCEPTED GOVERNMENTAL AUDITING STANDARDS**

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



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



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



Old Neff's Market
196 Buehler St.
Galion, OH 44833



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