

Ohio Heartland CAC

Head Start/Early Head Start



Annual Report

2016-2017

The Improving Head Start Readiness Act of 2007 requires that all Head Start grantees submit an Annual Report to the public providing an overview of the program. The following pages is an overview of Ohio Heartland CAC Head Start/Early Head Start program for the past year.

Our Mission

Ohio Heartland CAC Head Start is dedicated to providing income eligible children and families with quality, comprehensive, developmentally appropriate programs that strengthen families and promote self-sufficiency. The program operates according to applicable regulations, utilizing trained staff, volunteers, parents and a combination of organizational and community resources in an equitable and creative manner.



*Did you know...
The Head Start
Logo tells a story?*



- The two squares represent early childhood by suggesting building blocks.
- The arrangement of the blocks represents stairs by which this can be accomplished.
- The vertical stripes represent the child and parent.
- The arrow pointing upward represents the direction out of poverty and on to the future.
- The colors, red, white and blue represent the United States and the many opportunities it provides for its citizens.

Peter Masters conceptualized the National Head Start logo in 1965. He used building blocks (common play toys and learning tools) as a metaphor for the development and growth of children through Head Start. To reflect the fact that Head Start is a national program operated by the Government, Masters added a representation of the American flag. He chose red and white stripes and an arrow, printed in reverse on a blue background. The arrow is the common denominator of all antipoverty programs and symbolizes upward mobility.

Our Education Philosophy

Ohio Heartland CAC Head Start believes that each child, at his or her own developmental level, should be encouraged for their efforts. We recognize the importance of balanced growth so we provide opportunities for mental, physical and social/emotional growth through a variety of creative experiences. We use Creative Curriculum, a research-validated and integrated curricula based on the philosophy that young children learn best by doing. Learning isn't just repeating what someone else says: it requires active thinking and experimenting to find out how things work and to learn firsthand about the world we live in. Play provides the foundation for the school learning. It is the preparation children need before they comprehend abstract concepts such as letters and numbers. Play enables us to achieve the key goals of our early childhood curriculum. Play is the work of children. - Diane Trister Dodge



Serving Crawford, Marion, Morrow & Richland counties.



The Half-Day Center Option is available for 3, 4, and 5 year old children. The children attend a preschool classroom either in the morning or afternoon for 3 ½ hours Monday through Thursday from September through May.

Crawford County	Bucyrus Center Full Day & Early HS 740 Tiffin Street Bucyrus, Ohio 44820	Galion Center 1 -2 Part Day Classrooms 525 Dawsett Ave. Galion, OH 44833
	Marion Center 1 -4 Part Day Classrooms 2387 Harding Hwy. E Marion, OH 43302	Rev. Samuel Buehrer 1-3 Part Day Classrooms 180 Fairfax Avenue Marion, OH 43302
Marion County	North Main Street Center Part Day Classroom 910 North Main Street Marion, OH 43302	Marian Clark Center 1-3 Full Day Classrooms & Early HS 1183 Bellefontaine Ave. Marion, OH 43302

Morrow County	Morrow Center 1 Part Day Classrooms & Home Base Early HS 406 Bank St. Mt. Gilead, OH 43338
	Cardington Part Day Classroom 3700 County Road 168 Cardington, OH 43315
Richland County	Grace Street Center 1-9 Full & Part Day Classrooms & Early HS 1035 Grace St. Mansfield, OH 44905
	Shelby Part Day Classroom 111 East Whitney Shelby, OH 44875



SUMMARY

OHCAC Executive Director



Dear Friends-

As the Executive Director of the Ohio Heartland Community Action Commission, the grantee for the Head Start program in Marion, Crawford, Richland and Morrow Counties in North Central Ohio, I am pleased to present the OHCAC Annual Report for July 1, 2016 to June 30, 2017. This year, as in past years, we met our full enrollment requirements of 715 Head Start children and 52 Early Head Start children for the program year. Fortunately, our historic long waiting list has decreased, as a result of an increased amount of school related early childhood programming in our service area.

The Ohio Heartland Community Action Commission Head Start program continues to strive for excellence, combining a committed staff, a supportive administration and a myriad of dedicated community partners working together to assist and support local families and communities. Although the Ohio Heartland Community Action Commission is the local grantee for the Head Start program in Marion, Crawford, Richland and Morrow Counties, much of the success of Head Start is based on its community involvement and local organizational partnerships to provide services and opportunities to over 900 local children and families throughout the course of the entire program year.

OHCAC Head Start is also privileged to work with 25 school districts in our multi-county service area. Together we join in the quest to prepare Head Start children for their entrance into Kindergarten. It is an ongoing challenge that we relish and we continue to strive to fulfill for the betterment of the Head Start families that we are fortunate to serve.

During the 2016-2017 Head Start program year the OHCAC Board and Policy Council recognized the need to increase OHCAC Head Start program options. As result of this increased need, the OHCAC Governing Board, Policy Council and staff developed a Duration grant application to provide full day program options for the 2017 - 2018 program year. We submitted the application/plan to our Regional Head Start Office for review. Fortunately, the plan for full day/full school year was authorized in early 2017 to serve 187 children beginning in August of 2017.

Sincerely,
Andrew J. Devany
OHCAC Executive Director
Ohio Heartland Community Action



OHCAC Head Start Director

Debbie Schuster



OHCAC Head Start is a free, developmentally appropriate preschool education and socialization program for income eligible children from birth to 5 years old and their families. Children with special needs are also eligible.

The program operates according to applicable 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 3 ½ 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.

All Nine of our sites have obtained a 5 Star rating from Step Up To Quality, the 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.

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 825 children in the cities of Marion, Mt. Gilead, Mansfield, Shelby, Bucyrus and Galion located in Marion, Morrow, Richland and Crawford counties.

For enrollment information, please contact the following County Offices:

Crawford	419-468-5121 or 1-800-854-4020	Morrow	419-947-7045
Marion	740-387-1039 or 1-877-241-3427	Richland	419-589-3337 or 1-866-546-4315





Head Start Services



Education Staffing

OHCAC Head Start provides 1 Lead Teacher and 2 Associate Teachers in 23 classrooms, 2 Lead Teachers in each of our 5 Early Head Start rooms across our four county service area along with & 1 Home Base teacher to serve 12 families in our EHS homebase program. All Education Supervising Managers hold a Bachelor's or Master's degree in Early Childhood Education. We also have an Education Licensing Manager responsible for monitoring ODJFS licensing requirements and the Step Up to Quality guidelines. Education Mentoring Managers are available to offer staff coaching strategies to improve classroom outcomes. Twenty-three out of thirty Lead Teachers in our program have either a Bachelor's degree or a Master's degree in Early Childhood Education. Associate Teachers are required to be enrolled in a program leading to a CDA (Child Development Associate) credential within 18 months of employment with the agency. We work closely with the University of Cincinnati online degree program to fulfill this requirement.

Health/Nutrition

OHCAC Head Start Health/Nutrition Specialist and Managers are responsible for assuring all health records for children are complete and up to date. They complete screening for vision, hearing, blood pressure, Hemoglobin and oversee the nutritional needs of the children. The Health staff coordinate with local dentists and clinics in providing dental screenings and services for dental follow-up. They work with the families in developing Health Care Plans, Special Diets and providing information for referrals or follow up.

During the month of July and August our program held 10 Health Fairs and screened 550 children within our four county service area. At each Health Fair, children were given a hearing screening, a vision screening, a developmental screening, a hemoglobin/hematocrit screening and a dental screening, if not previously completed by a local dentist. We also complete a growth assessment by measuring each child's height and weight.



Intervention

OHCAC Head Start Intervention Managers provide assistance to staff, families and children who qualify for services. We have Interagency Agreements and MOU's with community agencies and the local school districts. Children can receive the services written into their IFSP or IEP in their Early Head Start/Head Start classroom. We collaborate with county DD programs, Educational Service Centers and school districts that provide these services. Intervention Managers attend transition and IEP meetings to ensure children are receiving required services and the least restrictive environment is provided for children. Intervention Managers oversee and track the ASQ & ESI (Early Screening Inventory) process and make referrals as needed.

- 13% of the Early Head Start children qualified for IFSP
- 11% of the children served in Head Start qualified for an IEP through the local school system.

MENTAL HEALTH MATTERS

OHCAC Head Start contracts with a Mental Health Professional to provide services that may include classroom observations, individual child observations, assistance with our Individual Intensive Intervention meetings and training for staff. The intervention staff oversee and track the social emotional screening ASQSE or (DECA) completed by the teaching staff. Classroom mental health observations are scheduled two times per program year and are conducted by the Mental Health Professional.



Board of Trustees

Richard Genzman President	Rick Maddox Vice-President
Fawn Mollenkopf Treasurer	Sue Yazel Secretary

Policy Council Executive Committee

Kim Meadows Chairperson	Latoya Toland Vice-President
Andrayeah Shepherd Secretary	

OHCAC Executive Leadership

Andrew J. Devany Executive Director	Debbie Schuster Head Start Director
Paula Langenderfer Child Health & Education Director	Diane Howard Family Engagement Director
Peg Gwinner Operations Manager	Jim Lavell Chief Fiscal Officer

Monthly Enrollment

We achieved and maintained full enrollment each month of the program year.



helping 
children develop
and fulfill
their potential

Eligibility for Participation

The HHS Poverty Guidelines are used to determine income eligibility for participation in Head Start and Early Head Start programs.

Children from birth to age five who are from families with incomes below the poverty guidelines are eligible for Head Start and Early Head Start services. Children from homeless families, and families receiving public assistance such as TANF or SSI are also eligible. Foster children are eligible regardless of their foster family's income. Program staff members may refer to this section of the Head Start Act to further understand eligibility for Head Start and Early Head Start. [Section 645 of the Head Start Act.](#)

	EHS	HS
100% Poverty	69	684
Public Assistance	7	89
Foster Child	8	69
Homeless	0	5
Over Income	0	10

Funding & Enrollment

715 Head Start children 52 Early Head Start children.

We strive to provide an environment where children are safe and enriched. Opportunities will be provided for children to achieve appropriate educational and social development.

Children are encouraged to learn and explore at their own speed in areas that interest them. Children are accepted into the program on a point system which uses the criteria of income, parental status, age, foster care situations, special needs and other situations.

We served 857 Head Start Children and 84 Early Head Start Children during the 2016-2017 program year.

Health Services

- ✓ 97% of HS & 11% EHS children up-to-date on a schedule of age appropriate preventive and primary health care according to the State's EPSDT schedule.
- ✓ 36 HS children were diagnosed with a chronic condition needing medical treatment.
- ✓ 78% (28) of those HS children received or are receiving medical treatment.
- ✓ 89% (764) HS & 76% (64) EHS children are up-to-date with immunizations or received all possible to date.
- ✓ 94% of the HS & 56% (47) EHS children completed a professional dental exam.
- ✓ 72% of children are receiving or have received treatment for dental needs.



OHCAC Head Start ensures that every child with special needs is valued, supported and fully included in all aspects of our program. We work directly with children, school districts, teachers and families to ensure that everyone is aware of each child's IFSP/IEP goals and that the goals are worked on collaboratively. Our observations and assessments indicate that every child with an IFSP/IEP demonstrated growth in reaching their goals.

Special Need Services

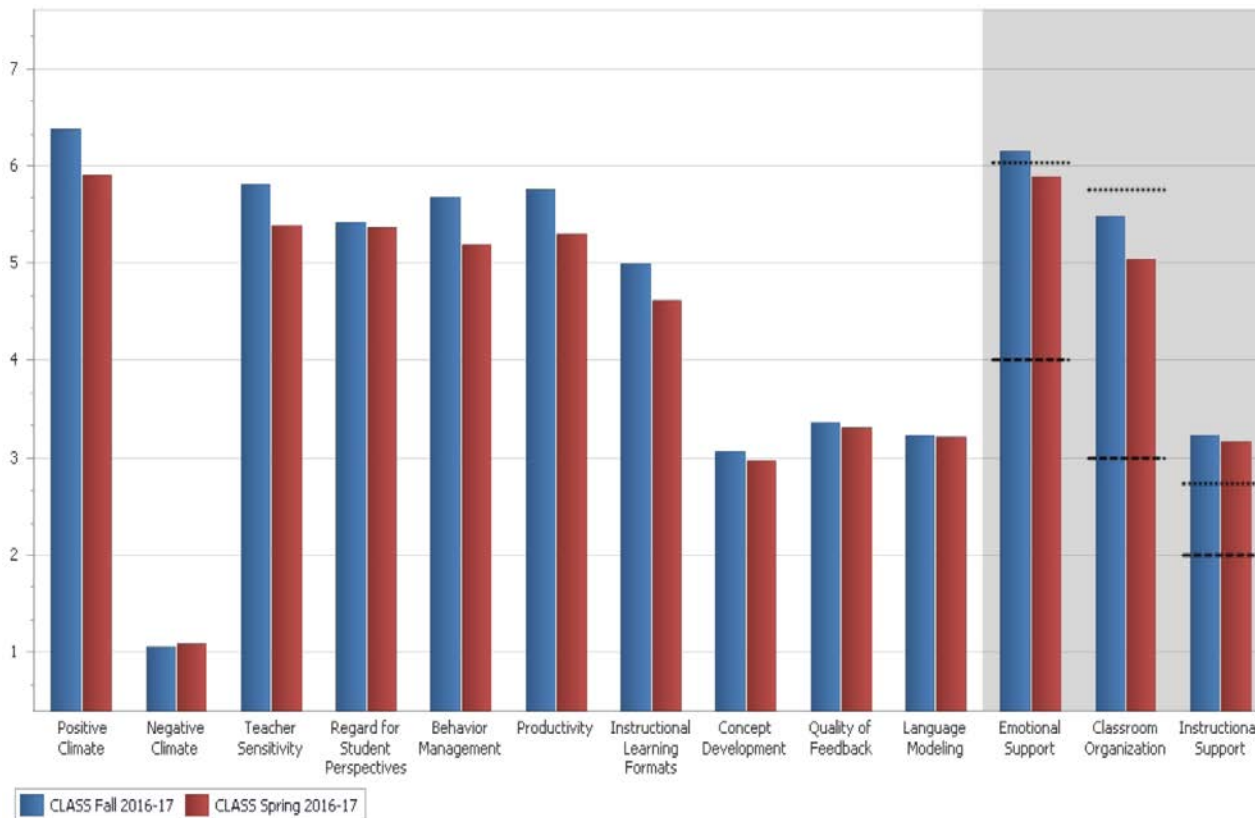
- ✓ 11 EHS children have an IFSP
 - ✓ 96 HS children have an IEP
 - ✓ 524 newly enrolled HS & 77 EHS children since last program year received a DECA screening within the 45 days.
 - ✓ We are required by the office of Head Start to provide comprehensive services to at least 10% of our total funded enrollment to children with disabilities.
- OHCAC served 11% during the 2016-2017 program year.

OHCAC Head Start/Early Head Start is focused on early detection of health problems by carefully addressing the needs of each enrolled child. Every child receives a physical examination, completed by a qualified medical provider which includes immunizations. Hearing and vision screening is completed by qualified OHCAC staff. A dental examination, including cleaning and fluoride treatment is performed on enrolled Head Start children to prevent decay and identify dental carries so that treatment can be done. It is our goal to help link children and families to an ongoing source of health and dental care. Statistics show that a healthy child is more successful in school.

CLASS Assessment

The Classroom Assessment Scoring System is an observation instrument developed to assess classroom quality in preschool through third-grade classrooms. The CLASS dimensions are based on developmental theory and research suggesting that interactions between students and adults are the primary mechanism of student development and learning (Greenberg, Domitrovich, & Bumbarger, 2001; Hamre & Pianta, 2007; Morrison & Connor, 2002; Pianta, 2006; Rutter & Maughan, 2002). *The CLASS is also the tool used by the Office of Head Start for the Federal review team during classroom reviews.*

The CLASS System



**OHS CLASS® Descriptive Statistics, 2016
National Distribution of Grantee-Level
Domain Scores**

Domain	Lowest 10%	Median (50%)	Highest 10%
Emotional Support	5.5952	6.04	6.35
Classroom Organization	5.2500	5.76	6.15
Instructional Support	2.2222	2.74	3.53

Preparing for



KINDERGARTEN

School Readiness



CHILDREN WILL....



Physical Development

- Practice safe & healthy habits.
- Demonstrate large & small muscle control.

Social Emotional

- Engage in positive relationships & interactions.
- Develop self-awareness & autonomy.
- Follow rules & routine.

Language & Literacy

- Explore books & their characteristics.
- Name Letters & Sounds
- Use & understand language, while taking turns in conversation.

Cognitive

- Use observation to demonstrate & make sense of surroundings.
- Demonstrate problem solving skills.



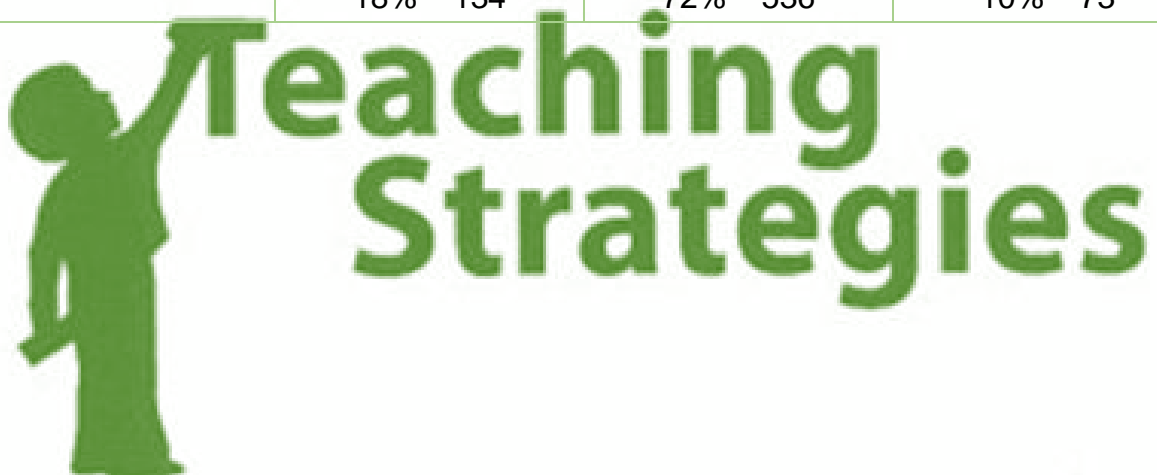
- Show persistence in beginning & finishing activities.
- Show interest in group activities.
- Use music, creative movement & drama.

Approaches to Learning



TSG EXPECTATIONS DATA Birth through Pre-K
2016-2017

Area	Children Below	Children Meeting	Children Exceeding
Social Emotional			
Fall	66% 495	34% 255	1% 1
Winter	25% 186	66% 490	9% 67
Spring	8% 59	70% 521	22% 163
Physical – Gross Motor			
Fall	62% 466	37% 278	1% 7
Winter	23% 171	70% 520	7% 52
Spring	7% 52	80% 599	13% 94
Physical – Fine Motor			
Fall	50% 346	49% 368	1% 7
Winter	15% 111	82% 609	3% 23
Spring	4% 33	82% 613	13% 99
Language			
Fall	67% 503	33% 248	0% 0
Winter	26% 194	71% 528	2% 19
Spring	11% 81	77% 574	12% 90
Cognitive			
Fall	68% 511	31% 233	1% 7
Winter	24% 178	72% 535	4% 30
Spring	8% 61	78% 578	14% 103
Literacy			
Fall	60% 451	40% 300	0% 0
Winter	17% 126	77% 573	5% 44
Spring	8% 56	81% 603	11% 83
Mathematics			
Fall	76% 571	24% 180	0% 0
Winter	33% 245	65% 483	2% 15
Spring	18% 134	72% 536	10% 73



OHCAC Head Start/Early Head Start



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.

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.



PARENT, FAMILY AND COMMUNITY ENGAGEMENT

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 PARTNERSHIP AGREEMENT GOALS BY SUBJECT	STARTED	COMPLETED	FOLLOW-UP STARTED	FOLLOW-UP COMPLETED
Attendance	9	4	16	7
Child Development/SOCIAL Skills/IEP Goals	147	84	408	242
Conscious Discipline/Parenting Skills	63	42	260	161
Education & Training	108	77	369	313
Employment/Fatherhood Program	9	4	22	16
Family Involvement/Volunteering	158	115	630	396
Finances/Paying Debts	12	8	37	12
Housing/Auto/Items Needed/Clothing/Shoes	25	14	70	38
Other	16	12	23	19
School Readiness	280	212	1,339	337
Wellness	750	583	2,179	1,110
Transitions	11	6	27	22
TOTAL 73% of FPA Goals were completed	1,588	1,161	5,380	2,675



During one of the 3 home visits throughout the year the Family Advocates complete at least one Parent Training Session with each Family. The chart below lists which trainings were completed.

PARENT TRAINING SESSIONS COMPLETED									
Fire Safety	Conscious Discipline	Poison Safety	Lice	Grow Power "Wellness"	In-Kind	Dental Health	Attendance	Potty Training	TOTAL
419	128	82	33	10	10	5	4	2	693

PARENT, FAMILY AND COMMUNITY ENGAGEMENT – continued



Family Connection meetings are held monthly. At these meetings, family and staff discuss center and community information as well as participating in fun learning activities and informative Parent Training. The chart below is a summary of each month's meeting.

FAMILY CONNECTION MEETINGS

MONTH	SUBJECT	PARENTS	CHILDREN
September 2016	Discover What it all Means!	39	66
October 2016	Fall Festival	90	135
November 2016	Math Night	44	80
December 2016	Conscious Discipline for Parents	24	35
January 2017	Science Night	62	100
February 2017	Health and Safety Night	45	72
March 2017	Conscious Discipline for Parents	34	52
April 2017	Literacy Night	309	514
May 2017	Triple P Parenting	137	219
TOTAL		784	1,273



Lead Teachers meet with the child's family four times each year for two conferences and two home visits. At the first home visit, the parents set School Readiness Goals for the child. The Lead Teacher communicates the goals to the Family Advocate and together with the parent they work toward the accomplishment of the goals. Parents are provided with a copy of the child's progress at least twice a year. Parents/Guardians are encouraged to volunteer time in the classrooms as often as possible. We have an open door policy for parents/guardians to come to the classroom at any time.



Policy Council is the volunteer advisory board of the EHS/Head Start program. Parents, guardians and community volunteers meet monthly to plan for the future of the

OHCAC EHS/Head Start Program. Grants are reviewed, policies are approved, and information is presented. The meetings are held on the second Tuesday of each month at the First United Church of Christ, 248 Harding Way West in Galion, Ohio. Child care is provided and transportation is a possibility. We encourage all parents/guardians to attend and become involved in their child's future.

FOR THE YEAR ENDED SEPTEMBER 30, 2016

SUMMARY OF AUDITOR'S RESULTS

Roger D. Conley, CPA, conducted an independent Audit Report of Ohio Heartland Community Action Commission and Affiliate, (a nonprofit organization) which comprise the combined statement of financial position as of September 30, 2016, 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.



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:

Low-Income Home Energy Assistance Program, CFDA #93.568
Community Services Block Grant Program, CFDA #93.569
8. The dollar threshold used to distinguish the Type A program was \$300,000.
9. The auditee did qualify as a low risk auditee.

B. FINDINGS RELATED TO THE FINANCIAL STATEMENTS IN ACCORDANCE WITH GENERALLY ACCEPTED GOVERNMENTAL

None noted in current year.

C. FINDINGS AND QUESTIONED COSTS RELATED TO FEDERAL AWARDS

None noted in current year.

There were no findings reported in the prior year.

OHIO HEARTLAND COMMUNITY ACTION COMMISSION

COMBINED STATEMENT OF FINANCIAL POSITION

FOR THE YEAR ENDED SEPTEMBER 30, 2016

ASSETS

CURRENT ASSETS

Cash	\$ 1,106,313
Grants and accounts receivable	652,566
Housing materials	22,748
Total current assets	<u>1,781,627</u>

PROPERTY AND EQUIPMENT

Property and equipment	3,041,085
Less: accumulated depreciation	<u>(1,262,263)</u>
Net property and equipment	<u>1,778,822</u>

Total assets \$ 3,560,449

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Accounts payable	276,712
Accrued payroll and related expenses	237,424
Accrued leave	327,888
Other	1,530
Refundable advances	96,268
Current portion of mortgage notes payable	34,000
Total current liabilities	<u>973,822</u>

LONG-TERM DEBT

Mortgage payable, less current portion 722,323

NET ASSETS

Unrestricted	<u>1,864,304</u>
Total net assets	<u>1,864,304</u>

Total liabilities and net assets \$ 3,560,449



The accompanying notes to combined financial statements are an integral part of this statement.

OHIO HEARTLAND COMMUNITY ACTION COMMISSION

COMBINED STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED SEPTEMBER 30, 2016

CHANGES IN UNRESTRICTED NET ASSETS

	Revenues:	
Grants & reimbursement contracts		\$9,896,384
Interest income		4,041
Other income		154,471
Total unrestricted revenues and other support		<u>10,054,896</u>
	Expenses:	
Children's Programs		6,268,194
Housing and Energy Assistance		2,178,785
Community Services		413,388
Senior Services		179,082
Corporate		116,013
Harding Way Properties		11,126
Combining Statement Eliminations		<u>(21,264)</u>
Total program expenses		9,145,324
General & Administrative		<u>893,536</u>
Total expenses		<u>10,038,860</u>
Increase in unrestricted net assets		16,036
Unrestricted net assets, October 1, 2015		<u>1,848,268</u>
Unrestricted net assets, September 30, 2016		<u><u>\$1,864,304</u></u>



The accompanying notes to combined financial statements are an integral part of this statement.



Head Start - Summary

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Line Item Budget Total	\$5,526,381	\$64,160	\$1,395,479	144

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Personnel Total	\$2,943,477	\$0	\$0	144

Personnel: Child Health and Development Personnel

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Program Managers and Content Area Experts	\$297,355	\$0	\$0	9
Teachers / Infant Toddler Teachers	\$642,606	\$0	\$0	28
Teacher Aides and Other Education Personnel	\$595,713	\$0	\$0	43
Health / Mental Health Services Personnel	\$156,372	\$0	\$0	5
Disabilities Services Personnel	\$94,495	\$0	\$0	3
Nutrition Services Personnel	\$94,865	\$0	\$0	8
Other Child Services Personnel - On-Call Associate Teachers	\$8,091	\$0	\$0	3
Total	\$1,889,497	\$0	\$0	99

Personnel: Family and Community Partnership Personnel

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Program Managers and Content Area Experts	\$141,990	\$0	\$0	4
Other Family and Community Partnerships Personnel - Family Advocate	\$321,248	\$0	\$0	14
Total	\$463,238	\$0	\$0	18

Personnel: Program Design and Management Personnel

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Head Start / Early Head Start Director	\$57,586	\$0	\$0	1
Managers - Operations Manager	\$41,872	\$0	\$0	1
Clerical Personnel	\$89,628	\$0	\$0	4
Other Administrative Personnel - Software Systems Administrator	\$36,715	\$0	\$0	1
Total	\$225,801	\$0	\$0	7

Personnel: Other Personnel

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Maintenance Personnel	\$47,003	\$0	\$0	3
Transportation Personnel	\$317,938	\$0	\$0	17
Total	\$364,941	\$0	\$0	20

Fringe Benefits

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	\$460,655	\$0	\$0	
Health / Dental / Life Insurance	\$201,628	\$0	\$0	
Retirement	\$88,304	\$0	\$0	
Total	\$750,587	\$0	\$0	

Travel

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Staff Out-Of-Town Travel	\$4,000	\$0	\$0	

Equipment

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Classroom / Outdoor / Home-based / FCC	\$15,000	\$0	\$0	

Supplies

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Office Supplies	\$83,180	\$0	\$0	
Child and Family Services Supplies	\$129,824	\$0	\$0	
Food Services Supplies	\$55,561	\$0	\$0	
Total	\$268,565	\$0	\$0	

Contractual

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Administrative Services (e.g., Legal, Accounting)	\$4,000	\$0	\$0	
Health / Disabilities Services	\$22,000	\$0	\$0	
Training and Technical Assistance	\$0	\$64,160	\$0	
Other Contracts - Bus leases	\$144,585	\$0	\$0	
Other Contracts - EEO officer	\$4,000	\$0	\$0	
Other Contracts - registered dietician services for menu approval	\$750	\$0	\$0	
Total	\$175,335	\$64,160	\$0	

Other

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Depreciation / Use Allowance	\$1,464	\$0	\$0	
Rent	\$121,480	\$0	\$0	
Utilities, Telephone	\$171,240	\$0	\$0	
Building and Child Liability Insurance	\$21,200	\$0	\$0	
Building Maintenance / Repair and Other Occupancy	\$155,000	\$0	\$0	
Local Travel	\$60,000	\$0	\$0	
Volunteers	\$0	\$0	\$1,395,479	
Parent Services	\$14,000	\$0	\$0	
Publications / Advertising / Printing	\$800	\$0	\$0	
Other - vehicle fuel	\$59,000	\$0	\$0	
Other - vehicle maintenance	\$95,392	\$0	\$0	
Other - vehicle insurance	\$21,000	\$0	\$0	
Other - vehicle fees	\$250	\$0	\$0	

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Other - staff fingerprints, drug tests and medical exams	\$16,000	\$0	\$0	
Other - dues for state and national associations	\$4,600	\$0	\$0	
Total	\$741,426	\$0	\$1,395,479	

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Direct Costs Total	\$4,898,390	\$64,160	\$1,395,479	144

Indirect Charges

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Indirect Costs	\$627,991	\$0	\$0	

Office of Head Start

Early Head Start - Summary

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Line Item Budget Total	\$742,269	\$9,333	\$190,057	51

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Personnel Total	\$404,090	\$0	\$0	51

Personnel: Child Health and Development Personnel

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Program Managers and Content Area Experts	\$19,500	\$0	\$0	9
Teachers / Infant Toddler Teachers	\$255,554	\$0	\$0	10
Home Visitors	\$24,180	\$0	\$0	1
Teacher Aides and Other Education Personnel	\$44,092	\$0	\$0	3
Health / Mental Health Services Personnel	\$7,752	\$0	\$0	5
Disabilities Services Personnel	\$5,476	\$0	\$0	3
Nutrition Services Personnel	\$17,088	\$0	\$0	6
Other Child Services Personnel - on-call subs	\$5,034	\$0	\$0	3
Total	\$378,676	\$0	\$0	40

Personnel: Family and Community Partnership Personnel

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Program Managers and Content Area Experts	\$7,951	\$0	\$0	4

Personnel: Program Design and Management Personnel

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Head Start / Early Head Start Director	\$3,526	\$0	\$0	1
Managers - Operations Managers	\$2,564	\$0	\$0	1
Clerical Personnel	\$3,227	\$0	\$0	2
Other Administrative Personnel - Software Systems Admin.	\$2,248	\$0	\$0	1

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Total	\$11,565	\$0	\$0	5

Personnel: Other Personnel

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Maintenance Personnel	\$5,898	\$0	\$0	2

Fringe Benefits

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	\$63,240	\$0	\$0	
Health / Dental / Life Insurance	\$27,680	\$0	\$0	
Retirement	\$12,123	\$0	\$0	
Total	\$103,043	\$0	\$0	

Travel

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Staff Out-Of-Town Travel	\$1,000	\$0	\$0	

Equipment

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Classroom / Outdoor / Home-based / FCC	\$10,000	\$0	\$0	

Supplies

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Office Supplies	\$6,574	\$0	\$0	
Child and Family Services Supplies	\$70,217	\$0	\$0	
Food Services Supplies	\$8,000	\$0	\$0	
Total	\$84,791	\$0	\$0	

Contractual

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Administrative Services (e.g., Legal, Accounting)	\$1,000	\$0	\$0	
Health / Disabilities Services	\$5,000	\$0	\$0	
Food Service	\$500	\$0	\$0	
Training and Technical Assistance	\$0	\$9,333	\$0	
Other Contracts - EEO officer	\$1,000	\$0	\$0	
Total	\$7,500	\$9,333	\$0	

Other

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Utilities, Telephone	\$12,932	\$0	\$0	
Building and Child Liability Insurance	\$1,300	\$0	\$0	
Building Maintenance / Repair and Other Occupancy	\$10,000	\$0	\$0	
Local Travel	\$10,000	\$0	\$0	
Volunteers	\$0	\$0	\$190,057	
Parent Services	\$3,000	\$0	\$0	
Publications / Advertising / Printing	\$200	\$0	\$0	
Other - dues for state and national associations	\$4,150	\$0	\$0	
Other - staff fingerprints, drug tests and medical exams	\$1,000	\$0	\$0	
Other - vehicle maintenance	\$1,000	\$0	\$0	
Other - vehicle insurance	\$1,000	\$0	\$0	
Other - vehicle fuel	\$1,000	\$0	\$0	
Other - vehicle fees	\$50	\$0	\$0	
Total	\$45,632	\$0	\$190,057	

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Direct Costs Total	\$656,056	\$9,333	\$190,057	51

Indirect Charges

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
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	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Indirect Costs	\$86,213	\$0	\$0	