

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

Amador Tuolumne Community Action Agency BOARD OF DIRECTORS MEETING

Friday, October 11, 2024 | 10:30 a.m.

LOCATIONS

Host, Janessa Stone: **ATCAA Jackson Service Center**, 10590 Hwy 88, Jackson, CA 95642 +1 (209) 223-1485

Host, Joseph Bors, Cheryl Clark: **ATCAA Sonora Service Center**, 427 N. Hwy 49, Ste. 305, Sonora, CA 95370 +1 (209) 533-1397

AGENDA

1. CALL TO ORDER:
2. ROLL CALL:

ATCAA Board of Directors					
	<i>Frank Axe, Board Chairperson</i>			Amador - PUB	
	<i>Joni Drake, Board Vice-Chair</i>			Amador - LIR	
	<i>Claire Gunselman, Board Treasurer</i>			Amador - PUB	
Amador			Tuolumne		
	Jeff Brown	PUB		Ryan Campbell	PUB
	Lynn Morgan	PRI		Jaron Brandon	PUB
	Vacant	PRI		Andy Merrill	PUB
	Vacant	PRI		Diane Bennett	PRI
	Susan Conn	LIR		Andréa-Victoria Lisbon	PRI
	Mary Pulskamp	LIR		Jennifer Grenland	LIR-HSPC
	Antoinette Del Rio	LIR		Cathy Parker	LIR
Calaveras					
	Sabrina Smith	LIR			

ATCAA Staff	
	Joseph Bors, Executive Director
	Bruce Giudici, Fiscal Officer
	Janessa Stone, Board Secretary
	Cheryl Clark, Sonora Service Secretary
	Sophia Kaufman, Communications Coordinator
	Pat Porto, Family Resource Director
	Marie Mennell, Lifeline Coordinator
	Denise Cloward, Housing Director
	Marcia Williams, Early Childhood Services Director
	Alicia Hanks, Energy and Water Conservation Director

	Robert White, Prevention Program Director
	Miko Daniels, Food Bank Director
	Cheri Cunningham, Human Resources Director
	Karen Foreman, Tax Program Manager

Others Present:

3. PUBLIC MATTERS NOT ON THE AGENDA: Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject; however, any matter that requires action may be referred to Staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting. Please note there is a five (5) minute limit per topic.

4. CONSENT CALENDAR: Items listed on the consent agenda are considered routine and may be enacted by one motion. Any item may be removed for discussion and made a part of the regular agenda at the request of a board member(s).

- 4.1. Approval of minutes from Friday, August 09, 2024, meetings Pg. 4 (*Org Std. 2.3*) (**ACTION ITEM**)
- 4.2. Adoption of Resolution 2024-01 approving agreement with CSPP, Contract Vendor Number 2400, and delegating authority to sign to Executive Director Pg. 11 (**ACTION ITEM**)
- 4.3. Adoption of Resolution 2024-02 approving updated Competitive Emergency Shelter agreement with HCD, Contract 23-ESG-18030 Pg. 13 (**ACTION ITEM**)
- 4.4. Adoption of Resolution 2024-03 approving updated Non-Competitive Rapid Rehousing agreement with HCD, Contract 23-ESG-18060 Pg. 15 (**ACTION ITEM**)

5. BOARD MEMBER APPOINTMENTS: (*Org Std. 5.1*)

- 5.1. Consideration of accepting appointment of Jennifer Grenland; Tuolumne County, Low-Income Representative, Head Start Policy Council Member (*Verbal*) (**ACTION ITEM**)
- 5.2. Consideration of accepting resignation of Pastor Mark Smith and Carol Rush (*Verbal*) Pg. 17

6. OLD BUSINESS:

- 6.1. Consideration and approval of revised Travel Policy Update Pg. 19 (**ACTION ITEM**)
- 6.2. Presentation of Head Start FA-2 Audit Finding Closure Status and Consideration and Approval of revised Accounting Standards and Practices Pg. 21 (**ACTION ITEM**)
- 6.3. Presentation of Board Member Head Start Training Update (*Verbal*)

7. NEW BUSINESS:

- 7.1. Presentation to introduce new Program Directors; Miko Daniels (Food Bank), and Alicia Hanks (Energy and Water Conservation) (*Verbal*)
- 7.2. Consideration and approval of policy for signing bonus and referral bonus related to the Fiscal Officer recruitment Pg. 24 (**ACTION ITEM**)
- 7.3. Consideration appointing members to the Nominating Committee (*Verbal*) (**ACTION ITEM**)
- 7.4. Presentation of Health Benefits survey results (*Verbal*) Pg. 25

8. COMMITTEE REPORTS:

- 8.1. Finance Committee: Verbal Report of Friday, October 11, 2024, meeting
 - 8.1.1. Banking Change Update (*Org Std. 8.7*) (*Verbal*)
 - 8.1.2. Financial Reports (*Org Std. 8.7*)
 - 8.1.2.1. Administrative Reports Pg. 27
 - 8.1.2.2. HS/EHS Reports Pg. 31
 - 8.1.2.3. Program Fiscal Reports Pg. 37
 - 8.1.2.4. Agency Financial Reports Pg. 38

8.1.2.5. Fiscal Officer Narrative Pg. 41

- 8.2.** Executive Committee: Met August 30, 2024; No report, **CLOSED** Session: September 27, 2024
- 8.3.** Internal Affairs Committee: No report, committee has not met
- 8.4.** Nominating Committee: No report, committee has not met
- 8.5.** Early/Head Start Policy Council: Verbal Report of October 04, 2024, meeting

9. CSBG REPORT

- 9.1.** Nothing to report

10. EXECUTIVE DIRECTOR REPORT:

- 10.1.** Presentation of Succession Plan Update (*Verbal*)

11. MISCELLANEOUS INFORMATIONAL UPDATES:

- 11.1.** Head Start Monthly Statistical Report for Month of August 2024 (*Verbal*) Pg. 44
- 11.2.** CDE Management Bulletin 24-09 on Continued Funding Application (CFA), Fiscal Year (FY) 2025-26 Pg. 45
- 11.3.** ACF Office of Head Start Information Memorandum on Affirming the Use of Indigenous Knowledge to Meet Curricula and Assessment Requirements in American Indian and Alaska Native Head Start Programs (ACF-OHS-IM-24-03) Pg. 48
- 11.4.** Office of Head Start Program Instruction on Final Rule on Supporting the Head Start Workforce and Consistent Quality Programming (ACF-OHS-PI-24-05) Pg. 54
- 11.5.** CDE Management Bulletin 24-07 on Preschool/Transitional Kindergarten Learning Foundations Pg. 56
- 11.6.** CDE Management Bulletin 24-08 on Data Collection for California State Preschool Programs Operated by a Local Educational Agency Pg. 58

12. PROGRAM PRESENTATIONS/UPDATES: (*Org Std. 5.9*)

- 12.1.** Housing, Denise Cloward (*Verbal Report*) Pg. 70
- 12.2.** Early Childhood Services, Marcia Williams (*Verbal Report*) Pg. 72
- 12.3.** Energy Department, Alicia Hanks (*Slide Only*) Pg. 74
- 12.4.** Prevention, Robert White (*Slide Only*) Pg. 76
- 12.5.** Communications, Kristy Moore (*Slide Only*) Pg. 78
- 12.6.** Food Bank, Miko Daniels (*Slide Only*) Pg. 80
- 12.7.** Lifeline, Marie Mennell (*Slide Only*) Pg. 82
- 12.8.** Family Services, Pat Porto (*Slide Only*) Pg. 83
- 12.9.** Tax Assistance, Karen Foreman (*Slide Only*) Pg. 84
- 12.10.** Human Resources, Cheri Cunningham (*Slide Only*) Pg. 85

13. OTHER BUSINESS: **CLOSED SESSION** Public Employee Performance Evaluation (Authority: Government Code Section 54957(b): Executive Director)

14. NEXT BOARD MEETING: Discussion and approval of next meeting proposed for Friday, December 13, 2024, at the ATCAA Jackson and Sonora Service Center

15. ADJOURNMENT:

LATE AGENDA MATERIAL: Late agenda material can be inspected at the ATCAA Jackson Service Center 10590. State Hwy. 88 Jackson, CA and the ATCAA Sonora Service Center 427 N. State Hwy. 49 Sonora, CA.

SPECIAL NEEDS: Persons who need auxiliary aids or services are requested to call our Sonora Service Center at 209-533-1397 or our Jackson Service Center at 209-223-1485 during business hours at least 48 hours before the meeting so appropriate arrangements may be made.



JACKSON SERVICE CENTER
 10590 Highway 88
 Jackson, CA 95642
 Phone: (209) 223-1485

ATCAA.ORG
 @ATCAASince1981

TUOLUMNE SERVICE CENTER
 427 N. Highway 49, #305
 Sonora, CA 95370
 (209) 533-1397

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

**Amador Tuolumne Community Action Agency
 BOARD OF DIRECTORS **EMERGENCY MEETING****

Friday, August 09, 2024 | 10:30 A.M.

LOCATIONS

Host, Cheryl Clark: **ATCAA Sonora Service Center**, 427 N. Hwy 49, Ste. 305, Sonora, CA 95370 (209) 533-1397

Host, Joseph Bors, Janessa Stone: **ATCAA Jackson Service Center**, 10590 Hwy 88, Jackson, CA 95642 (209) 223-1485

MINUTES

1. **CALL TO ORDER: 10:33 A.M. by Frank Axe, Board Chairperson**
2. **ROLL CALL:**

ATCAA Board of Directors						
P	<i>Frank Axe, Board Chairperson</i>				Amador - PUB	
P	<i>Joni Drake, Board Vice-Chair</i>				Amador - LIR	
P	<i>Claire Gunselman, Board Treasurer</i>				Amador - PUB	
Amador			Tuolumne			
P	Jeff Brown	PUB	P	Ryan Campbell	PUB	
P	Lynn Morgan	PRI	P	Jaron Brandon	PUB	
A	Pastor Mark Smith	PRI	A	Andy Merrill	PUB	
A	Carol Rush	PRI	P	Diane Bennett	PRI	
P	Susan Conn	LIR	P	Andréa-Victoria Lisbon	PRI	
P	Mary Pulskamp	LIR	P	Jennifer Grenland	LIR-HSPC	
P	Antoinette Del Rio Lopez	LIR	P	Cathy Parker	LIR	
Calaveras						
P	Sabrina Smith	LIR				

ATCAA Staff	
P	Joseph Bors, Executive Director
P	Talibah Al-Rafiq, Fiscal Officer
P	Bruce Giudici, Outgoing Fiscal Officer
P	Janessa Stone, Board Secretary
A	Cheryl Clark, Sonora Service Secretary
P	Sophia Kaufman, Communications Coordinator

Others Present: Pat Porto, Denise Cloward, Cheri Cunningham, Jackie Roberts, Marcia Williams, Robert White

3. PUBLIC MATTERS NOT ON THE AGENDA: Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject; however, any matter that requires action may be referred to Staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting. Please note there is a five (5) minute limit per topic.

4. NEW BUSINESS:

4.1. Request for Approval of Interim Head Start Director, Marcia Williams Pg. 3 (**ACTION ITEM**)

Bors discusses Nancy Miner's resignation and talks highly about Marcia William's background and qualifications sitting her history as the ATCAA Head Start Director from 2009 - 2019. Frank Axe questions if the position will be advertised still, and Bors answers, Yes. Morgan motioned, Campbell seconded, MPU on a Roll Call vote.

5. ADJOURNMENT: 10:45 A.M. by Frank Axe, Board Chairperson

LATE AGENDA MATERIAL: Late agenda material can be inspected at the ATCAA Jackson Service Center 10590. State Hwy. 88 Jackson, CA and the ATCAA Sonora Service Center 427 N. State Hwy. 49 Sonora, CA.

SPECIAL NEEDS: Persons who need auxiliary aids or services are requested to call our Sonora Service Center at 209-533-1397 or our Jackson Service Center at 209-223-1485 during business hours at least 48 hours before the meeting so appropriate arrangements may be made.

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY
**Amador Tuolumne Community Action Agency
 BOARD OF DIRECTORS MEETING**

Friday, August 09, 2024 | 10:30 a.m.

LOCATIONS

 Host, Cheryl Clark: **ATCAA Sonora Service Center**, 427 N. Hwy 49, Ste. 305, Sonora, CA 95370 (209) 533-1397

 Host, Joseph Bors, Janessa Stone: **ATCAA Jackson Service Center**, 10590 Hwy 88, Jackson, CA 95642 (209) 223-1485

MINUTES

1. **CALL TO ORDER: 10:43 A.M.**
2. **ROLL CALL:**

ATCAA Board of Directors					
P	<i>Frank Axe, Board Chairperson</i>			Amador - PUB	
P	<i>Joni Drake, Board Vice-Chair</i>			Amador - LIR	
P	<i>Claire Gunselman, Board Treasurer</i>			Amador - PUB	
Amador			Tuolumne		
P	Jeff Brown	PUB	P	Ryan Campbell	PUB
P	Lynn Morgan	PRI	P	Jaron Brandon	PUB
A	Pastor Mark Smith	PRI	A	Andy Merrill	PUB
A	Carol Rush	PRI	P	Diane Bennett	PRI
P	Susan Conn	LIR	P	Andréa-Victoria Lisbon	PRI
P	Mary Pulskamp	LIR	P	Jennifer Grenland	LIR-HSPC
P	Antoinette Del Rio	LIR	P	Cathy Parker	LIR
Calaveras					
P	Sabrina Smith	LIR			

ATCAA Staff	
P	Joseph Bors, Executive Director
P	Talibah Al-Rafiq, Fiscal Officer
P	Bruce Giudici, Outgoing Fiscal Officer
P	Janessa Stone, Board Secretary
A	Cheryl Clark, Sonora Service Secretary
P	Sophia Kaufman, Communications Coordinator
P	Pat Porto, Family Resource Director
A	Marie Mennell, Lifeline Coordinator
P	Denise Cloward, Housing Director
A	Nancy Miner, Early Childhood Services Director
A	Ruth Brickner, Energy and Water Conservation Director

P	Robert White, Prevention Program Director
P	Cheri Cunningham, Human Resources Director
A	Karen Foreman, Tax Program Manager

Others Present: Jackie Roberts, Marcia Williams, Ann Segerstrom

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4. CONSENT CALENDAR: Items listed on the consent agenda are considered routine and may be enacted by one motion. Any item may be removed for discussion and made a part of the regular agenda at the request of a board member(s).

4.1. Approval of minutes from Friday, June 14, 2024 meeting Pg. 4 (Org Std. 2.3) (ACTION ITEM)
Brown motioned, Gunselman seconded, on a Roll Call vote, 17 “Yeas”. Del Rios abstained.

5. OLD BUSINESS:

- 5.1. ECS Board Training Update (In-Person vs. Video Training) (Verbal)**
Bors asks for feedback when the training can be rescheduled. Board members who did not attend the last one will need to attend this one. Marcia proposes to do 1-on-1 training and site visits.
- 5.2. Executive Director Annual Performance Evaluation Schedule Pg. 7**
Bors states the 360-degree evaluation is annual. The schedule is proposed through various meetings. Bors proposes the 29th. Axe questions if this should be worked out with the Executive Committee first as an Ad-Hoc meeting and brought to the Board of Directors. Bors states we will put out a Survey Monkey regarding the Executive Director evaluation survey.
- 5.3. ATCAA Board Member Code-of-Conduct and COI Policy Pg. 8 (ACTION ITEM)**
Bors requests that Board Members who haven’t turned in their signed COI during this meeting.

6. NEW BUSINESS:

- 6.1. Request for Approval of Revised Personnel Policies (Handout) (ACTION ITEM)**
Bors describes the changes to the HR policies presented at the IA meeting.
 - 6.1.1. 3.4.10 Criminal Records and Background Clearance (Along w/Memo) (Handout, Pg. 5)**
Bors proposes that background checks are becoming stricter, having both Head Start and non-Head Start employees obtain a background clearance before starting work. Gunselman identifies a correction in a paragraph. Cunningham mentions this policy change will affect every single person hired into the agency. The board agrees the policy should be written clearly towards all employees and volunteers.
 - 6.1.2. 4.9 Meal Periods (Handout, Pg. 11)**
Bors states the Meal Periods policy changes provide additional clarifications.
 - 6.1.3. 5.1 Health Benefits (Handout, Pg. 12)**
Bors states the Health Benefits policy changes provide additional clarifications, and that the medical coverage extends for 3 months beyond FMLA to those staff members who are terminally ill.
 - 6.1.4. 5.3 Travel Reimbursement (Handout, Pg. 14)**
Bors describes the proposed change moves away from receipt-based travel reimbursement to a GSA approved Per Diem reimbursement method. This change streamlines the reimbursement process and creates added efficiencies for our Accounts Payable team. Lisbon requests additional clarification about car insurance requirements for people performing agency business. The Policy change was not accepted and asked to address Lisbon’s concerns prior to approval.

- 6.1.5. 6.7 Jury Duty and Court Appearances (*Handout, Pg. 17*)
Bors talks about the approved paid and unpaid time off regarding work-related and non-work-related court appearances. Bennett asks what is work related, non-work related, and non-personal related court appearances. Cunningham breaks down the meaning of those sections. Four of the five policy changes were voted on for approval, Grenland moved, Brandon seconded, MPU on a Roll Call vote.
- 6.2. Request for Approval of ATCAA Fiscal Officer hire, Talibah Al-Rafiq Pg. 10 (ACTION ITEM)
Bors highlights Talibah Al-Rafiq’s resume. Drake motioned, Gunselman seconded, MPU on a Roll Call vote.
- 6.3. Request for Approval of July 2024 Early Head Start Change-In-Scope Pg. 13 (ACTION ITEM)
Williams states HS/EHS are reducing the EHS home visiting program. Williams mentions HS/EHS have a lot of children who qualify, but some families don’t really want our staff in their home. The action is to reduce enrollment without reducing budget. Williams states if they can decrease enrollment and keep their budget it will benefit salaries of HS staff. Brandon questions where funding comes from. Roberts states HS is funded separately from all other ATCAA programs and HS funds can only be used for HS initiatives. Brandon asks that he needs more information regarding this report. Smith clarifies that the Head Start’s budget could be reduced if the Action item isn’t approved. Campbell moved, Parker seconded, MPU on a Roll Call vote.
- 6.4. Request for Approval of 2025 Head Start/Early Head Start Continuation Grant Application (*Full Grant Application available for Review upon request*) Pg. 14 (ACTION ITEM)
Bors mentions the additional pages are for Board Members to look over on their own. Drake states it needs to reflect that it is revised by Marcia Williams, no longer Nancy Miner due to her leave. Roberts states the revisions will be done. Conn moved, Smith seconded, MPU on a Roll Call vote.
- 6.4.1. 2024-2025 Program Goals and Data Pg. 15
- 6.4.2. Fiscal Year 2025 Continuation Grant Budget Pg. 18
- 6.4.3. 2024-2025 Program Approach Pg. 19
- 6.4.4. 2024-2025 Selection Criteria for Head Start/Early Head Start Pg. 21
- 6.4.5. 2024-2025 Organization Chart Pg. 22
- 6.4.6. 2020-2025 Strategic Plan Pg. 23
- 6.4.7. 2024-2025 School Readiness Goals Pg. 31
- 6.4.8. 2024 Community Assessment Pg. 32
- 6.5. ATCAA Board Bylaws Change – Head Start Training Pg. 38 (ACTION ITEM)
Bors mentions the Policy Council approved the ATCAA Bylaws and highlights the concept of BOD Orientations regarding Head Start governance. Drake states there should be regular in-person training for new Board Members in addition to handing out a package, then to make it a practice. Bors agrees with the idea. Bors elaborates on an annual Shared Governance Meeting and their tasks to review any changes to the Impasse policy. Brandon moved, Bennett seconded, MPU on a Roll Call vote.
- 6.6. Shared Governance Meeting for February 2025 (*Verbal*)
Bors already spoke to this in item 6.5. Roberts and Bors agree to coordinate the meeting after the February Policy Council meeting.

7. COMMITTEE REPORTS:

- 7.1. Finance Committee: Verbal Report of Friday, August 09, 2024, meeting
- 7.1.1. Admin Budget 2024-2025 Approval Pg. 41 (ACTION ITEM)
(After reading financial reports, Gunselman goes back to the Admin Budget 2024-2025) The report is based on decisions that have already been made and is directed towards Contractual Admin Revenue. Bors states it compares from actual to date. There will be at least 27,000 more in revenue. Bennett states 10.2% is extremely low for an indirect cost. Guidici agrees and states it will be a project to increase so we can support our Admin. Bennett states 15% would be the average according to the Federal Government. Bors states he

is okay to increase Admin services. Bennett states she needs more time to discuss Admin costs with Bors separately. Conn moved. Pulskamp seconded. MPU on a Roll Call vote.

7.1.2. Banking Change Update (*Org Std. 8.7*) (*Verbal*)

From Gunselman, PNC Bank transfer is going well. Skipped Admin Budget for now.

7.1.3. Financial Reports (*Org Std. 8.7*)

7.1.3.1. Administrative Reports Pg. 43

Gunselman discussed the LOC report will be in the Narrative now. Admin budget is in good standing, but the accounting will adjust through August.

7.1.3.2. HS/EHS Reports Pg. 48

Gunselman highlights the volunteer hours are at an outstanding total.

7.1.3.3. Program Fiscal Reports Pg. 53

7.1.3.4. Agency Financial Reports Pg. 54

Gunselman mentions the eliminations of receivable and deferred revenue, and Guidici elaborates on the topic.

7.1.3.5. Fiscal Officer Narrative Pg. 57

Axe and Bors request a 10-minute break.

7.2. Executive Committee: Has not met.

7.3. Internal Affairs Committee: Verbal Report of August 07, 2024 meeting

7.4. Nominating Committee: Has not met.

7.5. Early/Head Start Policy Council: Verbal Report of August 02, 2024 meeting minutes Pg. 60

Roberts states that we went through everything needed in 6.5 and 6.6.

8. CSBG REPORT

8.1. Training of CSBG Coordinator (*Verbal*)

(Returned after a 10-minute break. Lynn Morgan, Antoinette Del Rio, and Denise Cloward exited the meeting at 12:30 P.M.) Campbell asks to skip forward on Bob White's program presentation report. Bors and Axe agree. Bors quickly mentions recent updates on the CSBG Coordinator and highlights Janessa Stone's competent learning so far. (White presents 11.2)

8.2. Board Member Orientation Package has been Updated Pg. 64

Bors mentions we will get the manual package out this next week.

8.3. Community Needs Assessment Kick-Off (*Verbal*)

Bors states the CNA will include self-evaluation questions for Board Members, employee surveys, and other entities including other departments and Head Start.

9. EXECUTIVE DIRECTOR REPORT:

9.1. Status of Open Key Personnel Positions (*Verbal*)

Bors mentions Williams taking over Miner's position and getting the position out into the public. Bors states ATCAA is lacking an Energy Director, which Bors has been covering until then. The candidate currently at the Food Bank is of interest for the role, as well as a few other candidates. The Food Bank Director is retiring, and a replacement new hire has accepted our offer and will start no later than the 26th of August. Drake asks if there's back-up candidates that can be cross-trained. Bors elaborates how it is difficult for employees to do their own job and cross-train for another position, adding on more outside tasks. The Board discusses having a back-up Executive Director. Bors explains that his backups really come from three different areas, the Fiscal Officer, CSBG Coordinator, and Program Directors. (Claire Gunselman exits meeting at 1:24 P.M.) (Andrea-Victoria Lisbon exits at 1:28 P.M.)

10. INFORMATIONAL:

- 10.1. Head Start Monthly Statistical Report for Month of June, 2024 Pg. 65 *(Verbal)*
- 10.2. Office of Head Start Information Memorandum Fiscal Year 2025 Monitoring Process for Head Start and Early Head Start Recipients (ACF-OHS-IM-24-02) Pg. 66
- 10.3. CDE Management Bulletin 24-04 on Timely Payments for Family Childcare Providers Pg. 69
- 10.4. CDE Management Bulletin 24-05 on Revised State Median Income (SMI) Ceilings and Income Ranking Table for Fiscal Year (FY) 2024-25 Pg. 72
- 10.5. CDE Management Bulletin 24-06 on Assessment and Reporting of Family Fees for Fiscal Year 2024-25 Pg. 76

11. PROGRAM PRESENTATIONS/UPDATES: (Org Std. 5.9)

- 11.1. Housing, Denise Cloward *(Verbal Report)* Pg. 85
(Bors takes the topic due to Cloward needing to exit the meeting) ATCAA housing budgets are getting competitive and putting ATCAA services at risk, according to Bors. Campbell shares that it's not only ATCAA, but Bors comments that some of our services are at a point of crisis including operating our shelters. Axe requests that additional information be given to him soon so he can address our need at a future meeting.
- 11.2. Prevention, Robert White *(Verbal Report)* Pg. 87
White states he updated the Yes Partnership Bylaws and asks if there was anyone who would like to participate in mental health training. Puskamp asks if this training is specific to Tuolumne county, and if so, why not Amador county? Smith mentions that Calaveras and Amador do have these trainings, just not through ATCAA. White concluded Prevention is exceeding expectations. (Bors moved back to 8.2)
- 11.3. Early Childhood Services, Nancy Miner *(Slide Only)* Pg. 89
- 11.4. Communications, Kristy Moore *(Slide Only)* Pg. 91
- 11.5. Energy Department, Joe Bors for Ruth Brickner *(Slide Only)* Pg. 93
- 11.6. Food Bank, Lynne Ayers *(Slide Only)* Pg. 95
- 11.7. Lifeline, Marie Mennell *(Slide Only)* Pg. 97
- 11.8. Family Services, Pat Porto *(Slide Only)* Pg. 98
- 11.9. Tax, Karen Foreman *(Slide Only)* Pg. 100
- 11.10. Human Resources, Cheri Cunningham *(Slide Only)* Pg. 101

12. FUTURE BOARD MEETING:

- 12.1. Friday, October 11, 2024, at the ATCAA Jackson and Sonora Service Center

14. ADJOURNMENT: 1:30 P.M.

LATE AGENDA MATERIAL: Late agenda material can be inspected at the ATCAA Jackson Service Center 10590. State Hwy. 88 Jackson, CA and the ATCAA Sonora Service Center 427 N. State Hwy. 49 Sonora, CA.

SPECIAL NEEDS: Persons who need auxiliary aids or services are requested to call our Sonora Service Center at 209-533-1397 or our Jackson Service Center at 209-223-1485 during business hours at least 48 hours before the meeting so appropriate arrangements may be made.

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

RESOLUTION NO: 2024-01

A RESOLUTION APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2023-2024 FUNDING YEAR OF THE STATE ESG PROGRAM, BALANCE OF STATE ALLOCATION NOFA.

AUTHORIZING RESOLUTION

SIGNATORY AUTHORITY FOR EXECUTIVE DIRECTOR TO SIGN CHILD DEVELOPMENT CONTRACT DOCUMENTS. CSPP CONTRACT VENDOR NUMBER 2400

Amador Tuolumne Community Action Agency, (ATCAA)

A quorum of the Board of Directors of Amador-Tuolumne Community Action Agency (ATCAA), a California Joint Powers Agreement Agency that has been created for the purpose of implementing the Economic Opportunity Act of 1965 in Amador and Tuolumne counties, hereby consent to, adopt and ratify the following resolution:

WHEREAS Joseph Bors is the Executive Director of ATCAA.

WHEREAS the Governing Board of Amador-Tuolumne Community Action Agency routinely authorizes Joseph Bors, Executive Director, to enter into contracts on their behalf.

BE IT RESOLVED THAT:

This resolution is adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing childcare and development services and to authorize the designated personnel to sign contract documents.

Further, the Governing Board authorizes the Executive Director, Joseph Bors, to enter into local agreement and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

PASSED AND ADOPTED *11th day of October, 2024*, by the Governing Board of Amador-Tuolumne Community Action Agency. I, Janessa Stone, of Amador County, in the State of California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

PASSED AND ADOPTED at a regular meeting of the Amador Tuolumne Community Action Agency (ATCAA) this *11th day of October, 2024* by the following vote:

AYES: _____ **ABSTENTIONS:** _____

NAYS: _____ **ABSENT:** _____

Signature of Approving Officer
Frank Axe, Board Chair

Signature of Approving Officer
Joni Drake, Board Vice-Chair

ATTEST: _____
Janessa Stone, Board Secretary

AUTHORIZED SIGNATURE

Joseph Bors, Executive Director, ATCAA

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

RESOLUTION NO. 2024-02

A RESOLUTION APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2023-2024 FUNDING YEAR OF THE STATE ESG PROGRAM, BALANCE OF STATE ALLOCATION NOFA.

AUTHORIZING RESOLUTION EMERGENCY SOLUTIONS GRANT – COMPETITIVE EMERGENCY SHELTER (I.E. 23-ESG-18030)

Amador-Tuolumne Community Action Agency (ATCAA)

A quorum of the Board of Directors of Amador-Tuolumne Community Action Agency (ATCAA), a California Joint Powers Agreement Agency that has been created for the purpose of implementing the Economic Opportunity Act of 1965 in Amador and Tuolumne counties, hereby consent to, adopt and ratify the following resolution:

WHEREAS the State of California (the "State"), Department of Housing and Community Development ("Department") issued An Updated Resolution with correct wording in order to approve the Standard Agreement; and whereas;

SECTION 1:

Applicant is an approved Applicant by their Continuum of Care under the Balance of State Allocation and is hereby authorized and directed to receive an ESG grant, in an amount not to exceed \$200,000.00 in accordance with all applicable rules and laws.

SECTION 2:

The Department may approve funding allocations for the ESG Program, subject to the terms and conditions of the NOFA, Program regulations, and the Standard Agreement. The Applicant acknowledges compliance with all state and federal public participation requirements in the development of its application(s).

SECTION 3:

If applicant receives a grant of ESG funds from the Department pursuant to the above referenced ESG NOFA, it represents and certifies that it will use all such funds in a manner consistent and in compliance with all applicable state and federal statutes, rules, regulations, and laws, including without limitation all rules and laws regarding the ESG Program, as well as any and all other contracts Applicant may have with the Department.

SECTION 4:

The Applicant hereby authorizes and directs Joseph Bors, Executive Director or Bruce Giudici, Fiscal Officer, to execute and deliver all applications and act on the Applicant's behalf in all matters pertaining to all such applications.

SECTION 5:

If an application is approved, Joseph Bors, Executive Director or Bruce Giudici, Fiscal Officer, is authorized to enter into, execute and deliver the grant agreement (i.e., Standard Agreement) and any and all subsequent amendments thereto with the State of California for the purposes of the grant.

SECTION 6:

If an application is approved, the Joseph Bors, Executive Director or Bruce Giudici, Fiscal Officer, is authorized to sign and submit Funds Requests and all required reporting forms and other documentation as may be required by the State of California from time to time in connection with the grant.

PASSED AND ADOPTED at a regular meeting of the **Board of Directors of Amador-Tuolumne Community Action Agency** held on *October 11th, 2024* by the following vote:

AYES: [] **NOES:** [] **ABSENT:** [] **ABSTAIN:** []

Signature of Approving Officer
Frank Axe, Board Chairperson for

RESOLUTION ATTESTATION OF Amador-Tuolumne Community Action Agency

I, Janessa Stone, am the Board of Directors Secretary of Amador-Tuolumne Community Action Agency, a public not-for-profit, California Joint Powers Agreement Agency, (the "Agency"), and as such, am familiar with the facts herein and do hereby certify as follows:

1. That the Agency is a not-for-profit public agency, duly formed, validly existing and duly qualified to transact business in the State of California, with full power and authority to enter into agreements with the Department of Housing and Community Development ("Department").

Janessa Stone, Board Secretary

Date: _____

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

RESOLUTION NO. 2024-03

A RESOLUTION APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2023-2024 FUNDING YEAR OF THE STATE ESG PROGRAM, BALANCE OF STATE ALLOCATION NOFA.

AUTHORIZING RESOLUTION EMERGENCY SOLUTIONS GRANT – NON-COMPETITIVE RAPID REHOUSING (I.E. 23-ESG-18060)

Amador-Tuolumne Community Action Agency (ATCAA)

A quorum of the Board of Directors of Amador-Tuolumne Community Action Agency (ATCAA), a California Joint Powers Agreement Agency that has been created for the purpose of implementing the Economic Opportunity Act of 1965 in Amador and Tuolumne counties, hereby consent to, adopt and ratify the following resolution:

WHEREAS the State of California (the "State"), Department of Housing and Community Development ("Department") issued a Notice of Funding Availability ("NOFA") for the **Balance of State Allocation** dated July 28th, 2023 under the Emergency Solutions Grants (ESG) Program (Program, or ESG Program); and whereas;

SECTION 1:

Applicant is an approved Applicant by their Continuum of Care under the Balance of State Allocation and is hereby authorized and directed to receive an ESG grant, in an amount not to exceed \$78,390.00 in accordance with all applicable rules and laws.

SECTION 2:

The Department may approve funding allocations for the ESG Program, subject to the terms and conditions of the NOFA, Program regulations, and the Standard Agreement. The Applicant acknowledges compliance with all state and federal public participation requirements in the development of its application(s).

SECTION 3:

If applicant receives a grant of ESG funds from the Department pursuant to the above referenced ESG NOFA, it represents and certifies that it will use all such funds in a manner consistent and in compliance with all applicable state and federal statutes, rules, regulations, and laws, including without limitation all rules and laws regarding the ESG Program, as well as any and all other contracts Applicant may have with the Department.

SECTION 4:

The Applicant hereby authorizes and directs Joseph Bors, Executive Director or Bruce Giudici, Fiscal Officer, to execute and deliver all applications and act on the Applicant's behalf in all matters pertaining to all such applications.

SECTION 5:

If an application is approved, Joseph Bors, Executive Director or Bruce Giudici, Fiscal Officer. Is authorized to enter into, execute and deliver the grant agreement (i.e., Standard Agreement) and any and all subsequent amendments thereto with the State of California for the purposes of the grant.

SECTION 6:

If an application is approved, the Joseph Bors, Executive Director or Bruce Giudici, Fiscal Officer, is authorized to sign and submit Funds Requests and all required reporting forms and other documentation as may be required by the State of California from time to time in connection with the grant.

PASSED AND ADOPTED at a regular meeting of the **Board of Directors of Amador-Tuolumne Community Action Agency** held on *October 11th, 2024* by the following vote:

AYES: [] **NOES:** [] **ABSENT:** [] **ABSTAIN:** []

Signature of Approving Officer
Frank Axe, Board Chairperson for

RESOLUTION ATTESTATION OF Amador-Tuolumne Community Action Agency

I, Janessa Stone, am the Board of Directors Secretary of Amador-Tuolumne Community Action Agency, a public not-for-profit, California Joint Powers Agreement Agency, (the "Agency"), and as such, am familiar with the facts herein and do hereby certify as follows:

1. That the Agency is a not-for-profit public agency, duly formed, validly existing and duly qualified to transact business in the State of California, with full power and authority to enter into agreements with the Department of Housing and Community Development ("Department").

Janessa Stone, Board Secretary

Date: _____

Mark Smith

100 Spanish St
Sutter Creek, CA 95685
(559) 967-7067
mark80smith@gmail.com

August 20, 2024

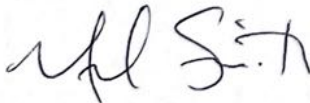
To Janessa Stone, ATCAA Board Secretary,

I am writing to officially resign as a member of the ATCAA board of directors. I have been considering whether or not I can continue to give the attention needed for this position and have discerned that I cannot. It would be best that I step down at this time.

I would like to express my sincere thankfulness for the opportunity to serve on the board with so many esteemed members of the Amador/Tuolumne Community. Even in my short tenure, it's been a good experience. I am proud to say that for a time, I was part of an organization that makes such a positive impact for so many people.

I wish the entire board, and all those who are part of ATCAA nothing but the best in the future. I know that our community is a better place because of the work you do.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Smith". The signature is written in a cursive, somewhat stylized font.

September 30, 2024

To: Joe Bors, ATCAA Executive Director

I Carol Rush hereby resign my position as ATCAA Board Member effectively September 30, 2024.

A handwritten signature in black ink, appearing to read 'Carol Rush', with a long horizontal flourish extending to the right.

Carol Rush



AMADOR TUOLUMNE COMMUNITY ACTION AGENCY PERSONNEL POLICIES

5.3 Travel – 2nd DRAFT

(Board xx/xx/xx, PC – 08/02/24, Effective – xx/xx/xx)

General Guidelines

All travel and per diem expenses will be paid at current rates established by the ATCAA Board of Directors consistent with procedures established by the Executive Director and with California State travel policies.

It is the employee's responsibility to review the reimbursement maximums for lodging, meal, and incidental expenses by going to:

https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results/?action=perdiems_report&state=CA&fiscal_year=2023&zip=&city=

All meal per diems include tax and tip.

The term "incidentals" includes fees and tips given to porters, baggage carriers, hotel staff, and staff on ships. No other items may be claimed as incidentals.

Employees will not receive reimbursement for purchasing alcoholic beverages while conducting ATCAA business.

If you are traveling to a conference and any meals are provided during the conference, you may not claim that meal as a per diem cost.

Employees may request advance funding for daily and extended travel. All travel advance requests must be submitted to the Accounts Payable Department a minimum of fifteen (15) days prior to the expected travel date in order to assure advance funding.

Employees will submit their requests for daily and extended travel per diem, within 30 days of the travel, to their immediate supervisor for verification and approval of the reimbursement.

Use of Private Vehicles

Personal vehicles are not covered under ATCAA's liability insurance. Employees using personal vehicles for daily or extended travel will carry at least the minimum auto liability insurance required by California state law and will have a valid California Driver's License before being authorized use of their own vehicle for Agency business or being reimbursed travel expenses.

Mileage expense for an employee who uses his or her own car will be reimbursed at the current rate per mile for each mile driven on authorized agency related business. For purposes of computing allowable mileage reimbursement, the employee's assigned work site will be considered to be the point of departure and return.



AMADOR TUOLUMNE COMMUNITY ACTION AGENCY PERSONNEL POLICIES

Daily Travel (Less than 24 hours)

When the employee is traveling on authorized agency business for part of a day (less than 24 hours), they will receive per diem for meals and incidentals based on the following general guidelines:

- When en route or at the destination at 7:00 a.m., or earlier, the employee will be receive per diem for breakfast.
- When en route or at the destination at 12:00 noon, the employee will be receive per diem for lunch.
- When en route or at the destination at 6:00 p.m., or later, the employee will be receive per diem for dinner.

Extended Travel (Overnight)

Employees will receive per diem during extended travel only when traveling out of the agency's operational jurisdiction on prior authorized agency related business.

Employees will receive a per diem set allowance that will cover all applicable meals and incidental costs incurred while on ATCAA business. For example, for overnight travel to Sacramento, the total per diem amount would be \$69 (breakfast = \$16, lunch = \$17, dinner = \$31, incidentals = \$5) and includes tipping wait staff. Anything spent over \$69 would be at the employee's expense.

On the first and last day of extended travel, employees are only eligible for 75 percent of the total per diem. For your convenience, the per diem website listed at the beginning of this policy has a table showing the calculated amount for the "First and Last Day of Travel."

All **out-of-state** travel must be preauthorized at least fifteen (15) days in advance by the Executive Director or Fiscal Officer. All other out-of-area employee travel will have the supervisor and Program Director's authorization prior to the travel occurring.

Lodging

Coordinate lodging reservations with Accounts Payable a minimum of fifteen (15) days prior to the expected travel date in order to assure advance funding.

When employees are required to obtain lodging due to ATCAA business, reimbursement will be for actual receipted lodging plus applicable mandatory taxes and fees, in accordance with policy and the published lodging maximums. Employees shall only use commercial lodging establishments such as hotels, motels, bed and breakfast inns, public campgrounds, or short-term rentals (such as Airbnb) that cater to the general public. Lodging will not be reimbursed without a valid receipt.

Reimbursement of lodging expenses in excess of specified amounts due to geographical area or time of year, excluding taxes, requires advance written approval from the Executive Director and may not exceed more than 300% of the applicable maximum per diem rate.



AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY

ACCOUNTING STANDARDS AND POLICIES

10/11/2024 update

6.1 TITLE TO EQUIPMENT

Subject to the obligations and conditions contained in this policy, title to equipment acquired under a grant will vest upon acquisition in ATCAA.

6.2 USE OF EQUIPMENT

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by federal funds.

Equipment acquired under federal funds may not be encumbered without prior approval of the federal funding source.

When no longer needed for the original program or project, the equipment may be used in other activities currently or previously supported by a federal agency, in the following order of priority:

- activities under a federal award from the same federal funding source which funded the original program or project, then
- activities under federal awards from other federal awarding agencies.

During the time that equipment is used on the project or program for which it was acquired, the equipment must also be made available for use on other projects or programs currently or previously supported by the federal government, provided such use will not interfere with the work on the project or program for which it was originally acquired, in the following order of priority:

- first preference for other use shall be given to other programs or projects supported by the federal awarding agency that financed the equipment;
- second preference must be given to program or projects under federal awards from other federal awarding agencies, then
- use for non-federally funded programs or projects is also permissible.

User fees should be considered if appropriate.

Equipment acquired with grant funds may not be used to provide services for a fee that is less than private companies charge for equivalent services, unless specifically authorized by federal statute for as long as the federal government retains an interest in the equipment.

When acquiring replacement equipment, ATCAA may use the equipment to be replaced as a trade-in or may sell the equipment and use the proceeds to offset the cost of the replacement equipment, subject to the approval of the awarding agency.

6.3 MANAGEMENT REQUIREMENTS

Property records must be maintained that includes a description of the property, a serial number or other identification number, the source of funding for the property, who holds title, the acquisition date, the cost of the property, the percentage of federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition date including the date of disposal and sale price of the property.

A physical inventory of the property must be taken, and the results reconciled with the property records at least once every two years.

The following control system has been developed to ensure adequate safeguards to prevent loss, damage, or theft of the property.

- Monitoring of equipment is the responsibility of ATCAA's Fiscal Officer and the Head Start Program Director (or designee) or appropriate other Program Director.
- The equipment will be inventoried and updated as needed in the electronic system by the Head Start (or other appropriate) Program Assistant, IT, and the Accounts Payable Coordinator.
- The electronic system will be updated as needed.
- The data included in the electronic system will be reviewed annually by the ATCAA's Fiscal Officer and the Head Start Program Director (or designee) or appropriate other Program Director.
- The electronic system for tracking inventory will comply with fiscal regulation 45 CFR Part 75.320.

Any loss, damage or theft shall be investigated.

Adequate maintenance procedures has been developed to keep the property in good condition.

6.4 DISPOSITION OF EQUIPMENT

If ATCAA is authorized or required to sell equipment, proper sales procedures will be used to ensure the highest possible return.

When acquiring replacement equipment, ATCAA may use the equipment to be replaced as a trade-in or may sell the equipment and use the proceeds to offset the cost of the replacement equipment, subject to the approval of the awarding agency.

When equipment acquired under a grant is no longer needed for the original project or program or for other activities currently or previously supported by a federal agency, ATCAA must request disposition instructions from the federal awarding agency if required by the terms and conditions of the federal award.

Disposition of the equipment will be made as follows in accordance with federal awarding agency disposition instructions:

- equipment with a current per-unit fair market value of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation to the awarding agency;
- if the federal awarding agency fails to provide requested disposition instructions within 120 days, equipment with a current per-unit fair market value in excess of \$5,000 may be retained or sold; the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's percentage of participation in the cost of the original purchase, or
- equipment with a current per-unit fair market value in excess of \$50,000 must have ATCAA Board approval prior to disposition.

The Executive Director or the Fiscal Officer will have approval authority for disposing of program equipment. The request must be submitted in writing to the approval authority. Once approved, the program will determine where and how the equipment will be disposed of. The disposal process will require the signed approval to be sent to the Accounts Payable Assistant, who will then record the disposal of the equipment in order to remove the item from ATCAA's book of fixed assets. Please see section 10.10 for fixed asset procurement and record keeping.

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

Fiscal Officer Signing Bonus: Amador Tuolumne Community Action Agency (ATCAA) agrees to pay _____ a signing bonus in the amount equal to \$5,000 following six (6) months from the start date of your employment. A second signing bonus in the amount equal to \$5,000 will be paid following a successful end of introductory period (12 months of employment). A final signing bonus in the amount equal to \$10,000 will be paid following 24 months of employment. All signing bonuses will be payable upon ATCAA’s first regular payroll date after each criterion above is met and subject to all applicable tax reporting and withholding requirements.

Notwithstanding the foregoing, you acknowledge and agree that if you voluntarily resign or ATCAA terminates your employment for cause before the end of this agreement, you will be obligated to repay to ATCAA 100% of all signing bonuses received. Repayment must be made within 30 days of such termination event and there will be no reduction for any taxes withheld by ATCAA when any of the signing bonus payments were made to you.

For purposes of this Agreement, cause means:
Your willful and continued failure to perform substantially your duties with ATCAA.
Your willful engagement in illegal conduct or gross misconduct.

No provision of this Agreement may be modified, altered or amended, except by collective agreement between ATCAA and you in writing.

By signing below, you accept the terms of this Agreement; and you authorize ATCAA to immediately offset against and reduce any amounts otherwise due to you for any amounts due to ATCAA in respect of your obligation to repay the signing bonus under this agreement.

FISCAL OFFICER

FOR THE AGENCY

Signature Date

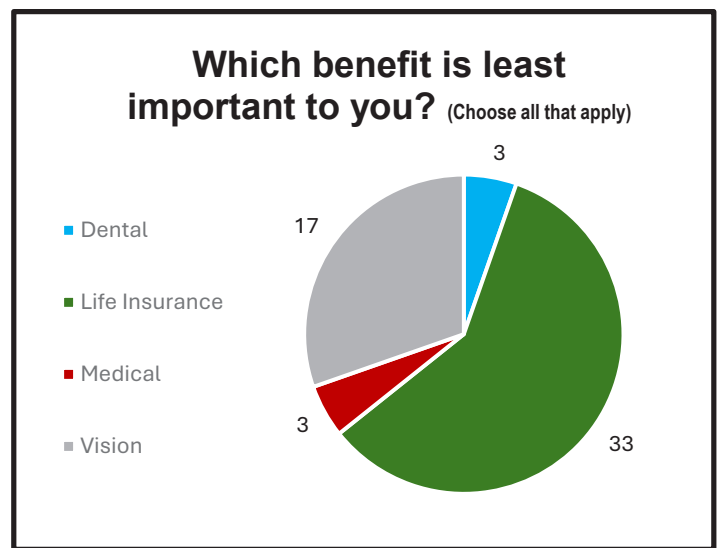
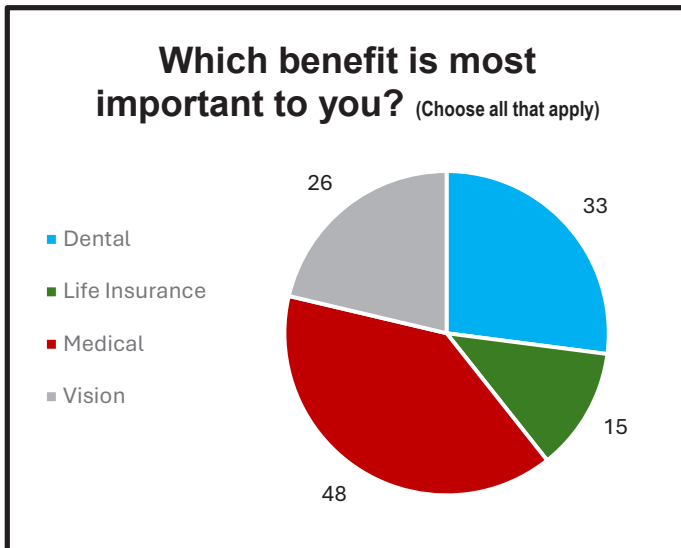
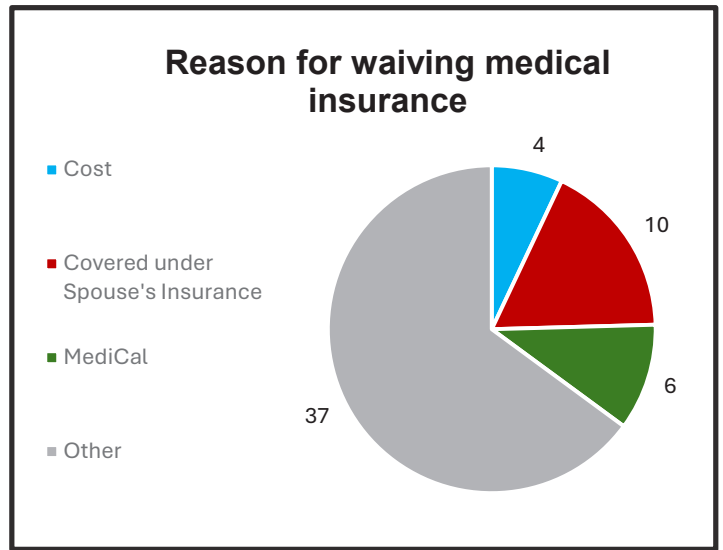
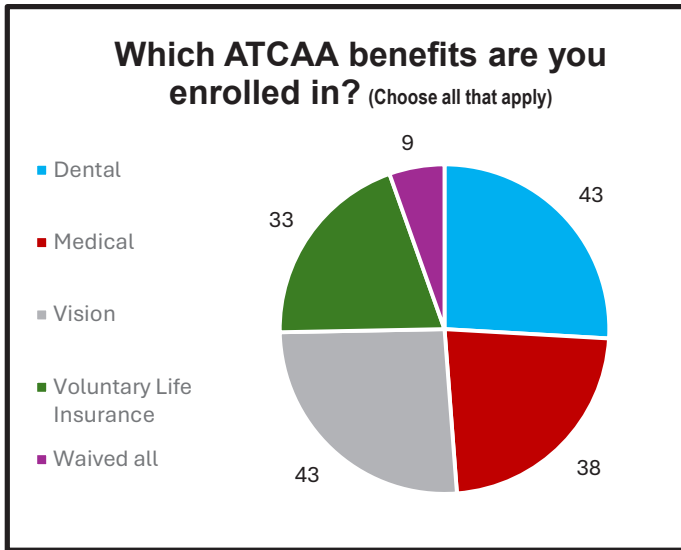
Signature Date

(Printed Name and Title)

Joseph Bors, Executive Director
(Printed Name and Title)

ATCAA 2024 Health Benefits Survey

(57 Respondents)



ATCAA 2024 Health Benefits Survey

How satisfied are you with....	Very Satisfied	Satisfied	Neutral	Unsatisfied	N/A	# of Responses	% Very Satisfied/ Satisfied	% Unsatisfied
Customer Service	11	11	17	3	15	57	39%	5%
Rx	8	16	10	2	21	57	42%	4%
Provider Network	9	15	18	1	14	57	42%	2%
Website	9	15	15	4	14	57	42%	7%
Claim Processing	6	15	18	4	14	57	37%	7%
Cost of Premium	7	18	13	6	13	57	44%	11%
Deductibles	7	10	17	9	14	57	30%	16%
Non-Stop Prepaid VISA	17	8	12	3	17	57	44%	5%
Understanding of Plans	6	21	16	1	13	57	47%	2%
Overall Satisfaction	9	15	13	6	14	57	42%	11%

What changes would you like to see happen with the benefits ATCAA provides?

1. Not sure I really like the Visa card concept.
2. HSA card,
3. If the Visa could be used for both dental and medical that would be amazing
4. More Mental health service options-Free mental health apps
5. Lower deductible, lower cost, wider network of doctors and dentist available nearby.
6. Cant really say as I dont receive any of the benefits ATCAA provides.
7. I really just want the return of my HSA card--I still have it with a lot of monies on it but a use for everthing card cannot be beat!
8. Open enrollment starting in Oct/Nov
9. Would be even better if we had VISA card for dental too

Any other comments you would like to make?

1. No
2. Bring back HMO. Unsatisfied are out of frustration for non-stop health. United Health is OK except no dentists or eye doctors in plan arehere.
3. none
4. N/A
5. Keep up the amazing work ladies
6. N/A
7. No
8. does not seem like very good coverage for this area.
9. I may have been spoiled before but my previous employer covered the employees premium at 100% and dependents at 85% and with the blue shield plan co-pays were only \$20 for a dr visit. Now I'm paying \$120 a month just for me and it's \$470 for a dr visit
10. Thank you.
11. none
12. a health care should be just that, and allow for Dental payments and vision along with health store items not just pharmacy perscriptions
13. None
14. It would be great to have a one stop shop for all our benefit information for staff- like we did with USI, having an app that has all of your health benefit info- policy #, contact info, etc. Having a webinar prior to staff enrolling, explaining benefits and options available.
15. I like the nonstop card.
16. However the new Nonstop prepaid Visa would be a grand life saver for the deductible should I have a medical emergency, so that should not be discounted as bad.
17. A easier click through process.

Amador-Tuolumne Community Action Agency

Activity in Local Agency Investment Fund (LAIF) FOR July 1, 2024 – September 30, 2024

Beginning Balance 7/1/2024 296,076.79

Draws

Interest

Deposits

Ending Balance as of 9/30/24 296,076.79

Per Board Direction, LAIF will contain:

100% of the Committed Fund Balance	\$100,000	(For Contingencies and Future Development)
75% of the prior fiscal year Accrued Leave Payable balance	\$191,733	
	x 75%	

	\$143,800	

	\$243,800	

A portion of these funds may be used to assist with cash flow needs only to cover allowable expenses included in grants and contracts awaiting reimbursement. In no event will the balance be less than:

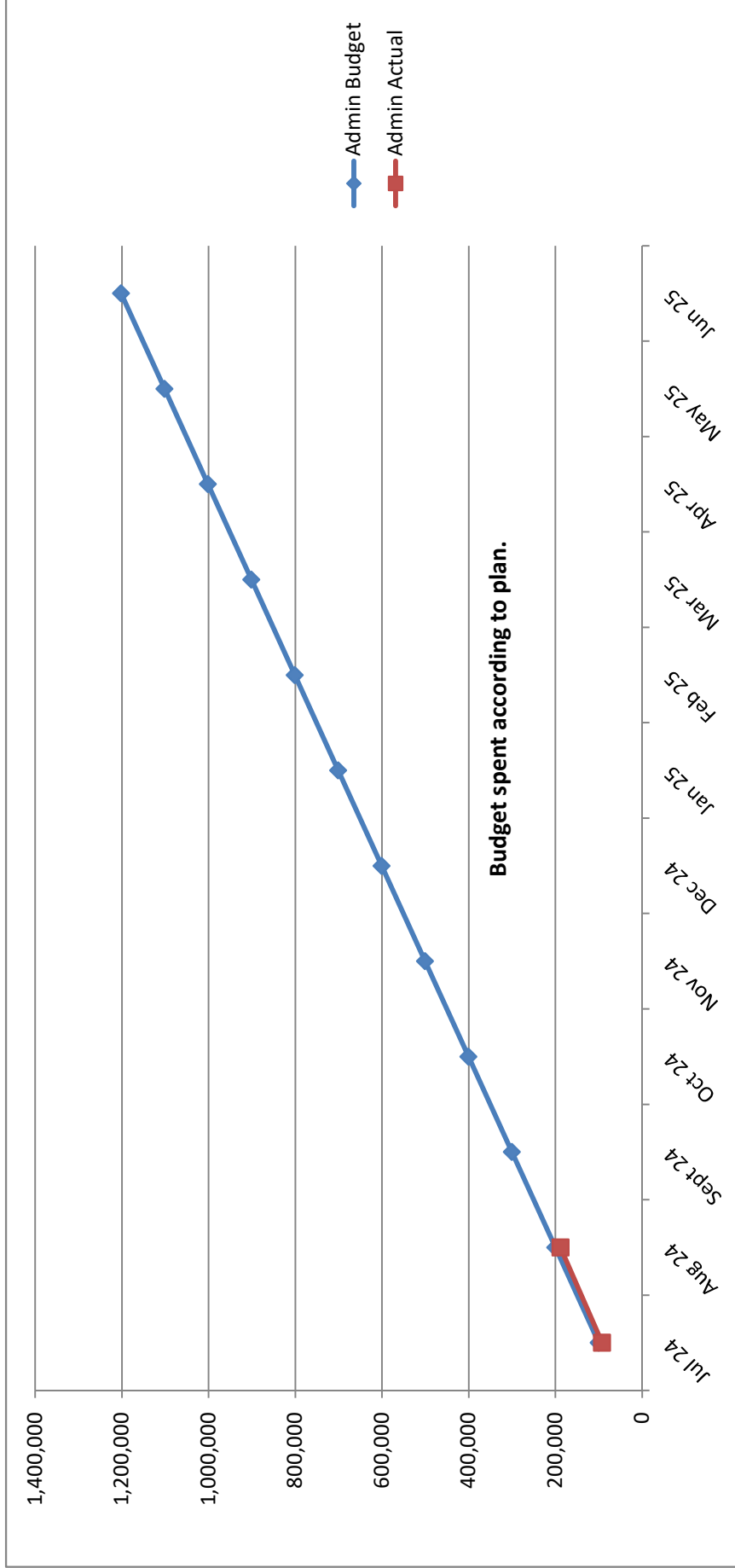
100% of the Committed Fund Balance	\$100,000	(For Contingencies and Future Development)
50% of the prior fiscal year Accrued Leave Payable balance	\$191,733	
	x 50%	

	\$95,866	

	\$195,866	

The Fiscal Officer may approve withdrawals of funds for outstanding Accounts Receivables. Documentation will be kept for the administrative file. The Board Chair, Board Secretary-Treasurer, and the Executive Director will be notified by email within 5 working days of all activity in the LAIF account. (Calculated minimum balance reflects FYE 2024 Accrued Leave Payable balance)

Administrative Budget to Actual: July 2024 - August 2025



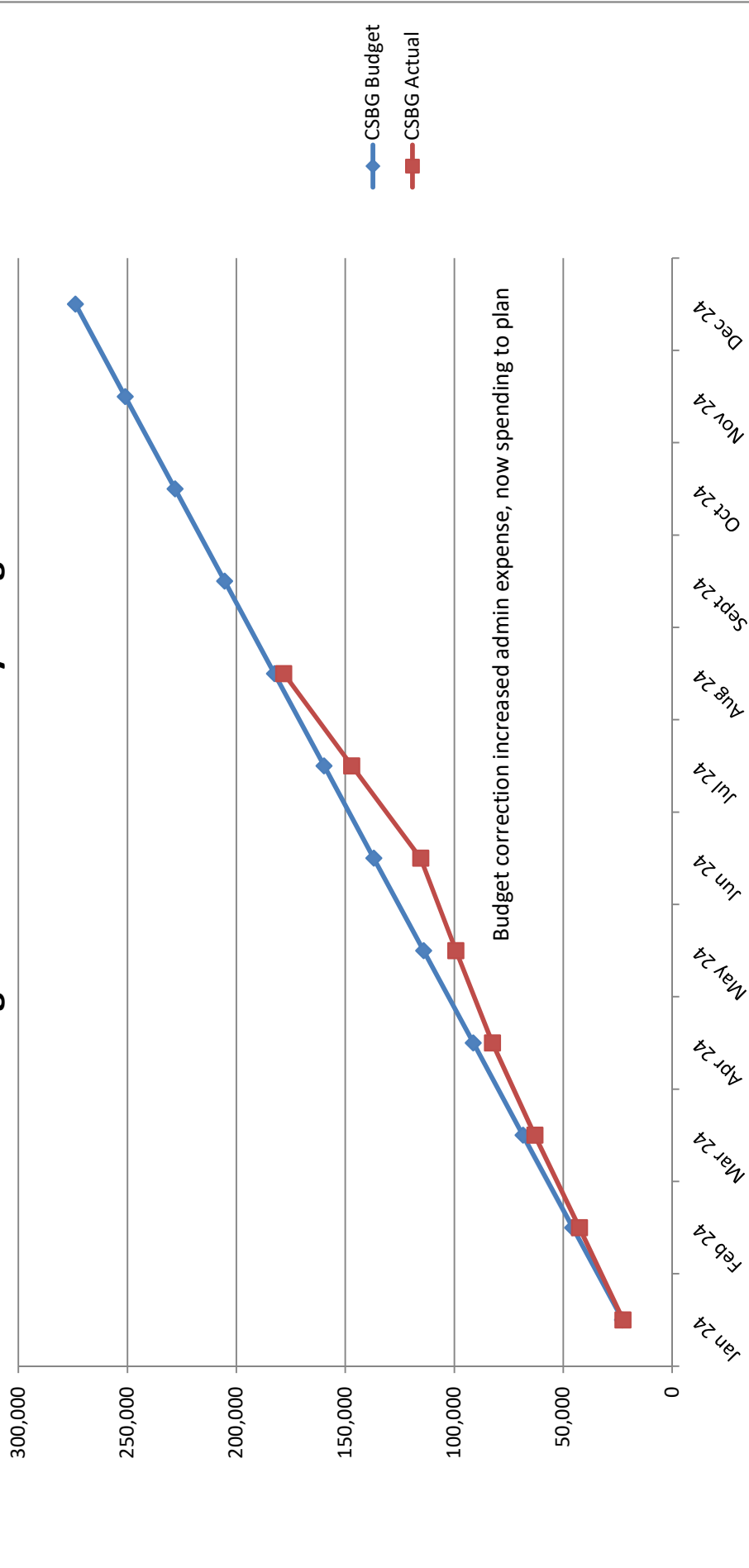
91471 - 7/24-6/25 Admin Bdg

	Jul 24	Aug 24	Sept 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25
Admin Budget	100,148	200,297	300,445	400,593	500,742	600,890	701,038	801,187	901,335	1,001,483	1,101,632	1,201,780
Admin Actual	92,638	188,494										

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY
Administrative Budget to Actual Report: July 2024-August 2024

		24-25 Budget Funds 91471 & 91481	July - August 2024 Unaudited	% of Budget Received	Amount of Budget Remaining
REVENUE				17%	
Amador & Tuolumne Counties	4016	\$49,000	\$8,166	17%	\$40,834
Carryover Revenue		0	\$0		\$0
Contractual Admin. Revenues:					
2024 CSBG (Jul 24-Dec24)		78,000	\$26,000	33%	\$52,000
2025 CSBG (Jan25-Jun25)		78,000	\$0	0%	\$78,000
Contractual Admin. Revenue	4060	996,780	\$106,323.14	11%	\$890,457
Total Cash Revenue		\$1,201,780	\$140,489	12%	\$1,061,291
DIRECT EXPENSE				% of Budget Spent	
Total Salaries & Wages		\$629,250	\$108,562	17%	\$520,688
Total Fringe Benefits		\$224,712	\$36,642	16%	\$188,070
Total Personnel Expense		\$853,962	\$145,204	17%	\$708,758
Non-Personnel Expense					
Total Travel (Out-of-Area)		\$425	\$0	0%	\$425
Total Supplies		\$14,420	\$2,456	17%	\$11,964
Total Contractual		\$200,873	\$19,993	10%	\$180,879
Total Other (Equipment Expense)		\$8,574	\$2,417	28%	\$6,157
Total Other (General Personnel Costs)		\$6,244	\$1,016	16%	\$5,227
Total Other (General Operating Costs)		\$39,002	\$4,599	12%	\$34,404
Total Other (Space/Occupancy Costs)		\$67,927	\$10,870	16%	\$57,057
Total Non-personnel Expense		\$337,464	\$41,351	12%	\$296,113
TOTAL DIRECT EXPENSE		\$1,191,427	\$186,556	16%	\$1,004,871
BOARD OF DIRECTORS EXPENSE					
Non-Personnel Expense					
Total Supplies		\$21	\$0	0%	\$21
Total Other (General Personnel)		\$213	\$0	0%	\$213
Total Other (General Operating)		\$10,119	\$1,939	19%	\$8,181
TOTAL BOARD OF DIRECTORS EXPENSE		\$10,354	\$1,939	19%	\$8,415
TOTAL ADMIN EXPENSE		\$1,201,780	\$188,494	16%	\$1,013,286
			July - August 2024 Unaudited		Variance to Budget
Revenue Over/Under Expenditures					
Total Revenue		\$1,201,780	\$140,489		-\$1,061,291
Less Total Expenditures		-\$1,201,780	-\$188,494		-\$1,013,286
Current Year Revenue Over/Under Expenditures		\$0	-\$48,005		-\$48,005
Carryover From Prior Years		\$318,186	\$254,015.61	\$0	
Year End Revenue Over/Under Expenditures		\$318,186	\$206,011	\$206,011	
Unaudited prior year net result					-64,170

CSBG Budget to Actual: January - August 2024



	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24
CSBG Budget	22,817	45,633	68,450	91,267	114,083	136,900	159,717	182,533	205,350	228,167	250,983	273,800
CSBG Actual	22,547	42,597	62,994	82,514	99,270	115,389	147,056	178,254				



HEAD START BUDGET AND EXPENDITURE REPORT - 2024

8131.1

Period Covering: 01-01-2024 through 08-31-2024

<i>Budget Category</i>	<i>T&TA Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>
Training & Technical Assistance	\$21,860	\$17,989	\$3,871	33%	18%
<i>Budget Category</i>	<i>Program Operations Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>
Personnel	\$1,309,468	\$775,095	\$534,373	33%	41%
Fringe Benefits	567,969	298,247	269,722	33%	47%
Travel	3,861	32	3,829	33%	99%
Equipment	120,000	0	120,000	33%	100%
Supplies	94,740	20,120	74,620	33%	79%
Contractual	29,751	13,740	16,011	33%	54%
Other	234,113	173,634	60,479	33%	26%
Total Direct Charges	\$2,359,902	\$1,280,869	\$1,079,033	33%	46%
Encumbered		0			
Indirect Charges	279,844	130,431	149,413	42%	53%
Total	\$2,639,746	\$1,411,300	\$1,228,446	42%	47%
Total to be charged from CACFP			\$1,228,446		
Total to be charged from CSPP		\$0	\$1,228,446		
Total Including Other Revenue	\$2,639,846	\$1,411,300	\$1,228,546	33%	47%



EARLY HEAD START BUDGET AND EXPENDITURE REPORT - 2024

8131.2

Period Covering: 01-01-2024 through 08-31-2024

<i>Budget Category</i>	<i>T&TA Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>
Training & Technical Assistance	\$31,634	\$31,849	-\$215	33%	-1%
<i>Budget Category</i>	<i>Program Operations Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>
Personnel	\$835,694	\$626,370	\$209,324	33%	25%
Fringe Benefits	422,612	273,198	149,414	33%	35%
Travel	1,000	0	1,000	33%	100%
Equipment	70,000	0	70,000	33%	100%
Supplies	74,582	29,067	45,515	33%	61%
Contractual	25,565	17,482	8,083	33%	32%
Other	167,248	111,035	56,213	33%	34%
Total Direct Charges	\$1,596,701	\$1,057,152	\$539,549	33%	34%
Encumbered		0			
Indirect Charges	167,766	107,360	60,406	33%	36%
Total	\$1,764,467	\$1,164,512	\$599,955	33%	34%
Total to be charged from CACFP		\$0	\$599,955		

Total Including Other Revenue	\$1,764,876	\$1,164,512	\$600,364	33%	34%
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Child and Adult Care Food Program BUDGET AND EXPENDITURE REPORT - 2023/2024
8227.1 & 8227.2

Period Covering: 10-01-2023 through 08-31-2024

<i>Budget Category</i>	<i>Program Operations Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>
Personnel	\$22,000	\$22,057	-\$57	8%	0%
Fringe Benefits	10,000	10,001	-1	8%	0%
Food	85,647	80,415	5,232	8%	6%
Total Direct Charges	\$117,647	\$112,472	\$5,175	8%	4%
Indirect Charges	12,353	11,738	615	8%	5%
Total Charged	\$130,000	\$124,211	\$5,789	8%	4%
Total To Be Charged to HS/EHS					
Adjusted Total	\$130,000	\$124,211	\$5,789	8%	4%



CA STATE PRESCHOOL PROGRAM BUDGET AND EXPENDITURE REPORT
8295.1

Period Covering: 07-01-2024 through 08-31-2024

<i>Budget Category</i>	<i>Program Operations Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>
Personnel	\$447,473	\$20,263	\$427,210	83%	95%
Fringe Benefits	\$152,500	7,508	144,992	83%	95%
Travel	0	0		83%	
Supplies	20,000	1,313	18,687	83%	93%
Contractual	0	0		83%	
Other	16,155	228	15,927	83%	99%
Total Direct Charges	\$636,128	\$29,312	\$606,815	83%	95%
Indirect Charges	50,890	2,931	47,959	83%	94%
Total Charged	\$687,018	\$32,244	\$654,774	83%	95%
Charged To CSPP Rate Increase Below		\$654,774			
Adjusted Total	\$687,018	\$687,018	\$0	83%	100%
Tuolumne CSPP QRIS	\$51,025	\$41,264	\$9,761		
Amador CSPP QRIS	\$8,000	\$4,842	\$3,158		
CSPP Rate Increase	\$265,105	\$92,017	\$173,088		



HEAD START & EARLY HEAD START IN-KIND MATCH - 2024
8131.1 & 8131.2
Period Covering: 01-01-2024 through 08-31-2024

<i>In-Kind Match</i>	<i>Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>
Non-cash match		\$49,783			
Cash match		509,562			
Total	\$952,770	\$559,345	\$393,425	33%	41%



HEAD START & EARLY HEAD START IN-KIND MATCH - 2024
8131.1 & 8131.2
Period Covering: 01-01-2024 through 08-31-2024

<i>Volunteer Hours By Center</i>	<i>August 2024</i>	<i>TOTAL HOURS 2024</i>
Blue Bell Head Start	28.00	107.58
Ione Head Start	6.42	138.98
Jackson Head Start	2.00	40.35
Jamestown Head Start	4.40	49.40
Soulsbyville Head Start	16.67	258.84
Summerville Head Start	0.00	76.08
Blue Bell Early Head Start	1.42	5.91
Ione Early Head Start	0.00	50.51
Jackson Early Head Start	3.83	22.08
Jamestown Early Head Start	5.00	40.50
Home Base	1.00	1.00

EARLY CHILDHOOD SERVICES (ECS) USAGE OF AGENCY'S CREDIT CARDS

**BILLING PERIOD: AUGUST, 2024
AMERICAN EXPRESS PURCHASES**

DATE	VENDOR	PURPOSE	AMOUNT
8/14/2024	AMAZON - BACKPACKS/HSHLD/ BINS -ECS		415.19
8/14/2024	AMAZON - CPR INSTRUCTOR KIT - ECS		2,105.35
8/14/2024	AMAZON - PROGRAM SUPPLIES ECS OFFICE ALLOC		164.13
8/14/2024	AMAZON REFUND FOR BASE PLATES		(19.54)
8/14/2024	WALMART - DIAPERS - ECS JK EHS		59.91
8/14/2024	WALMART - DIAPERS/WIPES - ECS BB/JT		56.85
8/28/2024	COMCAST 963436312 INV#207789577 SB HS 7/24 & 8/24		301.21
8/28/2024	MS 365 BUSINESS LICENSES 7/10-8/9/24		67.10
8/28/2024	PO 11242 AMAZON INSPIRING SPACES BOOK ECS		415.58
8/28/2024	PO 11410 AMAZON HSHLD OFFICE CLASS GLOVES ECS		148.08
8/28/2024	PO 11411 AMAZON ITEMS FOR PARENT BOARD GRIDDLE GLOVES ECS		128.92
8/28/2024	PO 11415 AMAZON PWR STRIPS CURTAINS RODS TTHBRUSH CUPS ECS		427.84
8/28/2024	PO 11417 AMAZON SEC CAMERA SWIVEL CHAIR ECS JT EHS		365.36
8/28/2024	PO 11419 AMAZON CURTAINS RODS FRMES MOP MICROWAVE ECS JT HS		393.39
8/28/2024	PO 11422 AMAZON CLASSRM SUPP ART DRY RACK PROG SUPP ECS SB		276.51
8/28/2024	PO 11426 AMAZON CLASSRM ITEMS BLUETOOTH SPKR ECS BB HS		169.23
8/28/2024	PO 11427 AMAZON CLASSRM ITEMS CUPS ECS IO HS		130.68
8/28/2024	PO 11428 AMAZON PHONE CHARGERS ECS		59.78
8/28/2024	PO 11429 AMAZON CLASSRM ITEMS BULL BOARD ECS SB HS		353.58
8/28/2024	PO 11436 WALMART DIAPERS ECS JT HS		39.94
8/28/2024	PO 11437 AMAZON CUPS GLOVES ECS JT		127.86
8/28/2024	PO 11439 AMAZON CLASSRM SUPP ECS		90.83
8/28/2024	PO 11442 WALMART SHOE ORGANIZERS ECS IO HS		14.91
8/28/2024	PO 11445 AMAZON CLASSROOM ITEMS ECS BB HS		182.96
8/29/2024	COMCAST ACCT 963436312 INV 210276380 SEPT 24 SOULSBYVILLE		150.67
8/31/2024	COMCAST 906631488 INV 217069414 JK ECS		109.95
8/31/2024	COMCAST 963176371 IV 217114071 JT HS		69.95
8/31/2024	COR AMEX CHGS PO 11422 SALES TAX ROUNDING		(0.01)
8/31/2024	COR AMEX CHGS PO 11427 SALES TAX ADJ		(1.19)
8/31/2024	DUP CR ENTRY PO 11236		19.54
8/31/2024	PO 11118 AMAZON 3 IPADS FOR HS TUOLUMNE		2,130.42
8/31/2024	PO 11447 AMAZON CLASSRM SUPP ECS IO HS		225.11
8/31/2024	PO 11448 ECR 4 KIDS BIN ORGANIZER ECS JK EHS		129.29
8/31/2024	PO 11450 AMAZON SOUND MACH/CLSSRM SUPP/FOOD STOR ECS		103.26
8/31/2024	PO 11802 WALMART MTG/CLASSRM/HSHLD SUPP/DIAPERS ECS JT HS		63.94
8/31/2024	PO 11805 AMAZON CHIDRNS FAIR SUPPLIES ECS		127.11
8/31/2024	PO 11807 AMAZON TOOTHPAST/ OFFICE CHAIR/LAMINATOR ECS		241.82
8/31/2024	PO 11808 WAYFAIR CLASSROOM RUG ECS IO HS		33.78
8/31/2024	PO 11811 AMAZON HV SUPP/KEYBRD HOLDER ECS HB		122.76
8/31/2024	PO 11814 WALMART HSHLD/OFF/CLSSRM SUPP BULL BRD ECS JT HS		103.36
8/31/2024	PO 11815 AMAZON CLASSROOM ITEMS ECS IO EHS		580.83
8/31/2024	PO 11817 AMAZON CUPS / GLOVES ECS JK HS		46.16
8/31/2024	PO 11818 AMAZON DETERGENT/SANITIZER/BEDS ECS		179.34
8/31/2024	PO 11822 CANVA SUB INV 04245 1278248		75.62
8/31/2024	PO 11825 AMAZON LABEL/PKG TAPE/PAPER/SLVRWARE/DIV TABS ECS		96.99
8/31/2024	PO 11826 AMAZON RECRUITMENT SUPP ECS		256.17
8/31/2024	PO 11828 WALMART TOOTHPASTE ECS		39.59
8/31/2024	PO 11830 AMAZON CLASSROOM SUPP ECS JT HS		113.62
8/31/2024	ZOOM RENEWAL ACCT 3005316320 8/17/24-8/16/25 20 SUB AT \$90		1,350.00
			12,843.73

CHEVRON FUEL CARDS

DATE	PURPOSE	AMOUNT
BILLING PERIOD 07/01-31/24	FUEL	\$1,853.68
BILLING PERIOD 07/01-31/24	CAR WASH	-
		1,853.68

LOWE'S CARDS

DATE	PURPOSE	AMOUNT
8/14/2024	PO #11420 GARDENING SUPPLIES/ ECS BB HS	105.36
8/22/2024	PO 11120 REPL SHELF @ IO HS / ECS	30.67
8/22/2024	PO 11122 SCREWS FOR PROJ @ IO HS / ECS	7.14
8/28/2024	PO 11128 TOILET LIGHT FIXTURE REPAIR JK HS	100.76
8/28/2024	PO 11130 SAND JK EHS IO EHS JK HS JT HS	241.17
8/28/2024	PO 11803 PLANTS FLOWERS GARDEN ECS JT HS	37.50
		522.60

SAVEMART CARDS

DATE	PURPOSE	AMOUNT
8/1/2024	PO 11170 RAW FOOD JACKSON EHS	168.84
8/6/2024	PO 11177 RAW FOOD BLUE BELL EHS	191.15
8/14/2024	PLAYDOH SUPPLIES/ ECS IO EHS	13.36
8/28/2024	P O 408220 RAW FOOD WEEK 1 ECS JT HS	570.94
8/28/2024	PO 11174 RAW FOOD WEEK 1 MILK ECS IO EHS	223.27
8/28/2024	PO 11175 RAW FOOD WK 1	222.42
8/28/2024	PO 11176 RAW FOOD WEEK 1 ECS JT EHS	174.03
8/28/2024	PO 11178 RAW FOOD WEEEK 1 ECS IO EHS	155.01
8/28/2024	PO 11179 RAW FOOD WEEK 1 ECS JK-HS	405.36
8/28/2024	PO 11180 RAW FOOD WEEK 1 ECS JK EHS	162.20
8/28/2024	PO 11182 RAW FOOD WEEK 1 ECS JT EHS	386.21
8/28/2024	PO 11183 RAW FOOD WEEK 1 ECS BB EHS	513.24
8/28/2024	PO 11184 RAW FOOD WEEK 1 ECS SB HS	404.37
8/28/2024	PO 11186 RAW FOOD WEEK 1 ECS IO HS EHS	464.04
8/28/2024	PO 11187 BREAD MILK CEREAL SOUR CREAM SALSA BUTTER ECS	120.17
8/28/2024	PO 11425 BATTERIES ECS	28.23
8/28/2024	PO 11430 SNACK FOR PARENT ORIENT ECS JT HS	21.08
8/28/2024	PO 11438 SNACK FOR PARENT ORIENT BAG ECS BB HS	28.70
8/28/2024	PO 11440 SNACK FOR PARENT ORIENT ECS SB HS	29.84
8/28/2024	PO 11804 CUPS ECS JT HS	6.18
		4,288.64

WALMART CARDS

DATE	PURPOSE	AMOUNT
		-

ECS REPORT SUBMITTAL MATRIX For 12 Month Period Ending December 31, 2024

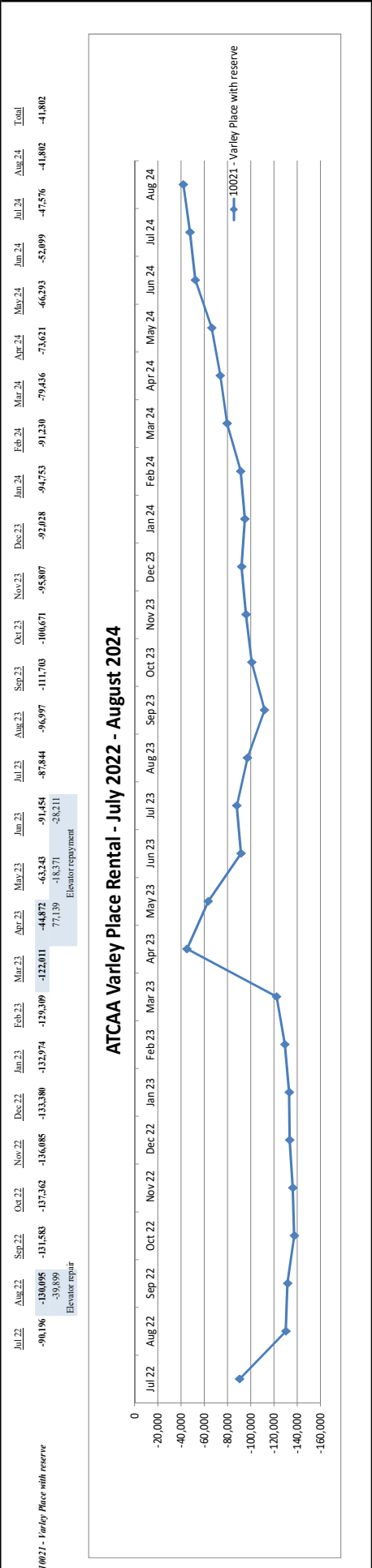
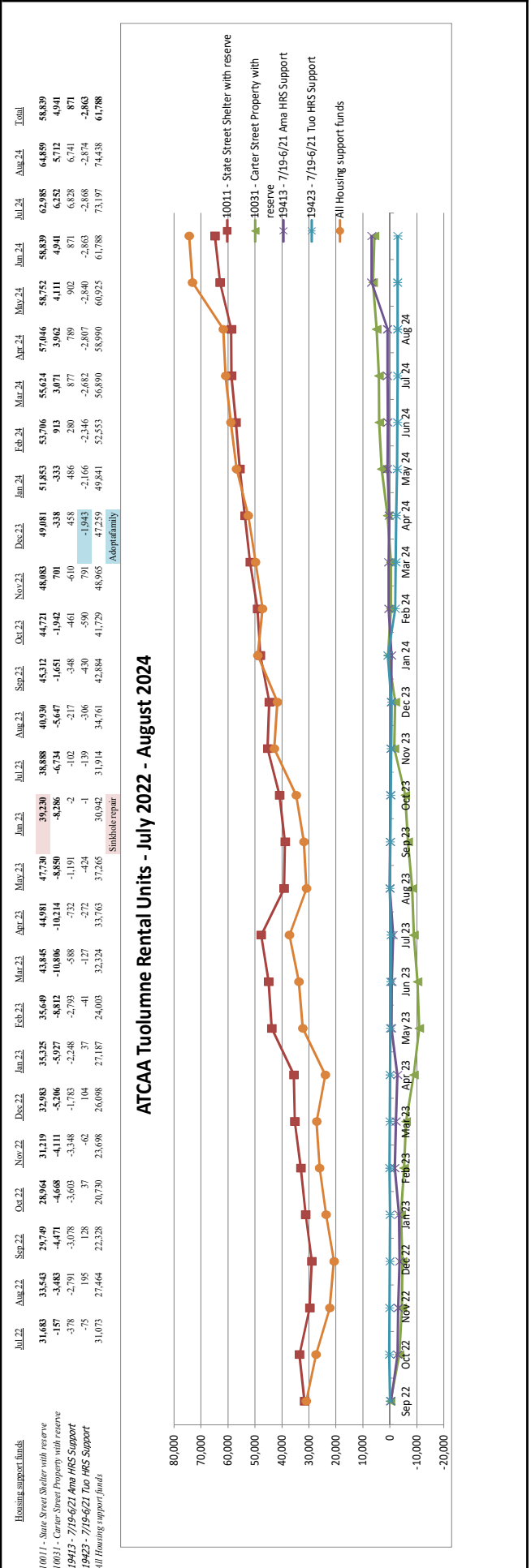
	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24
Head Start and Early Head Start (01/01/23-12/31/23)												
<i>(final)</i>												
SF-425 Status Reports												
Report Period				8130.1 & 2								
Due Date				Jan-Dec 23								
Date submitted				4/30/2024								
Head Start and Early Head Start (01/01/23-12/31/23)												
<i>(annual)</i>												
SF-425 Status Reports												
Report Period	8130.1 & 2											
Due Date	Jan-Dec 23											
Date submitted	3/20/2024											
Head Start and Early Head Start (01/01/23-12/31/23)												
<i>(annual)</i>												
429 Real Property Status Reports												
Report Period				8130.1 & 2								
Due Date				Jan-Dec 23								
Date submitted				4/30/2024								
Head Start and Early Head Start (01/01/24-12/31/24)												
<i>(semi-annual)</i>												
SF-425 Status Reports												
Report Period							8131.1 & 2					
Due Date							Jan 24 - Jun 24					
Date submitted							7/30/2024					
Head Start and Early Head Start (01/01/24-12/31/24)												
<i>(annual)</i>												
SF-425 Status Reports												
Report Period												
Due Date												
Date submitted												
Head Start and Early Head Start (01/01/24-12/31/24)												
<i>(final)</i>												
SF-425 Status Reports												
Report Period												
Due Date												
Date submitted												
Head Start and Early Head Start (01/01/24-12/31/24)												
<i>(annual)</i>												
429 Real Property Status Reports												
Report Period												
Due Date												
Date submitted												
8294.1 2023 CSPP (07/01/23-06/30/24)												
<i>(quarterly)</i>												
CDFS 9500												
Report Period												
Due Date												
Date submitted												
8295.1 2024 CSPP (07/01/24-06/30/25)												
<i>(quarterly)</i>												
CDFS 9500												
Report Period												
Due Date												
Date submitted												
CDE Reserve												
<i>(annual)</i>												
Report Period												
Due Date (With CSPP Rpt)												
Date submitted												

Contracts and Amendments Report
Reporting Months of March 2024 - September 2024

Date Reported	Fund #	Program	Funding Source	Contract Description	Type of Contract	Original Period	Original Budget	Amended Period	Amended Budget	Value of Prior Contract
9/24	1324.1	Housing	California Dept of Housing and Community Development	Emergency Solutions Grants Program	Continuation	9/1/24-10/31/25	200,000			
24-Sep	5421.1	Youth	Department of Health and Human Services	Substance Solutions of Amador Youth Coalition (SSAY)	Continuation	10/1/24-9/30/25	125,000			
8/24	3222.1	Energy	Community Services and Development - CSD	DOE Weatherization Assistance Program	Continuation	6/1/22-6/30/25	52,238			
8/24	8360.1	CSBG	California Dept of Community Services & Develop (CSD)	CSBG Discretionary Funds	Continuation	1/1/24-4/30/25	19,000			
7/24	1560.6	Housing	Tuolumne County DSS	Tuolumne County CalWorks Housing Support Program Services	Continuation	7/1/24-6/30/25	261,537			
7/24	5313.3	Youth	Tuolumne County Behavioral Health	Tuo Co Behavioral Health Substance Abuse Prevention	Continuation	7/1/24-6/30/25	75,000			
7/24	5314.4	Youth	Tuolumne County Behavioral Health	Tuo Co Friday Night Live ARPA	Continuation	7/1/24-6/30/25	26,088			
7/24	5226.2	Youth	Tuolumne County Behavioral Health	Tuo Co Behavioral Health Substance Suicide Prevention	Continuation	7/1/24-6/30/25	104,225			
7/24	5622.4	Youth	Tuolumne County	AOD Primary Prevention Services	Continuation	7/1/24-6/30/25	25,000			
7/24	5623.4	Youth	Tuolumne County	Tuo Co AOD Prim Prevention ARPA	Continuation	7/1/24-6/30/25	26,784			
7/24	8397.4	CSBG	California Dept of Community Services & Develop (CSD)	CSBG CalEITC	Continuation	7/1/24-6/30/25	220,000			
6/24	3127.2	Energy	Community Services and Development - CSD	SUHEAP - Supplemental Low Income Home Energy Assistance Program	New	5/1/24-5/31/25	55,470			
5/24	1464.1	Housing	United Way	Amador Co FEMA Phase 41 St Aside	Continuation	10/1/22-12/31/24	5,000			
5/24	1465.1	Housing	United Way	Tuolumne Co FEMA Phase 41 St Aside	Continuation	10/1/22-12/31/24	5,000			
5/24	1779.1	Housing	HUD	Tuolumne Permanent Supportive Housing Combined	Continuation	4/1/24-3/31/25	41,387			
5/24	1780.1	Housing	HUD	Amador Permanent Supportive Housing Combined	Continuation	7/1/23-6/30/24	23,808			
5/24	1781.1	Housing	HUD	Homeless Management Information System (HMIS)	Continuation	7/1/24-6/30/25	50,000			
5/24	1782.1	Housing	HUD	TRC RRH	Continuation	11/1/24-10/31/25	69,032			
5/24	1783.1	Housing	HUD	Continuum of Care Planning	Continuation	7/1/24-6/30/25	21,537			
5/24	2418.1	Food	DSS	EFAP Emergency Food Assistance Program	Amendment	10/1/23-9/30/24	43,781		145,462	43,781
5/24	2419.1	Food	DSS	EFAP Emergency Food Assistance Program	Continuation	3/1/24-9/30/24	46,133			
5/24	7137.1	Lifeline	Sutter Health - Sutter Valley Medical Foundation	Lifeline	New	1/1/24-12/31/24	7,000			
5/24	8295.1	ECS	CA Dept of Education	California State Preschool program	Continuation	7/1/24-6/30/25	687,018			
4/24	8294.4	ECS	CA Dept of Education	California State Preschool program SB 140 One time payment	New	04/1/24-until spent	18,000			
4/24	1462.1	Housing	United Way	Amador FEMA Phase 41 Direct	Continuation	10/1/22-12/31/24	8,208			
4/24	1463.1	Housing	United Way	Tuolumne FEMA Phase 41 Direct	Continuation	10/1/22-12/31/24	11,188			
4/24	1670.1	Housing	Tuolumne County	Encampment Resolution Funding Round 3 Tuo Rapid Rehousing	New	1/1/24-3/31/27	180,000			
3/24	5315.1	Youth	Tulare County Office of Education	Implement Friday Night Life SEL project	Amendment	7/1/23-6/30/25	200,000		240,000	200,000

Amador Tuolumne Community Action Agency						
Statement of Net Position (Balance Sheet) - Comparative						
	UNAUDITED		UNAUDITED		AUDITED	
	August 31, 2024		June 30, 2024		June 30, 2023	
	Operating	Capital Assets	Operating	Capital Assets	Operating	Capital Assets
Assets						
Cash	3,335,641		3,029,319		2,340,038	
Prepaid Deposits & Expenses	279,794		325,089		226,034	
Accounts Receivable	9,734,128		10,077,976		3,365,407	
Weatherization Materials Inventory	36,641		33,301		80,163	
Construction In Progress						
Structures & Improvements		7,968,607.72		7,968,607.72		7,845,658
Vehicles & Equipment		1,799,529		1,799,529		1,882,235
Land		460,999		460,999		460,999
Accumulated Depreciation		-4,958,986		-4,958,986		-4,854,931
Right of use assets		664,538		664,538		664,538
Total Assets	13,386,203	5,934,687	13,465,685	5,934,687	6,011,642	5,998,499
Liabilities						
Accounts Payable	135,823.23		214,321.23		73,239	
Internal Line of credit	0		0		359,892	
Refundable Deposits	29,739		29,649		19,277	
Salaries & Benefits Payable	233,005		162,937		261,565	
Accrued Paid Time Off	188,319		191,733		197,643	
Notes Payable	0	274,434	0	277,274	0	294,006
Deferred Revenue	12,097,117		12,137,775		4,303,071	
Right of use liabilities		664,538		664,538	6,489	664,538
Total Liabilities	12,684,003	938,972	12,736,415	941,812	5,221,176	958,544
Net Assets						
Invested in Capital Assets		4,995,714.95		4,992,875.84		5,039,956
Committed Fund Balance						
For Contingencies	60,000		60,000		60,000	
For Future Development	40,000		40,000		40,000	
Total Committed Fund Balance	100,000		100,000		100,000	
Assigned Fund Balance						
For Lease Opt-Out	40,103		40,103		40,103	
For Employee Health Insurance	150,374		150,374		150,374	
Total Assigned Fund Balance	190,477		190,477		190,477	
Unassigned Fund Balance	411,723.33		438,793.81		499,988	
Total Net Assets	702,200	4,995,715	729,271	4,992,876	790,465	5,039,956
	13,386,203	5,934,687	13,465,685	5,934,687	6,011,641	5,998,499

Amador Tuolumne Community Action Agency			
Revenue and Expenditure Report / Income Statement			
July 1, 2024 -August 31, 2024			
	July 1, 2023 - June 30, 2024 Actual	July 1, 2024 - August 31, 2024 Actual	Month 2 - 17% % variance from prior year
Revenue			
Cash and accrued Revenue			
Direct Federal Revenue	4,342,163	737,515	17%
State Revenue(Pass-through Fed	3,058,837	485,138	16%
State Revenue (Non-Federal)	2,500,881	195,108	8%
Local Govern.Rev.(Pass through	706,755	124,742	18%
Local Govern.Rev.(Non-Federal)	593,073	115,535	19%
Private Revenue-Non Fed	108,615	15,298	14%
Private Rev. (Pass through Fed	22,817	1,764	8%
Community Donations	126,283	5,415	4%
Client Fees	51,955	12,295	24%
Miscellaneous Revenue	1,191,957	29,200	2%
Interest Revenue	11,028	9,297	84%
Rental Income	277,624	48,568	17%
Vacancies	-22,750	0	
Contractual Admin. Revenue	1,038,961	132,322	13%
Carry-over Revenue (Non Grant)	-135,220	0	
Total Cash Revenue	13,872,978	1,912,197	14%
Non-cash Revenue			
In-Kind Revenue	1,320,724	99,589	8%
Admin.In-Kind Revenue	88,673	7,061	8%
Total Non-cash Revenue	1,409,397	106,650	8%
Total Revenue	15,282,375	2,018,847	13%
Direct Expense			
Personnel Expense			
Total Salaries & Wages	4,840,956	754,439	16%
Total Fringe Benefits	2,838,385	310,531	11%
Total Personnel Expense	7,679,341	1,064,970	14%
Non-personnel Expense			
Total Travel (Out-of-Area)	20,254	5,456	27%
Total Major Equipment and Assets	242,821	152,084	63%
Total Supplies	223,447	29,484	13%
Total Contractual	1,649,530	135,400	8%
Total Other (Equipment Expense)	219,189	30,932	14%
Total Other (General Personnel Costs)	132,217	13,803	10%
Total Other (General Operating Costs)	338,339	40,010	12%
Total Other (Space/Occupancy Costs)	751,648	124,678	17%
Total Other (Special Departmental Costs)	1,577,231	197,771	13%
Total Non-personnel Expense	5,154,677	729,619	14%
Total Direct Expense	12,834,017	1,794,589	14%
Total Encumbered Costs	0	12,357	0%
Total Indirect Expense	1,038,961	132,322	13%
Total Non-cash Expense	1,409,397	106,650	8%
Excess Revenue over Expense	0	-27,070	
Total Direct & Indirect Expense	14,243,414	1,926,911	14%



ATCAA Fiscal Officer Narrative – October 2024 p1

Still busy with new contracts, extensions and revisions. No change in cash flow, internally borrowing from cash advances (HHAP2 HHAP3 & HHAP4). Audit adjustments in process. **New bank PNC is in operation – credit card use in process. Search for Fiscal Officer resumes.**

Housing – Denise Cloward Issue: subcontract monitoring

Housing is fully operational – open hire for maintenance worker

Community Dev. Block Grant (CDBG): Tuolumne only – CV3 \$176k rapid rehousing funds to be spent by 12/24. **No news on 2024 funding.**

Emergency Shelter Grants (ESG): **2023 round – RR non-competitive and Shelter (\$200k) now spent. New 2024 RR non-competitive and Shelter (\$200k) received 9/24 – no competitive RR.**

CalWorks – New Tuolumne 2024-25 contract in process.

Continuum of Care (CoC): ATCAA as administrator CESH2 funding being spent through CoC county contracts. PIT (Point-In-Time) counts are being collated. New Policy and Fund Committee now in operation.

CoC HHAP1: 4-county \$1.9 million Round 1 CoC funds being spent, with some budget revisions.

CoC HHAP2: \$700k split between 4 counties, subcontracts in hand, spending almost done.

Coc HHAP3: \$1,907k in state funding secured, \$645k in HHIP (health insurance) funding added, projects in development, half of funding received. Associated HHIP funds adds \$645k in funding

Coc HHAP4: \$1,610k in funding secured, subcontracts being received (Tuolumne Co is in)

Coc HHAP5: \$2,059k in funding secured, subcontract proposals being received

Varley Place: No vacant units at the moment, VASH funds are being received timely. Monthly rent increases have been approved by State, no impact to residents. At full occupancy, this project projects a small net positive result.

CACFP: supplements shelter food costs – needs about \$1,000/month from operations.

Carter St/State St: Carter Street with one vacancy, is now running a small net positive result.

Food bank – Miko Daniels Issue: Contract updates, holiday crush, program manager search

Food bank is fully operational – full time from warehouse.

Community Dev. Block Grant (CDBG).

New CDBG \$475k 2 year started 10/23 in process. Detailed quarterly billings

Emergency Food Assist. Program (EFAP): **Will spend \$144k contract ending Sept 24 and additional CCC \$45K funds also end Sept 24.** This pays for staff and support to handle free Federal commodities – billed quarterly.

CalFoods: 2024-25 \$43k - only pays for CA food – new funding. An additional \$150k was granted to be spent by 6/25 – same conditions. 40% was spent by 12/23.

Capital improvement project: **Budget revision submitted** – up to \$900k available over many years. Purchasing new rollup doors, **fencing, cooling fans and vehicles** in process.

Steinberg/Goldberg foundation: New \$40k received and already spent for 2024.

PG&E food box: Received and spent \$20K for food box reimbursement.

Pantries: pays for food on a per pound basis

Donations: Strong support through the holidays.

ATCAA Fiscal Officer Narrative – October 2024 p2

Energy –Alicia Hanks Issue: Staff transition

Hired two new Wx staff in October, outreach/intake in the office every day and working from home one day per week.

Low Income Heat & Energy Assist Program (LIHEAP): weatherization & PGE assist – consistent funding – lower funding for upcoming years, point system implemented resulting in a decrease in the number of households we will be able to assist.

2023 ESLIHEAP: Only propane left in AMA & CAL

2023 LIHEAP ~1.2M budget is spent out. Close out package **complete and submitted.**

2023-27 BIL DOE initiated ~938k budget through 2027.

2024 LIHEAP: \$1.3M Contract signed funding is now available in CORE

2024-25 Prop-1 Water Conservation TCRCD: \$292K contract from T-Stan IRWM in process

2024 LIHEAP Wx MOA with IMACA – approved by ATCAA Board of Directors, setting up

Amador youth – Pat Porto Issue: Non-federal match

Full time work, sometimes from home.

Drug Free Community coalition initiative: Spending first year of 5 yr contract at \$125k/year started October 2023, **new contract received.**

Foster Youth: Funds from foster youth and donations combined for future use. Granted half of the ATCR 2023 donations.

Tuolumne youth – Bob White Issue: **Hiring new staff**

Staff is at optimum level.

Friday Night Live (FNL): New ARPA \$26k funds in process – through 6/25.

- FNL SEL \$240K funding carried over beyond 6/24 end date.

Mentoring: New prevention and mentoring \$75k continues through 6/25

Suicide prevention: New \$104k contract received through 6/25

Youth Empowerment Solutions (YES) partnership: Primary prevention \$25k continues through 6/25; \$26k ARPA primary prevention funds secured through 6/25

Community – various Issue:

Staff ramping up, outreach increasing

Lifeline (Marie): Received \$18k 3 year Sutter Health grant to serve low-income population. Lower client levels are hurting revenue – program re-tool underway, fiscally broke even July 2023-Feb 2024, when counting Sierra grant. Portion of CSBG previously allocated for Pat Porto (youth programs- Amador) have been reallocated to Lifeline in the same amount for the 2024 CSBG application.

Community Services Block Grant (CSBG): Regular 2024 \$273k contract is process.

Received Discretionary contract for \$19k.

CSBG EITC (Kristy): New EITC Contract at \$220k year-around contract starting up at half last year's contract. \$50k in IRS VITA funding through 9/24 **in operation. New contract for \$60k for 24-25 Federal fiscal year in hand.**

ATCAA Fiscal Officer Narrative – October 2024 p3

Early Child Services – Marsha Williams Issue: Monitoring remediation in process

Head Start/State preschool on summer break through 8/21, Early Head Start continues

Head Start/Early Head Start. COLA approved without needing to apply – retro to 1/24 – distribution in process. Budget revision applied for and accepted to accommodate carryover

Latino outreach: spending within budget.

CACFP: supplements Head Start food costs, normal subsidy needed.

Cal State Preschool Program (CSPP): higher funding/child makes program self-sufficient, allowing expenses charged to be billed – change from attendance. Fully spent, now using \$168k cost adjustment funding. **New \$687k contract in operation.**

Administration – Issue: Finding new fiscal officer

New staffing, still some remote work

Admin 23-24 budget ran negative \$64k due to increased audit, legal, and staffing (fiscal officer duplication) costs. **This is \$85k less than the** Admin budget modification approved to use \$149K of \$318k carryover revenue from previous years. **Running predictable negative \$48k first two months when Head Start is off.**

ATCAA LOC: ATCAA has no external Line of Credit (LOC). ATCAA's cash balance resulting from contract advances is adequate to support cash flow.

Health insurance/special projects Issue: Change in insurance premiums

Workers Comp premiums have been reduced by ~21% in 2025, from \$125k to \$99k. Health fund running even. **Insurance premiums (employer paid portion) may increase 10% in coming year.**

Spending on yellow bldg. needed - \$18k available

ATCAA MONTHLY STATISTICAL REPORT
Early Head Start/Head Start/California State Preschool

For the month of: August 2024	Head Start	Early Head Start	State Preschool	Head Start Turnover by Year									
	100	72	85	PIR 2024	PIR 2023	PIR 2022	PIR 2021	Jamestown EHS	Jamestown	Soulsbyville	Summerville	Home Base	
Funded Enrollment	100	72	85	100	146	146	146	100	146	146	146	146	
Cumulative Enrollment	92	62	88	14	25	18	13	14	25	18	13	13	
Number of Children with IEP/IFSP	11	15	11	4	9	5	5	4	9	5	5	5	
Children Enrolled <45 days	0	10		14%	17%	12%	12%	14%	17%	12%	12%	12%	
Left the Program	0	15											
Pregnant Women Served	0	1		62	77	77	77	62	77	77	77	77	
Dual Language Learners	14	9		53	55	34	54	53	55	34	54	54	
Children with Medical Home	91	52		13	7	7	6	13	7	7	7	6	
Children with Dental Home	89	47		25	43	31	36	25	43	31	36	36	
Families w/out Medical Insurance	4	8		85%	71%	44%	72%	85%	71%	44%	72%	72%	
	Blue Bell EHS	Blue Bell	Ione EHS	Ione	Jackson EHS	Jackson	Jamestown EHS	Jamestown	Soulsbyville	Summerville	Home Base		
Actual Enrollment	6	16	8	15	7	15	8	15	16	15	21	21	
Attendance %	88%	92%	73%	94%	79%	88%	91%	86%	85%	77%	88%	88%	
# on Wait List Income Eligible	2	0	2	4	5	2	2	6	4	2	4	4	
# on Wait List Over Income	0	2	4	4	4	6	0	1	3	1	4	4	
% of Children with all Health Screenings w/in 45 days	83%	N/A	88%	N/A	86%	N/A	100%	N/A	N/A	N/A	62%	62%	
% of Children with complete immunizations	83%	100%	88%	100%	100%	93%	88%	94%	94%	100%	38%	38%	
% of Children with Physicals Complete	83%	56%	88%	73%	86%	53%	100%	50%	75%	80%	67%	67%	
% Dental Screenings	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
# Children needing Dental Treatment	0	0	0	3	0	4	1	2	3	6	1	1	
Of these, # receiving treatment	0	0	0	2	0	3	0	1	1	0	1	1	
Meals Served:													
Breakfast	85	115	86	113	85	105	110	90	108	81			
Lunch	90	112	96	112	82	96	114	76	106	90			
Snack	45	59	76	101	0	69	0	45	59	0			

Note: Children Enrolled in State Preschool are also enrolled in Head Start. Not all Head Start children are enrolled in State Preschool.



Home / Specialized Programs / Early Education / Contractor Information

Management Bulletin 24–09

Provides information and guidance on the Continued Funding Application for Fiscal Year 2025–26 for Early Education California State Preschool Program (CSPP) contractors.

Early Education Division

Subject: Continued Funding Application (CFA), Fiscal Year (FY) 2025-26

Number: 24-09

Date: September 3, 2024

Expires: When Rescinded

Authority: *California Code of Regulations*, Title 5 (5 CCR) Section 17726

Attention: Executive Officers and Program Directors of California State Preschool Programs (CSPP) and Prekindergarten and Family Literacy Support (CPKS) Programs

Purpose

This Management Bulletin (MB) provides information and guidance to current California Department of Education (CDE), Early Education Division (EED), CSPP and CPKS contractors regarding how to request continued funding for fiscal year (FY) 2025–26 CSPP and CPKS contracts. This MB supersedes the CFA information found in MB 23-09.

Policy

To be considered for continued funding for FY 2025–26, CSPP and CPKS contractors must complete and submit the FY 2025–26 CFA on or before 5 p.m. on **November 1, 2024**. The FY 2025–26 CFA and associated forms are available on the CDE [CFA web page](#).

By completing and returning the FY 2025–26 CFA, your agency indicates that it wishes to renew its CSPP contract for FY 2025–26, and CPKS contract, as applicable, if your agency currently receives CPKS funding, and accepts all of the terms and conditions of such contract(s), which will be provided to all contractors being renewed for funding no later than June 1, 2025.

CSPP and CPKS contractors who apply for and are approved for continued funding will not need to sign and return a CSPP and/or CPKS contract to provide services for FY 2025–26, as contractors who apply for and are approved for continued funding through the CFA process will be automatically renewed in accordance with all applicable federal and state laws, as well as all contract terms and conditions that will be incorporated into the FY 2025–26 contract.

CSPP and CPKS contractors may subsequently reject the terms of the new contract(s) and opt not to renew their services under the terms of the new contract(s). Contractors that wish to reject the terms of the FY 2025–26 contract(s) must provide written notice that the terms of the contract are rejected by sending an email to EarlyEducationContracts@cde.ca.gov on or before June 30, 2025. Such email should come from the Executive Director/Superintendent of the contracting entity or their authorized representative and state that the terms of the FY 2025–26 CSPP contract, and CPKS contract if applicable, are rejected. Contractors providing such notice to CDE of the rejection of the terms of the contract will not have a contract in effect for FY 2025–26.

Note: If your agency requires formal board approval to enter into contracts, it is important that your agency seek such approval as soon as possible to ensure timely submission of the CFA. Please review the CFA Overview and Instructions for signature authorization requirements.

Implementation Directives

Applications must be received by the CDE, Early Education Division (EED), on or before 5 p.m., November 1, 2024, regardless of the method of application submission.

1. Download, complete, and save the CFA and all required supporting documents from the [CFA web page](#).
2. Obtain the authorized representative's signature on all signature pages. The CFA and accompanying documents must be signed by a person who has been delegated the legal authority to sign contractual documents on behalf of the agency. Signatures may be provided using a digital signature program such as AdobeSign or DocuSign, or you may print a paper copy, sign by hand using blue ink, scan, and email to CFA@cde.ca.gov.
3. CSPP and CPKS contractors must submit the CFA and supporting documentation by email or physically by US mail. Email submissions of the CFA are encouraged.

Option 1: Submit by Email

Email the completed and signed documents to CFA@cde.ca.gov. Include the following message in the body of your email:

"I have electronically submitted the Continuing Funding Application (CFA) to the California Department of Education on behalf of my agency/organization. I certify that I was authorized to submit the CFA for [Insert Contractor Name], vendor number [XXXX]. [Insert Contractor Name] intends for the CFA transaction to be completed by electronic means, which shall have the same effect as if it were signed in ink on a piece of paper, and all signatures included with the CFA are intended to be binding upon [Insert Contractor Name]."

Your application will be incomplete without this email certification.

Option 2: Submit Hard Copy by US Mail

If submitting by US mail, send the completed and signed CFA and all required attachments to the following address:

California Department of Education

Early Education Division

Attention: Continued Funding Application 2025–26

1430 N Street, Suite 3410

Sacramento, CA 95814-5901

Background and Authority

Per *California Code of Regulations*, Title 5 (5 CCR) Section 17726(d), "Contractors that intend to accept the offer to continue services in the subsequent contract period shall respond to a Continued Funding Application request from the Early Education Division in accordance with the instructions and timelines specified in the request."

In addition, 5 CCR Section 17726(e) states, "Failure to respond within the timelines specified in the continued funding application request shall constitute notification to the Early Education Division of the contractor's intent to discontinue services at the end of the current contract period." Failure to respond to requests from the EED for additional information will result in the application being deemed incomplete.

Resources

If there are any questions regarding the application process, contact the CFA team by email at CFA@cde.ca.gov. Include your agency's name, vendor number, and phone number on all inquiries.

If you have any **programmatic** questions regarding the information in this MB, please contact your assigned EED, Program Quality Implementation (PQI) office consultant by using the [Consultant Regional Assignments directory](#).

If you have any **fiscal**-related questions regarding the information in this MB, please contact your assigned Early Education and Nutrition Fiscal Services fiscal analyst by using the [Fiscal Apportionment Analyst Directory](#).

Questions: Early Education Division | CFA@cde.ca.gov

Last Reviewed: Friday, August 23, 2024

 **OFFICE OF HEAD START**

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-OHS-IM-24-03	2. Issuance Date: 09/17/2024
	3. Originating Office: Office of Head Start	
	4. Key Words: American Indian and Alaska Native; AIAN; Curriculum; Assessment; Indigenous Knowledge; Cultural Practices; Culture and Language	

INFORMATION MEMORANDUM

TO: American Indian and Alaska Native Head Start Agencies

SUBJECT: Affirming the Use of Indigenous Knowledge to Meet Curricula and Assessment Requirements in American Indian and Alaska Native Head Start Programs

INFORMATION:

The Administration for Children and Families (ACF), Office of Head Start (OHS) partners with Tribes and Tribal organizations to administer the Head Start program for children ages birth to 5 and their families. Through nation-to-nation relationships, OHS engages in open discussions with Tribes to understand how to support their Head Start programs. Through this nation-to-nation dialogue, including consultations, listening sessions, and ACF's Tribal Advisory Committee (TAC), Tribal leaders have emphasized the importance of Indigenous Knowledge, language, and culture in designing Head Start programs.

A central purpose of American Indian and Alaska Native (AIAN) Head Start programs is to enhance opportunities for young children and their families to engage in Native cultural activities, and to expand opportunities for exposure to Native languages. Native language and culture cannot be separated from Indigenous Knowledge.

In December 2022, the White House Office of Science and Technology Policy (OSTP) with the White House Council on Environmental Quality (CEQ) released **guidance** to federal agencies on incorporating Indigenous Knowledge into federal research, policy, and decision making. The inclusion of **Indigenous Knowledge** in Head Start programming, including curricula and developmental assessments, is vital to Tribal children, families, and communities. OHS stands in reverence for Tribes as they determine how language, culture, and traditional practices are embedded in AIAN programs. Tribes must determine the curriculum and assessments that will meet the priorities of their communities.

This Information Memorandum identifies how AIAN Head Start programs can meet the requirements of the Head Start Program Performance Standards (the Performance Standards) related to curricula and assessment in ways that center Indigenous Knowledge and Tribal sovereignty.

Centering Native Language, Culture, and Traditions in AIAN Head Start Programs

AIAN Head Start programs affirm that **positive identity development grounded in Native culture and language** can serve as a foundation to health and well-being in early childhood and beyond and programs play a key role in supporting Tribal communities' goals for childhood development.

Centering Native language, culture, and traditions in Tribal education programs is critically important to children's development and long-term success. Tribal leaders have emphasized that grounding children in their culture,

language, traditional practices, and land-based learning supports their sense of self and socio-emotional development. Tribal leaders, teachers, and program staff have shared with ACF that passing down cultural inheritance to young children requires time spent outside of the classroom and the support and expertise of elders, cultural teachers, and land specialists. Thus, many Tribes view their Head Start programs as a key strategy in transmitting cultural knowledge and preserving and revitalizing the Native language during the formative years of a child's life.

Tribal leaders have shared with ACF that historical actions taken by the U.S. Government, especially **Indian boarding schools**, disrupted the intergenerational transmission of language, culture, and traditions. ACF has also heard that the continued imposition of western educational models impedes Tribes' ability to immerse young children in land-based and Native language-based learning that is essential to cultural healing and continuity in Tribal communities. Indigenous practitioners emphasize that engagement in cultural practices and traditions in Tribal communities serves as protective factors and healing practices — for young children and adults alike — against the impacts of current manifestations of historical trauma caused by colonization and past harmful U.S. policies. ACF seeks to support Tribes by highlighting flexibilities around curricula and child assessments that support Native language, culture, and healing.

Applying Indigenous Knowledge to Meet Head Start Curricula and Child Assessment Requirements

The Performance Standards outline requirements for using curricula and child assessments in Head Start programs and include flexibility for Native language preservation and revitalization efforts.

Under **45 CFR §1302.36**, AIAN programs may integrate efforts to preserve, revitalize, restore or maintain the Tribal language for children into program services. Such language preservation and revitalization efforts may include full immersion in the Native language for most hours of planned class operations. Per this section, exposure to English in the Head Start program is not required if the child's home language is English and if the program wishes to fully use the Native language.

Specifically, to satisfy the curricula requirements under **45 CFR §1302.32**, the Performance Standards require that center-based and family child care programs implement developmentally appropriate and research-based curricula that are based in scientifically valid research with a standardized training procedure. This guidance affirms that by applying Indigenous Knowledge to developing, adapting, and implementing curricula, AIAN Head Start recipients meet the requirement that curricula are research-based and scientifically valid.

While the regulations do not mandate a particular curriculum, the Performance Standards require that it be sufficiently content-rich to promote measurable progress toward development and learning goals outlined in the **Head Start Early Learning Outcomes Framework (ELOF): Ages Birth to Five**. Tribes have the discretion to determine that the best way to make progress toward ELOF domains is by centering culture and language. The ELOF is designed to allow Tribal early childhood programs to use their community's traditional cultural skills, values, beliefs, language, and lifeways to address the domains or state and Tribal early learning guidelines.

OHS encourages AIAN programs to explore **Making It Work** materials for guidance and inspiration. The **pilot program examples** showcase seven AIAN programs — Cherokee Nation Early Childhood Unit Head Start; Grand Traverse Band of Ottawa and Chippewa Indians Head Start; Inter-Tribal Council of Michigan, Inc., Head Start, Pokagon Band of Potawatomi; Sault Tribe of Chippewa Indians Head Start and Early Head Start; Rincon Band of Luiseño Indians Head Start; Sisseton Wahpeton Oyate of the Lake Traverse Reservation Head Start; and Walatowa Head Start, Pueblo of Jemez — who effectively:

- Implement cultural learning experiences in early childhood settings
- Connect Tribe-specific traditional cultural skills, values, beliefs, and lifeways to school readiness goals
- Create cultural lessons that engage families and communities
- Document children's progress
- Match children's interests and needs to create individualized lesson plans for each child and small groups

The Performance Standards require curricula to have an organized scope and sequence that include plans and materials for developmentally appropriate learning experiences. Programs may design their own curricula or make significant adaptations to curricula with support from an external early education curriculum or content area expert. AIAN grant recipients may use an individual or group that the Tribe has determined to hold subject matter expertise

in Indigenous Knowledge, language, or culture to satisfy the curricula adaptation requirements in 45 CFR § 1302.32(b) for an external early childhood education curriculum or content area expert. While this person or group cannot be a regular staff member of the Head Start program, they may be internal to the Tribal community and could serve as an Indigenous language expert, cultural teacher, or Tribal elder.

This guidance affirms that Tribes should determine which assessment instruments are developmentally, culturally, and linguistically appropriate for children in their communities, as well as the training and qualifications for individuals conducting assessments.

To satisfy the requirements under **45 CFR §1302.33(b)**, AIAN Head Start programs must conduct standardized and structured assessments for each child that provide ongoing information to evaluate the child's developmental level and progress in outcomes aligned to the goals described in the ELOF. AIAN Head Start agencies may elect to conduct observation-based or direct child assessments and can determine how to operationalize progress toward the goals in the ELOF. Such assessments must result in information that the Tribe or Tribal organization determines is useful for teachers, home visitors, and parents and be conducted with sufficient frequency to allow for individualization within the program year. The Making It Work materials can help AIAN Head Start agencies determine how their assessment tool aligns with curricula that is rich in cultural and language activities.

AIAN Head Start agencies must regularly use relevant findings from the child assessments, along with informal teacher observations and additional information from family and staff, to:

- Determine a child's strengths and needs
- Inform and adjust strategies to better support individualized learning and improve teaching practices in center-based and family child care settings
- Improve home visiting strategies in home-based models

Tribes and Tribal organizations administering the Head Start program have considerable flexibility in determining how to use the information from child assessments to support teaching and learning. This includes using Indigenous knowledge to determine how best to support the child. As a result of the information gathered — if warranted and with direct guidance from a mental health or child development professional and a family's consent — a program must refer the child to the local agency responsible for implementing the Individuals with Disabilities Education Act (IDEA) for a formal evaluation to assess eligibility for services under IDEA. As described in the Performance Standards at **45 CFR §1302.45(a)(4)(i)**, mental health providers may include traditional practitioners recognized by the Tribe.

Assessments must be valid and reliable for the population and purpose for which they will be used, including by being conducted by personnel that the Tribe deems qualified and trained (45 CFR §1302.33(c)). The AIAN Head Start program must determine that the assessment is age, developmentally, culturally, and linguistically appropriate, and appropriate for children with disabilities, as needed. If a program serves a child who speaks a language other than English at home, it is required to use qualified bilingual staff, contractors, or consultants who know and understand the child's language and culture and have sufficient skill level in the home language to accurately administer the assessment and record and understand the child's responses, interactions, and communications.

Protecting Indigenous Knowledge in Tribal Communities

As stated in the OSTP guidance, Indigenous Knowledge is unique to a Tribe or Native community and might be recorded or maintained in a variety of forms, some of which are not accessible to or understood by individuals outside of the Tribal community.

In keeping with this guidance, OHS acknowledges that Tribal leadership and program administrators will be solely responsible for confirming that curricula are scientifically valid based on Indigenous Knowledge, and that age, developmentally, culturally, and linguistically appropriate assessments are conducted by qualified and trained personnel. During monitoring, when determining whether an AIAN Head Start grant recipient has complied with curricula and assessment requirements, OHS will rely on statements from Tribal leaders, elders, governing boards, and Policy Councils.

Tribes have different conventions and traditions related to passing down indigenous Knowledge, culture, and language. This includes norms related to writing down language or sharing with individuals external to the community. Thus, OHS will not require Tribes to share their curriculum, assessments, or evaluations if the Tribe self-certifies that their curriculum and assessment tools are research-based and scientifically valid according to their Tribal definitions of these terms.

Funding to Support Indigenous Knowledge in AIAN Programs

OHS knows that centering Native language, culture, and traditions in AIAN Head Start programs has financial implications and encourages programs to consider various funding mechanisms for support. Recipients can use their base grant funds to support their efforts in this area, such as paying wages for a third person in the classroom who is a fluent speaker or a language teacher but does not have to meet the training and educational requirements for teachers or assistant teachers.

AIAN Head Start recipients can consider the following options:

- Submit a **budget revision or Change in Scope application** to update current funding to better align with program priorities.
- Apply to use **quality improvement funds** for activities consistent with **Sec. 640(a)(5)(A)(i-iii)** of the Head Start Act. For example, AIAN programs can use these funds to:
 - Employ qualified staff to promote the language skills and literacy growth of children
 - Develop or support staff training on adapting curricula or effectively using assessment tools
 - Ensure physical environments are conducive to effective program services that center Native language, culture, and traditions
- Use **training and technical assistance (TTA) funds** in accordance with plans to address needs that are specific to their local program. Examples of TTA include:
 - Providing language teaching training
 - Improving learning environments
 - Developing curricula or using an external evaluator
 - Helping parents support their child's literacy skills at home
- Learn about the **Tribal Colleges and Universities Head Start (TCU-HS) Partnership Program**. Per **Sec. 648(g)** of the Head Start Act, it is intended to support Tribal colleges and universities to implement efforts to strengthen career pathways and degree attainment for Head Start staff, in partnership with AIAN Head Start agencies. TCU-HS funds help to address the employment needs of Tribal Head Start programs while being responsive to the cultures and languages of Native Tribes through a "growing our own" approach.
- Apply for **one-time program improvement funds** if needs cannot be supported by the agency's budget or other resources. One-time funds may be used to support non-recurring expenses such as developing, purchasing, or adapting a curriculum, or commissioning cultural artifacts or materials for lessons. These requests are prioritized and approved based on funding availability. Grant recipients should reach out to their program specialist to discuss a one-time funding request.

In addition to Head Start funds, OHS reminds AIAN programs of other federal funding opportunities to consider. For example, these three programs are facilitated by the **Administration for Native Americans**:

- **Native Language Preservation and Maintenance (P&M) Program**: Provides funding for projects to support assessments of the Native languages in an established community, as well as the planning, designing, restoration, and implementing of Native language curriculum and education projects to support a community's language preservation goals.
- **The Esther Martinez Immersion (EMI) Program**: Formerly called the **Esther Martinez Initiative**, supports the development of self-determining, healthy, culturally and linguistically vibrant, and self-sufficient Native American communities. Grant funding is awarded in accordance with the Esther Martinez Native American Languages Preservation Act of 2006. The initiative provides funding to support up to five-year projects being implemented by Native American Language Nests, Survival Schools that provide at least 500 hours of immersion instruction in a Native language.
- **Social and Economic Development Strategies (SEDS) Program** supports community-based projects that promote social and economic well-being and self-sufficiency for American Indians, Alaska Natives, Native

Hawaiians, and Native American Pacific Islanders. SEDS projects are diverse, and the funding is flexible to support early childhood development, Native arts and culture, families and parents, youth development, and more.

Relevant Resources

Making It Work: Implementing Cultural Learning Experiences in American Indian and Alaska Native Early Learning Settings for Children Ages Birth to 5

These materials help AIAN programs connect Tribe-specific traditional cultural skills, values, beliefs, and lifeways to school readiness goals; create cultural lessons that engage families and communities; document children's progress using the program's ongoing child assessment process; and match children's interests and needs to create individualized lesson plans for each child and small groups. Making It Work can be used with any curriculum.

Tribal Language Revitalization Report

This report — based on visits to programs and discussions with Tribal leaders, program staff, and parents — provides information about efforts to revitalize Tribal languages in Head Start programs. It focuses on preparing and developing a revitalization strategy, implementing language learning for children and adult learners, and building community support. Program examples and teaching tips are provided, along with a list of resources.

Implementing a Curriculum with Fidelity: Questions and Answers

This resource addresses common questions about ways to implement a curriculum with fidelity while being responsive to the cultural and linguistic backgrounds of children and families.

ACF-IM-HS-15-02 Native Language Preservation, Revitalization, Restoration, and Maintenance in Head Start and Early Head Start Programs

OHS's support for teaching Tribal languages to children in AIAN Head Start programs is clarified and affirmed in this Information Memorandum.

Curriculum Consumer Report

This tool provides review summaries and ratings of comprehensive infant and toddler, preschool, and home-based curricula to help programs assess relevance to the Performance Standards. The curricula listed in the report have been pre-screened for relevance but are not endorsed by OHS.

Tribal Research Center on Early Childhood Development and Systems (TRC)

The TRC provides leadership and collaboration to promote excellence in community-based research and evaluation of ACF early childhood and family economic well-being initiatives that serve Tribal communities. Settings include Tribal home visiting programs, early care and education center-based programs, home-based and family child care providers, Head Start Preschool and Early Head Start programs, and Temporary Assistance for Needy Families programs.

Indigenous Early Learning Collaborative (IELC)

A national institute, IELC serves an intellectual home for Indigenous early learning and development communities of practice. It provides an opportunity to engage, learn, and access material and resources to inform locally designed community-based inquiry, programs, co-learning and evaluation, and strategies for sustaining high-quality early learning opportunities for Native children and families.

Native American Language Resource Center (NALRC)

NALRC is a virtual hub from the Office of Elementary and Secondary Education that provides access to a wide variety of Native language services and products. It features comprehensive guidance, resources, and best practices for early childhood providers, K–12 schools, institutions of higher education, Tribal agencies, and their authorizing agencies.

OHS looks forward to continued partnership with Tribes to promote Indigenous Knowledge, culture, and language in Head Start programs. Thank you for your work on behalf of Head Start children and families in Tribal nations and communities.

Sincerely,

The Performance Standards have been updated. Resources may not yet reflect these changes. </policy/article/performance-standards-information-center>

Final Rule on Supporting the Head Start Workforce and Consistent Quality Programming ACF-OHS-PI-24-05

ACF Administration for Children and Families	U.S. (UNITED STATES) DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log Number: ACF-OHS-PI-24-05	2. Issuance Date: 08/21/2024
	3. Originating Office: Office of Head Start	
	4. Key Words: Head Start Workforce; Wages; Benefits; Mental Health; Quality Improvement	

PROGRAM INSTRUCTION

TO: All Head Start Preschool and Early Head Start Grant Recipients

SUBJECT: Final Rule on Supporting the Head Start Workforce and Consistent Quality Programming

INSTRUCTION:

On August 21, 2024, the Administration for Children and Families (ACF) published a final rule in the Federal Register, Supporting the Head Start Workforce and Consistent Quality Programming <<https://www.federalregister.gov/documents/2024/08/21/2024-18279/supporting-the-head-start-workforce-and-consistent-quality-programming>>. The rule updates the Head Start Program Performance Standards (the Performance Standards) to increase support and stability for the Head Start workforce. The changes also improve the quality of services Head Start programs provide to children and families.

The Office of Head Start (OHS) first proposed these changes in a notice of proposed rulemaking (NPRM), published on November 20, 2023. During the NPRM comment period, OHS received approximately 1,300 public comments, including from Head Start programs; national, regional, and state Head Start associations, labor unions; research organizations; individual Head Start staff and families; and members of the U.S. Congress. The final rule takes into consideration and is responsive to the public comments.

The updated Performance Standards respond to structural concerns affecting the sustainability of Head Start programs. They provide clear federal requirements for:

- Wages and benefits to support the Head Start workforce
- Better integration of mental health across all aspects of Head Start programming
- Quality improvement and clarity of requirements in other topic areas

The final rule is effective immediately. Programs are expected to comply with some of the updated requirements 60 days after the rule is published (October 21, 2024). Programs are granted more time to comply with several requirements, including new wage and benefit requirements, as noted in the Effective and Compliance Dates section of the rule.

Workforce

This rule supports Head Start programs in maintaining a diverse and well-qualified workforce by ensuring staff are more fairly compensated, which in turn promotes more stable, higher-quality services for enrolled children and families. Previously, the Performance Standards did not include any specific requirements for staff wages or benefits, which has generally led to low compensation for staff and high staff turnover rates for programs.

Staff Wages

The updated Performance Standards require programs to provide competitive wages for staff by August 1, 2031. Specifically, the rule will require programs to establish or update a pay scale for all positions. It will also require programs to pay Head Start educators annual salaries that are comparable to public school preschool teachers or 90% of public kindergarten teachers, accounting for responsibilities, qualifications, experience, and work schedule. The updated Performance Standards will also require programs to pay all staff a wage sufficient to cover basic costs of living and to ensure wages are comparable across Head Start Preschool and Early Head Start programs.

The final rule includes a small agency exemption for Head Start agencies with fewer than 200 funded slots. These small agencies must develop a pay scale for all employees and make measurable improvements in wages for staff over time. However, small agencies are not required to pay wages that are comparable to public school preschool teachers (or 90% of public kindergarten teachers), nor are they required to comply with the pay floor policy described above.

The final rule includes flexibility for the Secretary of the Department of Health and Human Services to establish in 2028 a waiver process for most of the rule's wage requirements, if needed, due to low appropriations over the prior four years. The waiver would be for programs that are already meeting quality benchmarks and would otherwise have to reduce enrolled Head Start slots to implement these requirements.

Staff Benefits

By August 1, 2028, the updated Performance Standards will require programs to provide or facilitate access to high-quality affordable health care coverage; offer paid leave; and offer access to short-term, free or minimal-cost behavioral health services for fulltime staff. For part-time staff, programs will be required to facilitate access to high-quality, affordable health care coverage. Programs will also be required to facilitate access to affordable child care and to the Public Service Loan Forgiveness program or other applicable student loan debt relief programs for any eligible staff members.

The final rule also includes flexibility for small agencies with 200 or fewer funded slots. As with wages, these small agencies must still make measurable improvements in benefits for Head Start staff over time.

Staff Wellness

The updated Performance Standards require programs to cultivate a culture of wellness that empowers staff as professionals and supports them to effectively accomplish daily job responsibilities in a high-quality manner. As part of this larger effort to promote the wellness of Head Start staff, by August 1, 2027, programs must provide each staff member with regular breaks during their work shifts that are of adequate length based on hours worked.

Mental Health

In the updated Performance Standards, mental health is integrated more intentionally and consistently across program systems to better support children, families, and staff. Programs are required to take a multidisciplinary approach to foster a program-wide culture of wellness. The Performance Standards also clarify the role and responsibilities of mental health consultants, and allow for behavioral health support specialists to be used in coordination with a mental health consultant. These changes address workforce shortages while maintaining a focus on high-quality, integrated mental health supports.

Other Quality Improvements

The updated Performance Standards enhance and clarify requirements in other topic areas to promote consistent high-quality services and support child well-being. These changes include:

- More reasonable caseloads for family service workers
- Promoting child safety in Head Start programs
- Preventing and addressing lead exposure in the water and paint of Head Start facilities
- Updates to the community assessment process
- Enhanced services for expectant families
- Requirements for programs to identify barriers to program enrollment and attendance, such as lack of transportation

Finally, the changes include some clarifications to promote better transparency and clarity of understanding for recipients.

Members of the Head Start community are urged to take the time to read the final rule in its entirety, including the section-by-section discussion of public comments. OHS will continue to provide direction, guidance, and resources </policy/article/performance-standards-information-center> that support our shared mission to prepare Head Start children and families for school and beyond.


Thank you for the work you do on behalf of children and families.

Sincerely,

/ Khari M. Garvin /

Khari M. Garvin
Director
Office of Head Start

See PDF Version of Program Instruction:

Final Rule on Supporting the Head Start Workforce and Consistent Quality Programming  </sites/default/files/pi/downloads/acf-ohs-pi-24-05.pdf> (41.24 KB)



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Management Bulletin 24-07

Guidance on the requirements to use the Preschool/Transitional Kindergarten Learning Foundations in California State Preschool Programs.

Early Education Division

Subject: Preschool/Transitional Kindergarten Learning Foundations

Number: 24-07

Date: August 2024

Expires: Until rescinded or superseded by regulations

Authority: California *Education Code* Section 8203.3

Attention: Executive Directors and Program Directors of all California State Preschool Programs

Purpose

This Management Bulletin (MB) notifies and provides guidance to California State Preschool Program (CSPP) contractors of the requirements to use the Preschool/Transitional Kindergarten Learning Foundations (PTKLF) for children ages three through five in their program.

Policy

Effective July 1, 2025, CSPP contractors are required to use the PTKLF instead of the Preschool Learning Foundations formerly used to meet the requirements of California *Education Code (EC)* 8203.3(c). Specifically, this MB clarifies that the PTKLF are the “developmental milestones” in the “prekindergarten learning development guidelines” as defined in that section.

Directives for Implementation

Beginning July 1, 2025, CSPP contractors are required to implement the PTKLF to guide curriculum and lesson planning to support children ages three through five years old. This timeline will provide the opportunity for CSPP contractors to plan for implementation of the PTKLF.

Training will be offered through the California Preschool Instructional Network (CPIN) funded by the federal Child Care and Development Fund Quality Project dollars administered by the California Department of Social Services. Training may also be available through local CSPP Quality Rating

and Improvement System Block grantees.

The California Department of Education (CDE) will also publish high-level pre-recorded presentations on each domain of the PTKLF beginning summer of 2024 and will be available at: <https://www.cde.ca.gov/sp/cd/re/psfoundations.asp>. This web page also includes a description of high-level changes to the PTKLF, such as the addition of a new domain, Approaches to Learning, and other changes.

Background and Authority

EC Section 8203.3(c) states that all programs funded by the CDE pursuant to the Early Education Act (*EC* 8200 et. seq.) are required to use the prekindergarten learning development guidelines.

Following the requirement to use the prekindergarten learning development guidelines developed by the CDE, the California Preschool Learning Foundations were released in 2008 (Volume 1), 2010 (Volume 2), and 2012 (Volume 3).

Then, Senate Bill 129 (Chapter 69, Statutes of 2021) Section 206 Item 6100-190-0001 appropriated funds to the CDE to update the California Preschool Learning Foundations. Specifically, this language required the CDE to update the Preschool Learning Foundations “to reflect the prekindergarten year prior to kindergarten enrollment, including but not limited to, transitional kindergarten in a school setting...[and] incorporate recent research in the field, such as around dual language learners and supporting inclusion and children with disabilities...”

The updated Preschool Learning Foundations were then re-named the PTKLF, and describe the knowledge, skills, and developmental milestones that most children ages three through five can achieve in a high-quality early education program. It covers the following domains: Approaches to Learning, Mathematics, Language & Literacy, including Foundational Language Development and English Language Development, Social & Emotional Development, Science, History-Social Science, Health, Physical Development, and Visual & Performing Arts.

Resources

For access to the PTKLF, including a pre-recorded webinar and more information on what has changed from the original version of the Preschool Learning Foundations, visit <https://www.cde.ca.gov/sp/cd/re/psfoundations.asp>.

If you have programmatic questions related to this MB, please contact your assigned Early Education Division (EED), Program Quality Implementation (PQI) office regional consultant. The EED, PQI regional consultant directory web page can be accessed at <https://www.cde.ca.gov/sp/cd/ci/assignments.asp>.

If you have questions related to printing for distribution, please contact CDE Press at cdepress@cde.ca.gov.

This MB is mandatory only to the extent that it cites a specific statutory or regulatory requirement, and is not prescriptive, pursuant to California *EC* 33308.5.

Questions: Early Education Division | 916-322-6233

Last Reviewed: Thursday, August 1, 2024



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Management Bulletin 24-08

This Management Bulletin Provides Guidance on Data Collection for California State Preschool Programs Operated by a Local Educational Agency.

Early Education Division

Subject: Data Collection for California State Preschool Programs Operated by a Local Educational Agency

Number: 24-08

Date: August 2024

Expires: Until rescinded or superseded by regulations

Authority: Assembly Bill 22 (Chapter 901, Statutes of 2022); California *Education Code* Section 60910; *California Code of Regulations*, Title 5, Section 17822

Attention: Executive Directors and Program Directors of Agencies with a California State Preschool Program contract

Purpose

This Management Bulletin (MB) notifies and provides guidance to California State Preschool Program (CSPP) contractors who provide CSPP services through a Local Educational Agency (LEA) regarding required data submission to the California Preschool Data Collection (CAPSDAC) Online Data System. This MB also provides guidance to non-LEA CSPP contractors as to how they may opt to collect the additional CAPSDAC data elements.

Policy

Pursuant to the requirements of California *Education Code (EC)* Section 60910, effective July 2024, LEA CSPP contractors, as defined below, are required to submit child, classroom, and staff data for all children enrolled in a CSPP as specified in the directive below.

The purpose of this directive is to collect all applicable data elements for LEA CSPP contractors that are collected for children in Transitional Kindergarten (TK), which, in combination with the data already collected through the California Longitudinal Pupil Achievement Data System (CALPADS), will provide longitudinal data for children enrolled in CSPP through grade 12.

For purposes of this MB, “Local educational agency” shall include a county office of education, a school district, or a charter school, as defined in *EC* Section 60900(k). A community college that operates a CSPP is not included in this definition of an LEA for purposes of submitting data to the CAPSDAC, and is not applicable to the guidance in this MB.

Directives for Implementation

Reporting CSPP Data

LEAs with a CSPP Contract

For LEA CSPP contractors, beginning with data collected for July 2024 and beyond, contractors are required to submit the CAPSDAC Monthly Data Submission for all classroom, staff, and child data. This submission will replace submission into the Preschool Language Information System (PLIS) Report and the CDD-801A Monthly Child Care Population Report within the Child Development Management Information System (CDMIS).

For LEAs, the final report submitted to the CDMIS **for CSPP-enrolled children** will be the June 2024 CDD-801A Report, and the final report submitted to the PLIS will be the 2023–24 Quarter 4 PLIS Report.

LEA CSPP contractors must continue to utilize the CDMIS to update agency information, including, but not limited to, the following:

- Site information updates (site name, site supervisor, and site address),
- Family Child Care Home (FCCH) Information,
- Program director information, and executive director information.

LEA CSPP contractors that are approved to serve CSPP-enrolled children in FCCHs through a Family Child Care Home Education Network (FCCHEN) must continue to submit the Subsidized Provider Report (SPR) monthly to the CDMIS.

For LEAs that subcontract with community-based organizations to serve children under the LEA’s CSPP contract, the LEA is responsible for ensuring all data for the subcontracted children are included in every CAPSDAC Monthly Data Submission. These LEAs must ensure a plan is developed to fulfill the CAPSDAC data submission requirements for the entire LEA, which includes subcontractor data.

Other Agencies with a CSPP Contract That Are Not LEAs

At this time, non-LEAs are encouraged, but not required, to collect the additional data elements required to be collected in the CAPSDAC. However, at this time, non-LEA reporting practices are unaffected by the CAPSDAC and non-LEA contractors are not required to submit additional information required for LEA contractors to the California Department of Education (CDE).

In the CDMIS, non-LEAs will continue to be responsible for submitting the monthly CDD-801A Report, updating agency information when changes within the agency occur, and submitting the monthly SPR if the non-LEA is approved to serve CSPP-enrolled children in FCCHs through a FCCHEN.

In addition to the CDMIS responsibilities, non-LEAs must continue to submit the quarterly PLIS Report to the PLIS, following the PLIS reporting schedule.

If a non-LEA holds a direct CSPP contract with CDE, and also receives a subcontract from an LEA to offer CSPP, the non-LEA must continue to report children funded with their direct CSPP contract into the CDMIS and PLIS, and work with the LEA they subcontract for to provide information necessary for CAPSDAC reporting.

California Preschool Data Collection (CAPSDAC) System Overview

Pursuant to the requirements of *EC* Section 60910, effective July 1, 2024, LEA CSPP contractors are required to begin collecting and compiling data elements for classroom, staff, and children for submission to the CAPSDAC. The CAPSDAC is an online data system for data collection from LEA CSPP contractors.

The CAPSDAC Monthly Data Submission must include the data for all children enrolled in CSPP each month, their classrooms, and the staff serving CSPP children. Contractors can find all data elements and their definitions in the CAPSDAC User Manual, Appendix A Data Definitions, available on the CAPSDAC Support web page at <https://www.cde.ca.gov/sp/cd/ci/capsdacusermanual.asp>.

The CAPSDAC Monthly Data Submission is comprised of three sections:

- Classroom
- Staff
- Child records

Agencies may submit their data through either CAPSDAC Manual Input or Edit, or through CAPSDAC Electronic File Transfer.

- **CAPSDAC Manual Input or Edit:** This method allows contractors to manually enter their data about each classroom, staff, and child by completing fields in the CAPSDAC.
 - ❖ Contractors choosing this method of submittal will log on to the CAPSDAC and enter information about each classroom within a specific CSPP site.
 - ❖ Once the classroom record is saved and established within the CAPSDAC, the user will then enter information about the staff, assigning them to each classroom within the site.
 - ❖ After all staff information is complete, the user will enter information about each CSPP child at the site and assign them to each classroom they were enrolled in for CSPP services.
 - ❖ The Manual Input or Edit method enables small CSPP contractors, who have limited number of classrooms, staff, and children, or who do not use a software vendor for data

file generation to input and edit data manually.

- **CAPSDAC Electronic File Transfer:** This method allows contractors to transfer specifically formatted data files to the CAPSDAC via a secure upload process. For detailed instructions, please refer to the CAPSDAC User Manual Appendix B: Creating Electronic Files and Appendix C: Electronic File Format Specifications on the CAPSDAC User Manual and Appendices web page at <https://www.cde.ca.gov/sp/cd/ci/capsdacusermanual.asp>.
 - ❖ When using the electronic file transfer method, three separate files must be uploaded to the system in the following order, starting with the Classroom Records file first, followed by the Staff Records file, and then the Child Records file. The system will generate an error report within five minutes of upload if the file contains errors. This error report will list the first 100 file format or data quality errors contained in the file. If the file contains no errors, the file and its contents will successfully upload to the CAPSDAC and will be displayed on the CAPSDAC Dashboard.
 - ❖ The Electronic File Transfer method is typically used by larger contractors that use a software vendor, or are able to format their data and files in the manner specified for upload.

After successfully submitting the data, whether through the Manual Input or Edit or the Electronic File Transfer, users can download all records from the CAPSDAC into three formatted files: Classroom, Staff, and Child. These files conform to the CAPSDAC file specifications, and therefore, can be reuploaded after modifications for the next month's data submission. **Users can access these data files only for the current data submission and the prior month's data submission; therefore, the CDE recommends utilizing the download records function every month to maintain a record of what data has been submitted to the CAPSDAC.**

Child and Family Data Elements

Child and family data elements required for complete submission to the CAPSDAC can be found in both the updated Confidential Application for California State Preschool Program Form EED-9600 and the new Confidential Application for the California State Preschool Program EED-9600 Appendix. Both forms are available on the Preschool Services Forms web page at <https://www.cde.ca.gov/sp/cd/ci/cddforms.asp>. Although all required data elements must be collected, contractors are not specifically required to utilize these forms and can instead develop their own document(s) or incorporate CSPP requirements within their current process for collecting child and family information.

The complete list of data elements required in the CAPSDAC Monthly Data Submission can be found in the CAPSDAC User Manual Appendix A: Data Definitions, available on the CAPSDAC Support web page at <https://www.cde.ca.gov/sp/cd/ci/capsdacsupportlanding.asp>.

Timeline for Implementation and Important CAPSDAC Dates

Receiving Login Credentials

Prior to August 1, 2024, executive directors and program directors of LEAs with an active CSPP contract will receive an email with the CAPSDAC login credentials. These credentials will be distinct from the credentials used for the CDMIS and the PLIS. Once an LEA receives login credentials, the executive and program directors are responsible for creating additional CAPSDAC user accounts for all LEA staff who are identified to have access to the CAPSDAC for data submission purposes.

Following the creation of these initial CAPSDAC Accounts, it is the responsibility of the LEA to create and maintain all CAPSDAC accounts for their LEA. If there are new staff, including new Program or Executive Directors, the active LEAAdmin User for the agency is responsible for creating these new accounts. For staff that should no longer have access to the CAPSDAC, LEAAdmin Users are responsible for updating these account statuses to Inactive. Agencies must maintain at least one active LEAAdmin User at all times.

Important Dates

Each month, there are several phases for data submission:

- **Official Submission Window:** this is when contractors are able to input the data from the previous month into the CAPSDAC system.
- **Certification Deadline:** this is when contractors must certify the data inputted during the official submission window.
- **Amendment Window:** this is when contractors can adjust data if they realize changes are necessary after the certification deadline.
- **Certification Lock Date:** this is the last day any changes can be made to data submitted during the official submission window and is the last day of the amendment window.

Contractors must upload their CASPDAC Monthly Data Submission during the Official Submission Window and certify the data no later than the Certification Deadline. The Certification Deadline is the 15th day of the month, unless it falls on a weekend or state-observed holiday, then the due date will be on the following business day.

After the Certification Deadline, if contractors determine there is a need to amend the data, they can do so during the Amendment Window. The Amendment Window will end on the Certification Lock Date on the last day of every month, even if this falls on a weekend or state-observed holiday. No additional changes can be made after the Certification Lock Date. This means that the contractor must make all amendments and re-certify the data no later than the Certification Lock Date or the contractor will not be able to complete their CAPSDAC Monthly Data Submission. Contractors can find the CAPSAC Monthly Data Submission schedule posted on the CDE web page at <https://www.cde.ca.gov/sp/cd/ci/capsdacsubmissionschedule.asp>.

For example, the July 2024 CAPSDAC Monthly Data Submission window will open on August 1, 2024, for LEAs to submit and certify their data for classrooms, staff, and children that are part of an LEA's CSPP. The Certification Deadline for July 2024 data is August 15, 2024. Program Directors and Executive Directors of LEAs that do not certify their July 2024 Monthly Data Submission by this due date will receive a late notification on August 16, 2024. The Amendment Window will be from

August 16–31, 2024 for amending the CAPSDAC Monthly Data Submission to ensure accuracy. The Certification Lock Date for the July 2024 CAPSDAC Monthly Data Submission is August 31, 2024 at 11:59 p.m.; after that time, no further edits or changes to certification can be made.

Note: In addition, **LEA CSPP contractors must continue to use the CDMIS on an ongoing basis to maintain and update agency information**, including information on CSPP sites. Agency information in the CDMIS will be used to identify which sites appear and can be selected in the CAPSDAC.

Failure to certify CAPSDAC Monthly Data Submissions prior to the Certification Lock Date may result in CSPP apportionments being withheld pursuant to *California Code of Regulations*, Title 5, Section 17822. If the CDE has reason to believe that CAPSDAC Monthly Data Submissions are consistently certified inaccurately or with falsified data, or if a contractor fails to submit any data for three consecutive months, the CDE may consider placing a contractor's CSPP contract on conditional status until accurate submissions are received.

Background and Authority

Assembly Bill (AB) 22 (Chapter 901, Statutes of 2022) added *EC* Section 60910, which requires the CDE, by July 1, 2024, to collect the same data for staff in a LEA-based CSPP that is collected from staff in a TK through grade twelve (TK–12) classroom setting.

AB 22 also requires, by July 1, 2024 that CDE collect child data for each child enrolled in a CSPP operated by a LEA, including all applicable data elements that are collected for children in TK pursuant to *EC* Section 48000, which, in combination with the data collected pursuant to *EC* Section 60900, will provide longitudinal data for children enrolled in CSPP programs operated by LEAs through grade 12.

Resources

The CAPSDAC Support web page can be found on the CDE web page at <https://www.cde.ca.gov/sp/cd/ci/capsdacsupportlanding.asp>.

- This web page contains detailed user manuals and appendices for successful data submission, electronic file templates, submission schedules and important dates related to CAPSDAC submissions, frequently asked questions related to CAPSDAC, slides from CAPSDAC webinars, and a link to this MB.
- Additionally, any changes to CAPSDAC, such as system defect fixes or updates will also be posted on this support web page.

If you have any questions about the contents of this Management Bulletin or need additional information about the CAPSDAC or the CAPSDAC Monthly Data Submission, please email the CAPSDAC Support Team at capsdac@cde.ca.gov.

If you have programmatic questions related to this Management Bulletin, please contact your assigned Early Education Division (EED), Program Quality Implementation (PQI) office regional consultant. The EED, PQI regional consultant directory web page can be accessed at <https://www.cde.ca.gov/sp/cd/ci/assignments.asp>.

If you have fiscal questions about the information in this email, please contact your assigned CDE Early Education and Nutrition Fiscal Services (EENFS) fiscal analyst. The fiscal analyst directory can be accessed at the following link: <https://www.cde.ca.gov/fg/aa/cd/faad.asp>.

This Management Bulletin is mandatory only to the extent that it cites a specific statutory or regulatory requirement. Any portion of this Management Bulletin that is not supported by a specific statutory or regulatory requirement is not prescriptive pursuant to California Education Code Section 33308.5.

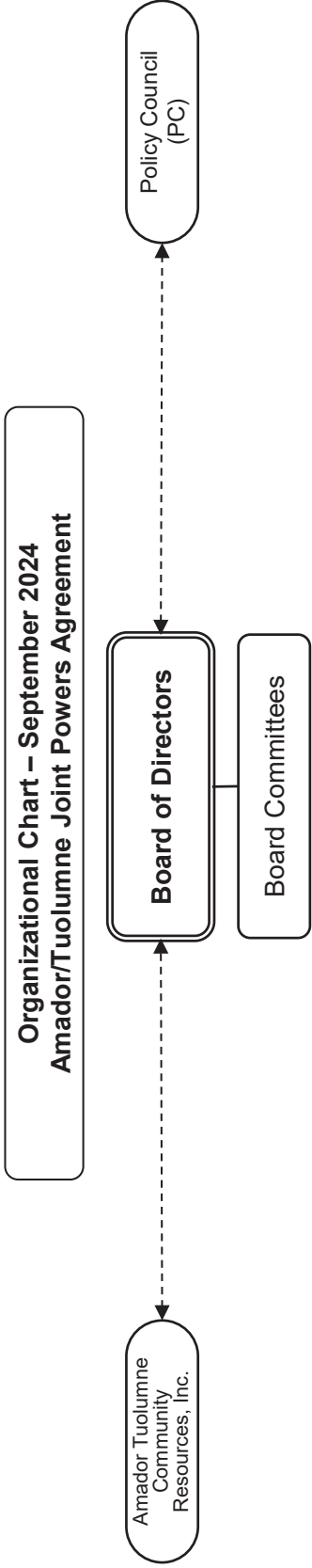
Questions: Early Education Division | 916-322-6233

Last Reviewed: Thursday, August 1, 2024



PROGRAM PRESENTATIONS

For the
Amador Tuolumne Community
Action Agency
Board of Directors
2024



INFORMATION & REFERRAL OFFERED AT ALL ATCAA LOCATIONS

- Administration**
 - Fiscal Management
 - Human Resource Management
 - Program Support
- Amador Lifeline Program**
 - Personal Emergency Response Service assisting the elderly and the disabled to live independently
- Communications & Outreach**
 - Promotes, supports and advances the mission, vision and sustainability of ATCAA by creating and delivering professional, accurate and timely messaging, branding and advocacy.
- Early Childhood Services (Head Start/State Preschool/Early Head Start)**
 - Education for children birth to five years of age – Center/Home Base
 - Health & Nutrition
 - Social Services
 - School Readiness
 - Family Engagement/Family Partnerships

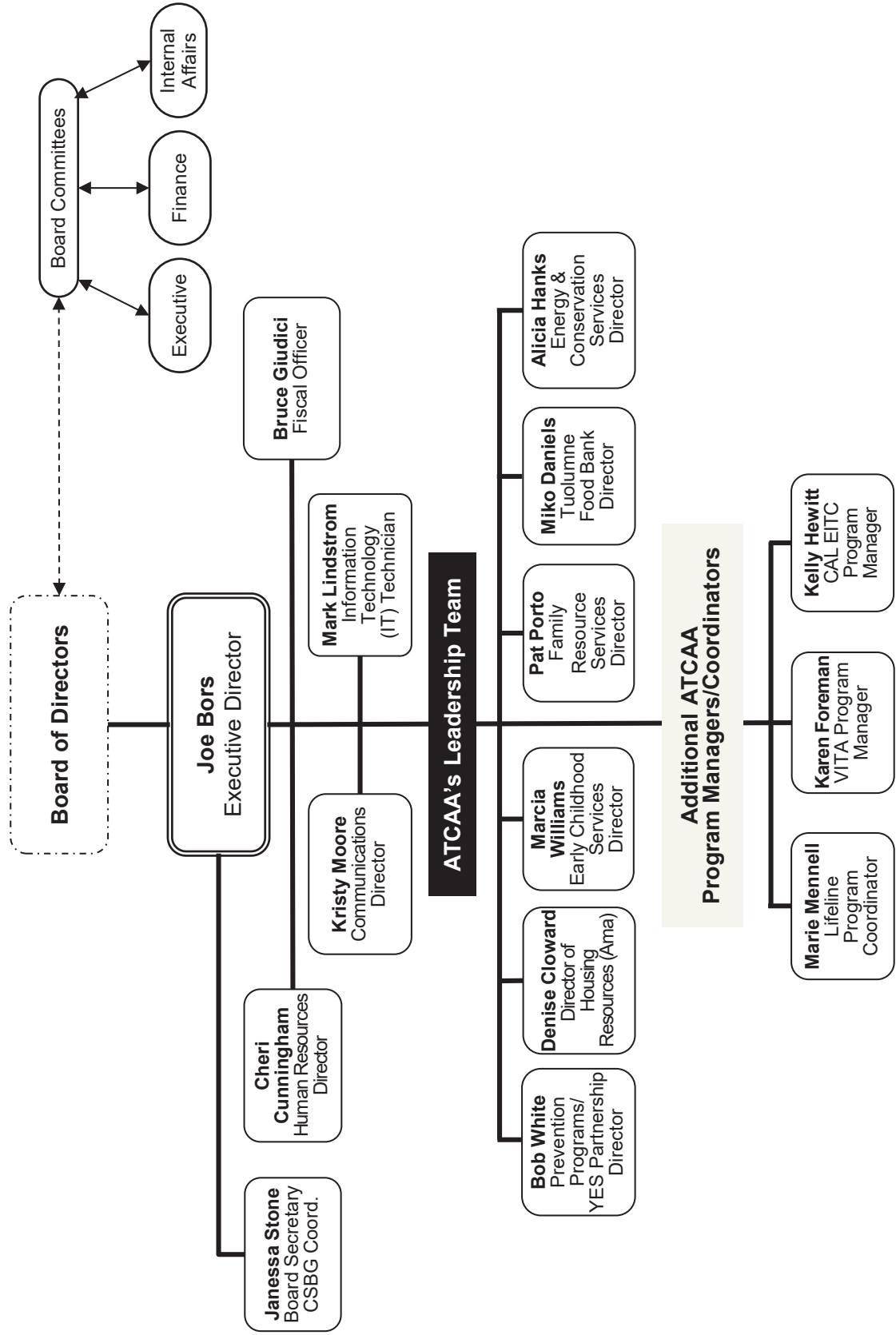
- Energy & Conservation Services Amador, Calaveras & Tuolumne Counties**
 - Home Weatherization
 - Home Energy Assistance Program
 - Water Conservation
 - Energy & Conservation Education
 - Well Water Testing

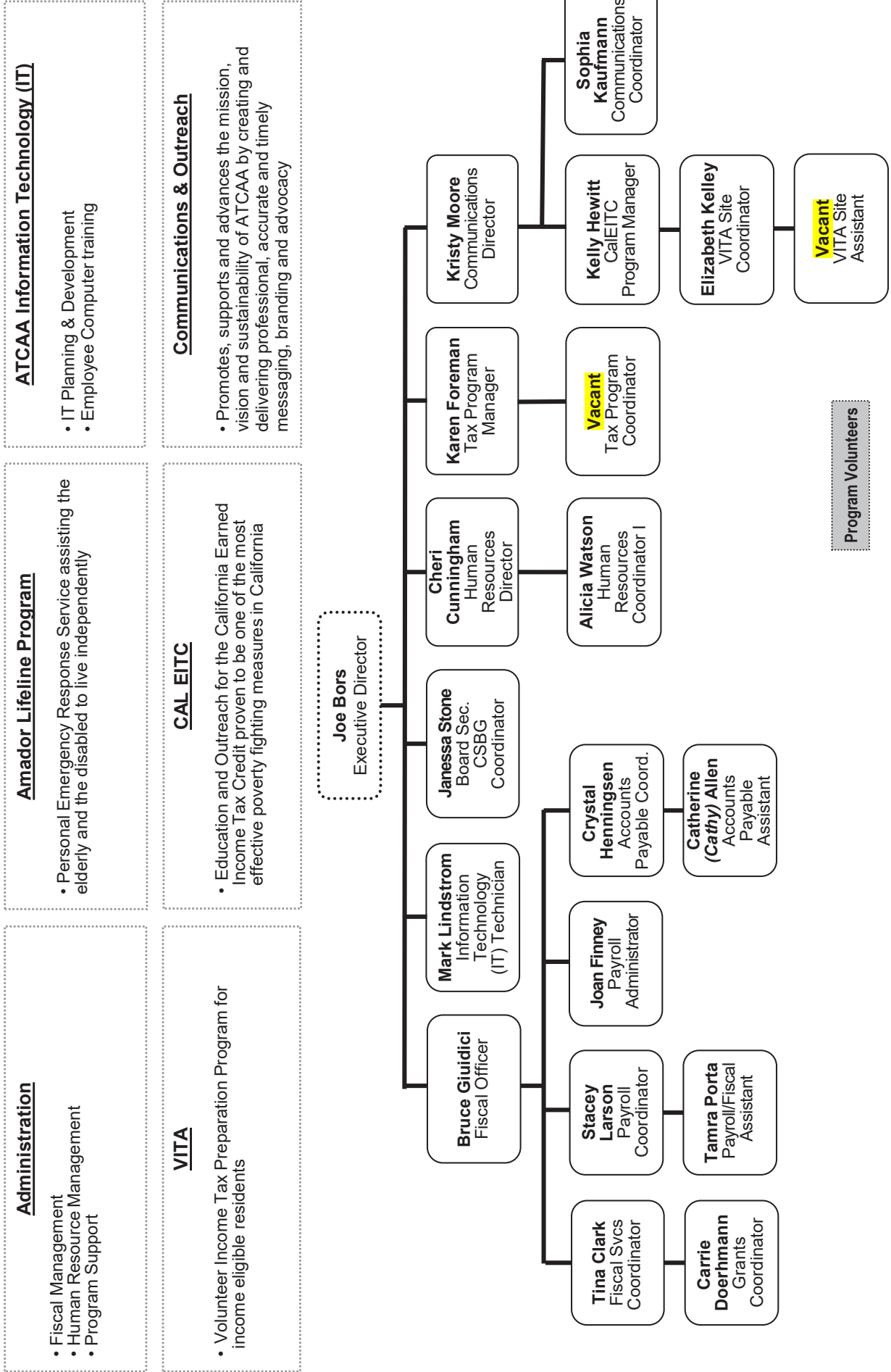
- Family Resource Services**
 - Child Abuse Prevention & Education
 - SSAY Coalition
 - Youth Assets for Independence (IDA)
 - Literacy Support

- Housing Resources**
 - Emergency Shelters in Sonora and Jackson
 - Rapid Re-Housing rental assistance for homeless households in Amador, Calaveras and Tuolumne Counties
 - Smart Money classes for household budgeting and credit repair in Amador, Calaveras and Tuolumne Counties
 - Veteran Supportive Housing HUD-VASH (Amador)
 - Permanent Supportive Housing
 - Central Sierra Continuum of Care
 - Low Income Housing/Fair Market Rent (FMR):
 - Columbia – 3 Modulars
 - Tuolumne - Triplex

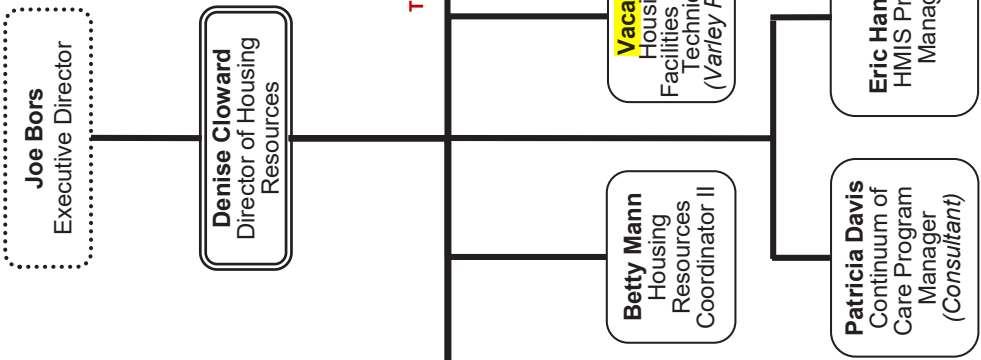
- Tuolumne Food Program**
 - Distributing to local pantries
 - Tuolumne Food Distributions
 - Holiday Baskets
 - Seniors/Homebound
 - Food for Kids (Plus)
 - Produce Program
- Tuolumne Prevention Programs**
 - Youth Mentoring
 - Friday Night Live/Club Live
 - Fiscal Agent for YES Partnership
 - Suicide Prevention
 - Community Resiliency

- VITA/CAL EITC**
 - Volunteer Income Tax Preparation Program for income eligible residents.
 - Education and Outreach (marketing) for the California Earned Income Tax Credit available to those earning 30k or less, proven to be one of the most effective poverty fighting measures in California.





- Housing Resources**
- Emergency Shelters in Sonora and Jackson
 - Rapid Re-Housing rental assistance for homeless households in Amador, Calaveras and Tuolumne Counties
 - \$mart Money classes for household budgeting and credit repair in Amador, Calaveras and Tuolumne Counties
 - Veteran Supportive Housing HUD-VASH
 - Permanent Supportive Housing
 - Central Sierra Continuum of Care (CoC)
 - Low Income Housing/Fair Market Rent (FMR):
 - Columbia – 3 Modulators
 - Carter Street - Triplex



Central Sierra CoC

Contracts/Amendments

2023 ESG X2
HHAP R 5 payment 1

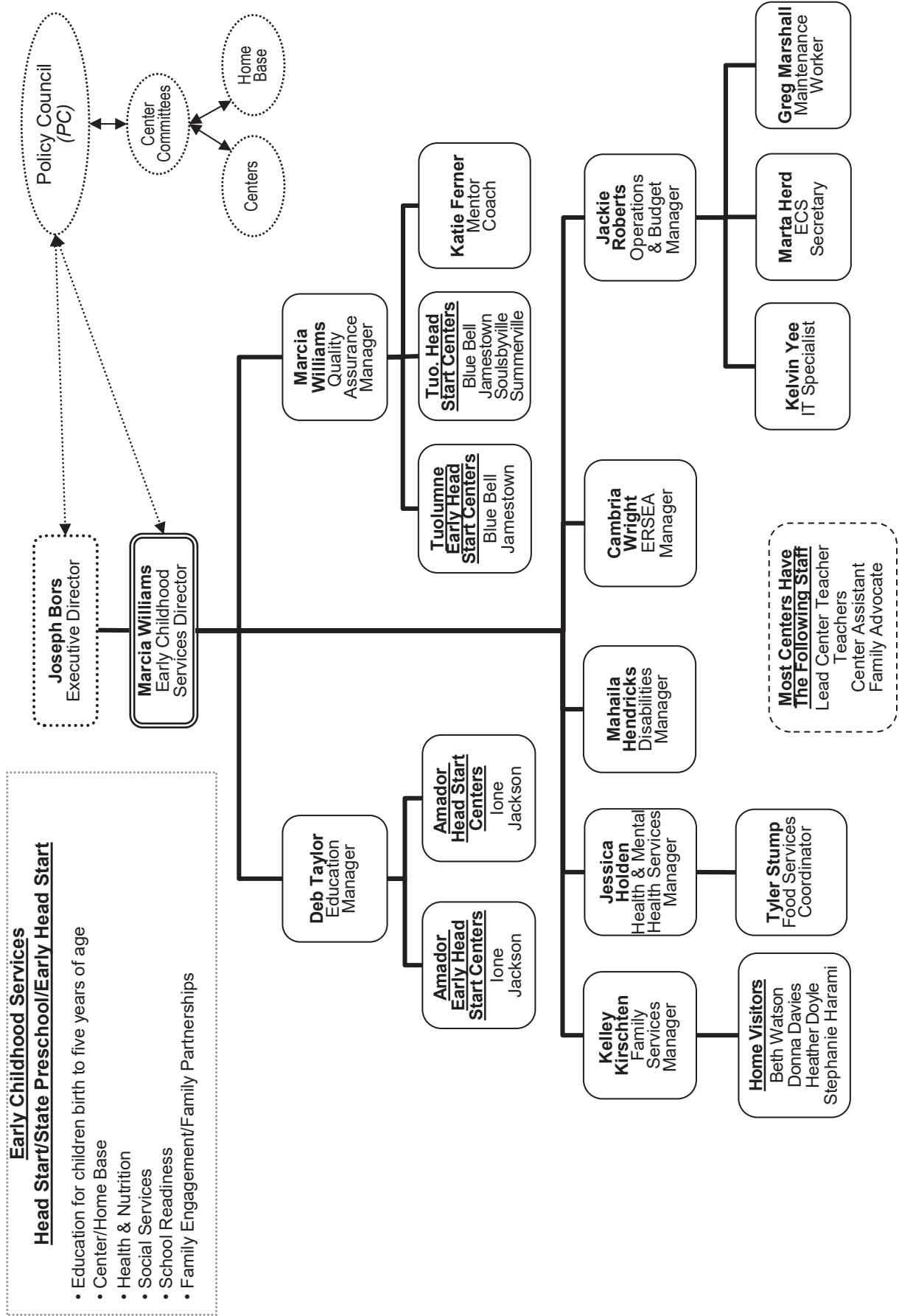
Accomplishments

2024 CACFP Renewal CNIPS W HeadStart
Varley Inspections Signal Service
CDBG 2024 Grant request submitted (Intent to apply)
Amador Mental Health Opioid Roundtable
Donation old van, shop for new Housing Vehicle
Submission of 6 COC 2024 Renewal grants, new planning grant, expansion grant Rapid Re Housing
Amador County BHBH brainstorming session, assist to spend County Rental assistance under contract
Tuolumne County Rapid Re Housing meeting with all County staff, work to use CES and MDT calls
Anthem, submission of budget to fund COC AND HMIS Staff for Two years
ATCAA Researching possible Health Care contracts to become a Community Support provider
Open Hire HRC 2 Tuolumne County
PIT- 2025 Meeting to review survey
Contract Rising Phoenix complete, 3 clients moved into units
HMIS Policies revised complete

In Progress:

Health Care providers discussion- Coordinated Entry process ATCAA Reimbursement contract
Main Tech back out to open hire
HRC2 Back out to open hire
NSPIRE Training as property owners (National Standards for the Inspection of Real Estate)
HHAP R 5 contract language updates
2024 COC regional application

ATCAA waiting to review milestones needed from Health Care providers, considering becoming a Community Support Provider under contract to be reimbursed for Post Hospitalization , Tenacy related work, and navigation services currently provided .



Contracts/Amendments:

- We submitted our Continuation Application for the 5th year of our 5-year grant for Early Head Start and Head Start.
- The Tuolumne Co. Dept. of Social Services is working on a renewal of the Home Visiting Program contract for 2024-25.

In Progress:

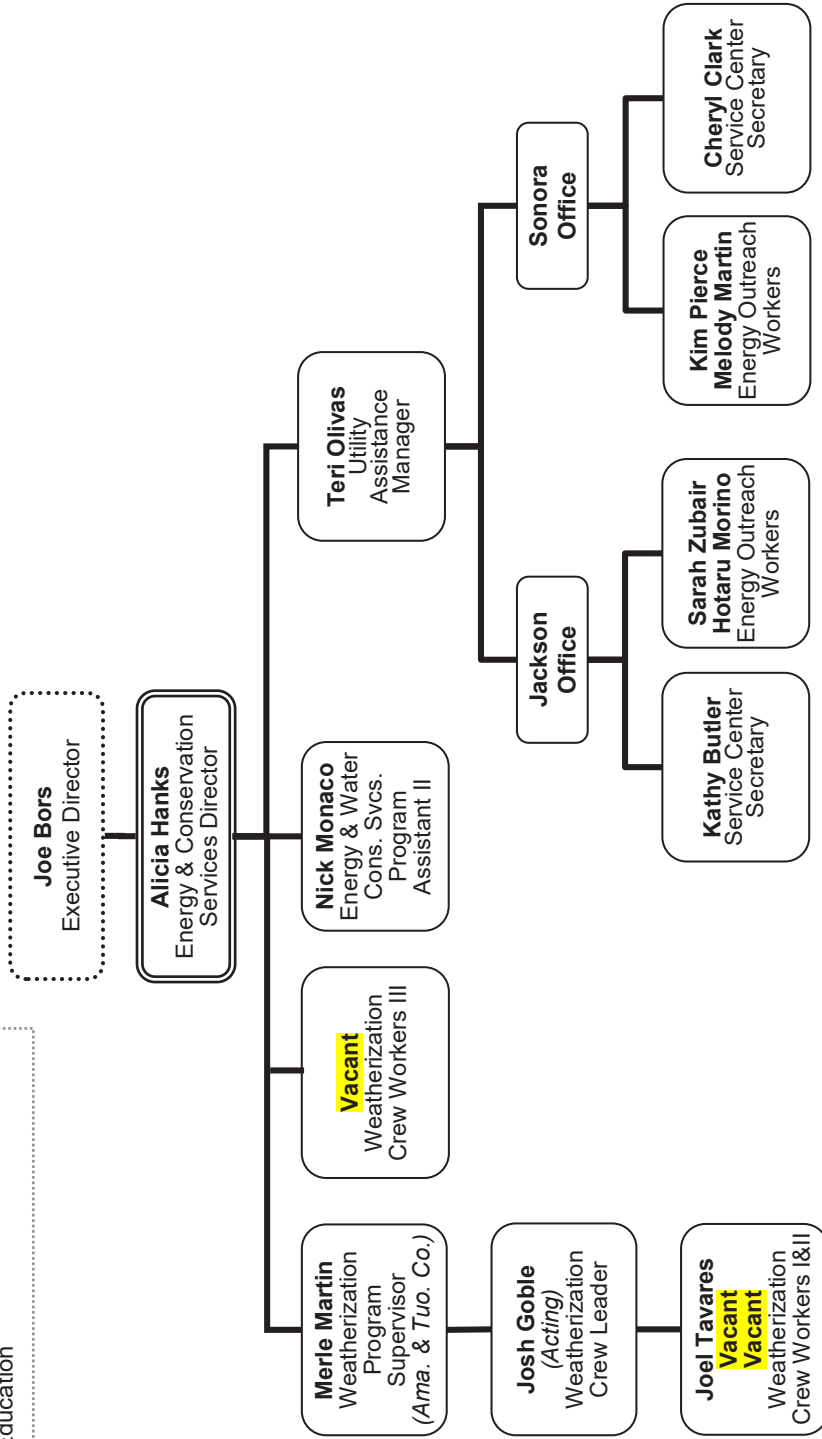
- We met with the Technical Assistance Team regarding our Corrective Action Plan for the FA2 review. We have completed all the steps and should be done with all the plan once the Board approves the changes to the Inventory procedure
- We have almost completed the Board Training required by Head Start. Thank you to all of you for your time and cooperation in helping us meet this requirement

Accomplishments:

- We are an approved Blue Zones Worksite. There will be a celebration on October 28
- Our new playground at Summerville Elementary is installed and is appreciated by the children
- We installed artificial turf in the playgrounds at Jackson Head Start and Early Head Start



- Energy & Conservation Services**
Amador, Calaveras & Tuolumne Counties
- Home Weatherization
 - Home Energy Assistance Program
 - Water Conservation
 - Energy & Conservation Education



Program Volunteers
AmeriCorps Members

Contracts/Amendments

- | | | |
|----------|--|-----------------------------|
| • 3126.1 | 2023 LIHEAP for \$1,214,294 | Close out package submitted |
| • 3126.2 | 2023 ESLIHEAP for \$926,741 | 100% Complete |
| • 3127.1 | 2024 LIHEAP for \$1,301,536 | 43% Complete |
| • 3127.2 | 2024 SLIHEAP for \$49,922 | 75% Complete |
| • 3350.1 | Prop-1 Water Conservation \$292,000 | 8 homes completed in Q3 |
| • 3450.1 | 2023 TSIRWMA Well Testing for \$38,400 | 06% Complete |

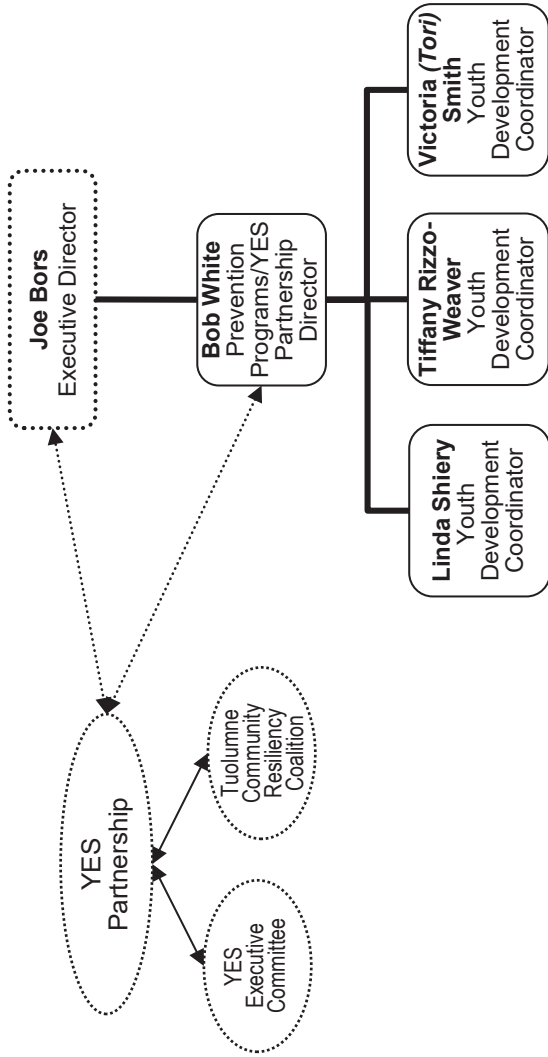
Accomplishments

- Applied for DOE WAP Grant of \$40,000 – waiting for award
- Hired new Energy Director, Alicia Hanks
- Hired two employees, one WX and one U/A
- Completed annual energy audit

In Progress

- Ad for crew worker for Weatherization (still need one more crew member)
- Looking to procure two new energy vehicles

- Tuolumne Prevention Programs**
- Youth Mentoring
 - Friday Night Programs
 - Fiscal Agent for YES Partnership
 - Suicide Prevention
 - Community Resiliency



Program Volunteers
Service Providers

Contracts/Amendments

- No changes

Accomplishments

- The Friday Night Live (FNL) staff facilitated a workshop at the California Friday Night Live Partnership (CFNLP) annual Leadership Training Institute (LTI) in Sacramento on July 24.
- The Friday Night Live (FNL) program is establishing community-based chapters at the Groveland, Jamestown, and Tuolumne recreation centers.

In Progress

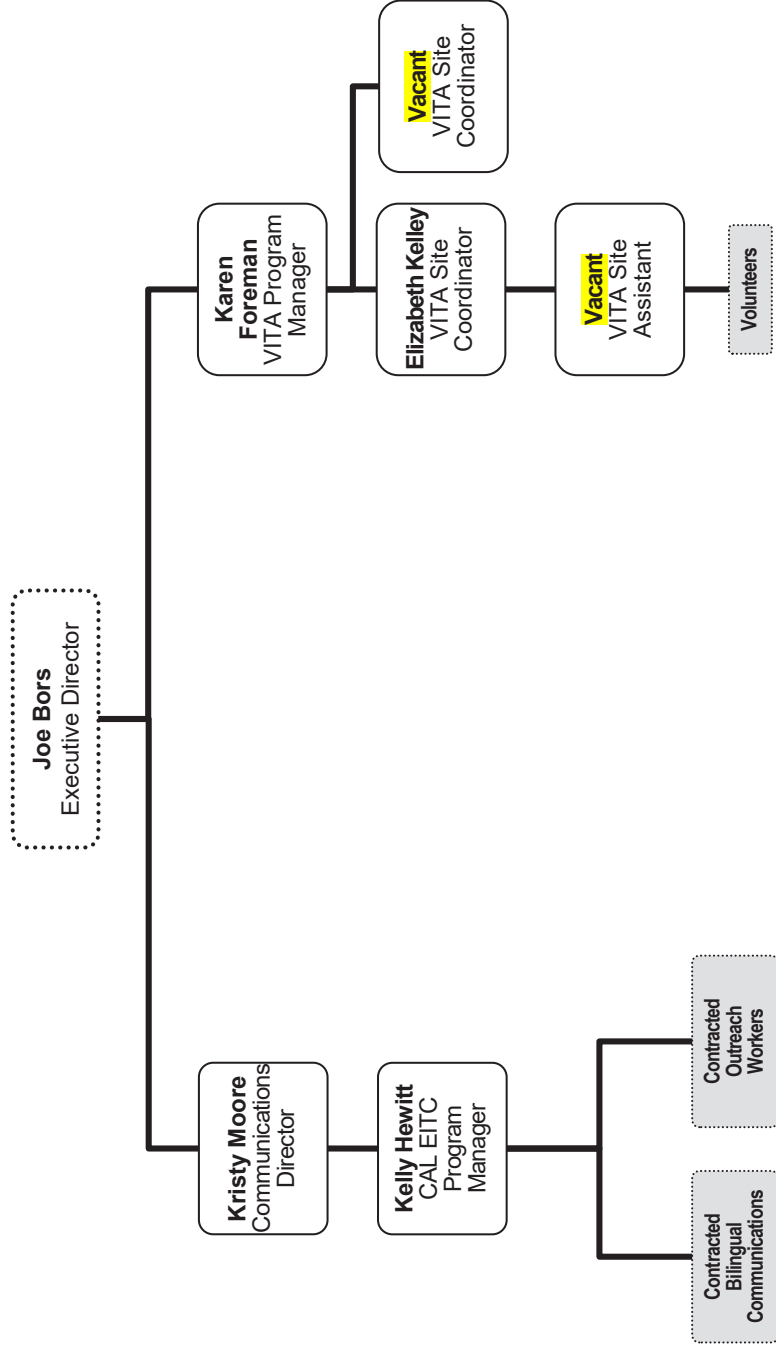
- YES Partnership Retreat on August 8.
- 3rd Annual Community Roots Resource Fair on August 14.
- Youth Mental Health First Aid training on August 16.
- Mental Health First Aid training on August 28.

CAL EITC

- Education and Outreach (marketing) for the California Earned Income Tax Credit for those earning \$30k or less, proven to be one of the most effective poverty fighting measures in California.

VITA

- Volunteer Income Tax Preparation Program for income eligible residents.



Contracts/Amendments:

California Earned Income Tax Credit/CalEITC+ Education &

Outreach Grant

07/1/2024 - 6/30/2025. \$220,000

Marketing, education, outreach and tax preparation support to rural county low-income residents earning less than \$31,950k annually.

In Progress:

- SSAY Collateral Development & Marketing Campaign
- YES Partnership’s Take Back Drugs Day
- Gearing up for Adopt-A-Family (Tuolumne County) and Giving Tuesday (Amador County)
- Staff Recruitment – targeted marketing
- California Earned Income Tax Credit Messaging and Marketing Campaign
- Overall ATCAA program and project support.

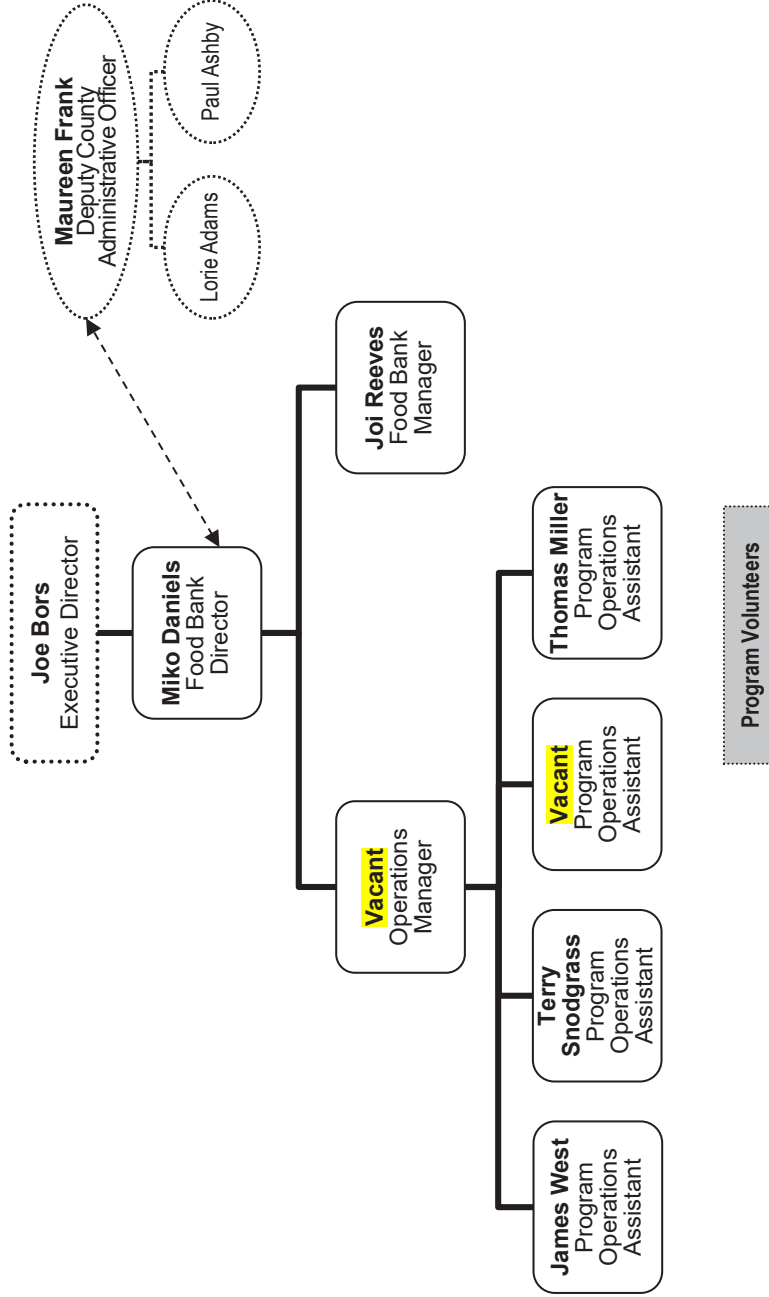
Developed maximum impact ads for Drug Take Back Day to soon run on MyMotherlode

Developing materials for SSAY, (Substance Solutions for Amador Youth)

Visit the new SSAYCoalition.org website and like the SSAY FB Page

Tuolumne Food Program

- Distributing to local pantries
- Tuolumne Food Distributions
- Holiday Baskets
- Seniors/Homebound
- Food for Kids (Plus)
- Produce Program



Contracts/Amendments:

- **Capacity Grant** – We have started spending the award monies for the approved purchases – see below. We have two years to fully spend the grant but are scheduled to complete all projects by 6/30/25.
- **Reach & Resiliency** – Updates are being made and are due October 14, 2024

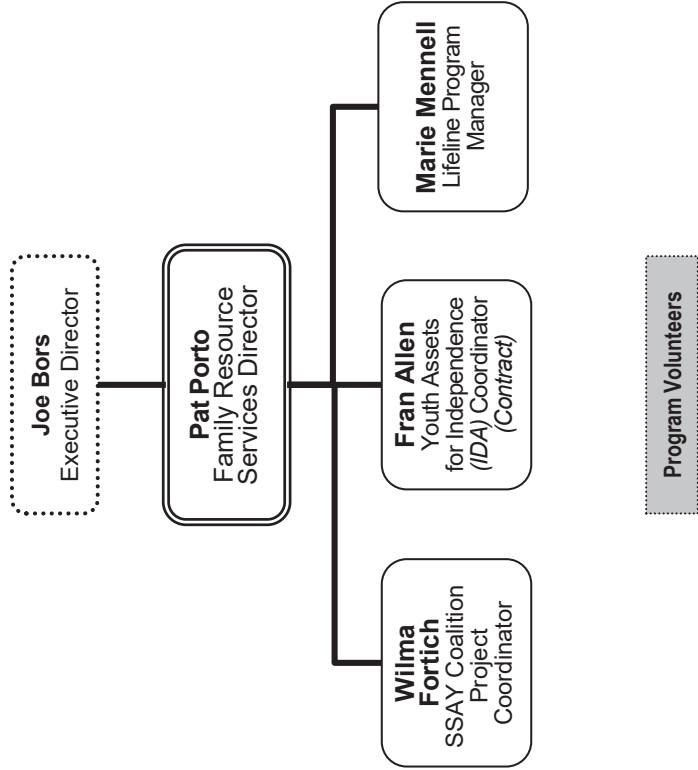
In Progress:

- **Program Manager** – Joi Reeves has resigned from her position as Food Bank Manager II. This position is currently posted and accepting applications.
- **New Staff** – We are currently onboarding 2 new staff to fill vacancies at the food bank.
- **Capacity Grant** – picking up where the previous Director left off in implementing/installing identified and approved improvements.
- **Bloomerang** – Volunteer Management Software has been purchased and we are learning how to use this for our volunteer program.
- **Link2Feed** – This software system will handle member/customer data, pounds in and out, duplicated and unduplicated serves, demographics, and Inventory Management. Director is in contact with the Link 2 Feed rep and working on getting this started.
- **Big Ass Fans** - (the name of the company) arrived 7/8/24. All but one fan arrived damaged. Due to dealing with difficult customer service, we have returned all but the good fan and are awaiting a refund on the others.
- **Kids Club** – This program was temporarily on hold and will resume soon. Start date should be determined by the end of this week.
- **Holiday Baskets for Thanksgiving** - We will have the official date for distribution by the end of this week and put the announcement out in the next week or two.
- **Parking Lot Paving** – Completed.
- **Working with Chicken Ranch Fellowes** – This is proving to be intermittent at best. No one has returned any of our calls to schedule drop-off for composting. We are looking into other options.
- **Forklift certification for staff / Food Handling certification for staff** – all team members will have both certifications this year.
- **Warehouse Audit** - scheduled for October 24, 2024.

Accomplishments:

- Our warehouse is full of in-date, more nutrient dense foods. More fresh fruits and vegetables (Farm to Family) are being procured for our members. We are committed to providing nutritious, fresh, and healthy foods in a respectful and dignified environment. We were able to reduce the amount of ‘garbage produce’ that we were contracted to purchase from Second Harvest. This contract ends on 12/31/24; in the future, we will only be purchasing produce from CAFB Farm to Family program and/or the Woodland Mixing Center (donated and purchased options).

- Family Resource Services**
- Child Abuse Prevention & Education
 - SSAY Coalition
 - Youth Assets for Independence (IDA)
 - Literacy Support



OCTOBER 2024

Contracts/Amendments:

- Lifeline ongoing service contract; Sutter Health Investment Grant, 1/3/2022 to 12/31/2024. No changes.

In Progress:

- Sent out Volunteer forms to 1 potential Checker.
- Filling out application for donation from Upcountry Lions.

Accomplishments:

- 20 clients are taking advantage of the prepay for 11 months and get the 12th month free option.
- 39 clients are taking advantage of our monthly credit card payments.
- Presented ATCAA and Lifeline at the Celebrate Pine Grove, on 9/13/24.
- Presented ATCAA and Lifeline at the Together We Can Health Fair, Amador County on 9/21/24.
- Presented ATCAA and Lifeline at the Mark Twain Hospital Health Fair on 9/28/24. Only 2 Lifeline brochures were left!
- Presented ATCAA and Lifeline at the Calaveras Government's Employee Health Fair on 10/3/24 in 103 degree heat...
 - One person wants to volunteer as a preparer in our Tax Program!
 - ATCAA is very well received in the community. Those who used ATCAA's resources were very grateful.

Upcoming Events:

- Contacted Sierra Belles to start organizing the Christmas basket project. They have 33 baskets so far.
- Will attend Commission on Aging meeting on October 16th.
- Grooving in the Grove, 10/19/24. Will get ATCAA and Lifeline brochures out with the Upcountry Lions.
- Will judge Jackson Halloween costumes in conjunction with Soroptimists and Lions on October 31st.



9-2024

Contracts/Amendments:

- Drug Free Communities (DFC) for SSAY Coalition
Grant Period: 10-1-2023 to 9-30-2028
\$125,000 per year
- ECS: Parent's Place, ongoing
- Housing Dept: parenting support for our Homeless Shelters, ongoing

In Progress:

- DFC: In July Wilma Fortich, SSAY Project Coordinator, has continued conducting surveys regarding youth's perception of harm, and availability of marijuana. Outreach to increase the Coalition membership also continues.
- Parent's Place: Meetings continue being offered to ECS in the Amador Centers during the summer. One class monthly for each location, lone and Jackson parents. HS is off for the summer.
- Homeless Shelters: Monthly classes are offered at the Sonora and Jackson family shelters.
- Outreach work continues. I attend approximately 8 – 10 different Amador County coalitions, councils, roundtables, and organizations, sharing information about ATCAA's services.

Accomplishments:

- The SSAY Project Coordinator met with 7 groups in July, that included 53 youth and 30 adults. We were invited to, and attended the Am. Co. Behavioral Health Opioid Coalition. The Coordinator is also in contact with a Mule Creek Prison representative, for the Coalition to possibly receive donations from the inmate fundraisers. We continue to receive support from CADCA, the training division of the DFC grant. Monthly meeting attendance remains steady with 8-14 community members. We had 3 new participants at the July meeting.
- Head Start in Jackson and lone is off for the summer, I will resume Parent's Place for them in September. Two JX Early Head Start parents attended Parent's Place in July. Family Advocates at both centers still share topic videos with parents/caregivers. Participants who have attended, report they are successfully applying the tips and ideas covered in class.
- This month, both shelters had participants for parenting discussions. 3 in Jackson, and 3 in Sonora.
- Outreach efforts continue to connect ATCAA with a variety of collaborations and opportunities. The SSAY Project Coordinator has been attending select meetings to network, offer updates and promote the SSAY Coalition.

Each of us, whether we have anything to do with children or not, is directly affected by how they are treated.

Contracts/Amendments:

California Earned Income Tax Credit/CalEITC+ Education, Outreach and Free Tax Prep Support Grant

FTB funded grant administered by CSD

07/1/2024 - 6/30/2025. \$220,000

A portion of this grant allows for expanded free tax preparation support for residents within California’s rural counties. Cash back for those eligible earning \$30,950k or less from work or self-employment.

VITA – Volunteer Income Tax Assistance Grant – an IRS funded grant.

10/1/2024 – 9/30/2025. TBD

Free tax preparation for households earning \$60k or less and within VITA’s scope. Program expansion made possible with supplemental funding from CalEITC+ and will allow us to accept CalEITC+ eligible clients post-tax day. Clients choose from virtual, drop-off and in-person tax preparation options along with free self preparation options.

In Progress:

- The 2024/2025 CalEITC contract has been executed and we did receive a 50% funding reduction as anticipated.
- The VITA grant application has been submitted and we will know the award amount soon.
- We are currently training a new Site Coordinator to replace the one who retired, recruiting volunteers, creating a training program for both new and returning volunteers and updating our contact list so we can reach out to our CalEITC partners and provide them materials before tax season begins.
- The VITA grant requires we help neighboring counties who do not have a free tax preparation site and the CalEITC grant requires us to reach out to those in rural California counties and help those eligible, claim their California credits. We are in discussions with Calaveras and Mariposa counties to help prepare tax returns for their community members. We plan to open a permanent site in Calaveras County in 2025 and are exploring opening drop-off sites in Mariposa County.

Accomplished:

- Outreach trip to Inyo/Mono Counties allowed us to form new partnerships in those areas. There is one Free Tax Preparation Site in this region and they cannot serve all residents needing help. New partners in this area agreed to refer clients to our virtual tax preparation services. **Preparing taxes for neighboring communities increases our numbers and therefore increases our future funding, thus bolstering our local program.**
- We have prepared a total of 927 tax returns this year. Seventy-Eight of those returns were prepared after April 15th. Clients have until October 15 to claim CalEITC Credits.



TOGETHER WE CAN

We're seeking volunteers for ATCAA's Volunteer Income Tax Assistance (VITA) program. You can gain valuable knowledge about taxes, work flexible hours from home, and positively contribute to your community!

By becoming a tax volunteer, you can help your neighbors and change lives. Contact us to volunteer today!

CALL OR TEXT
(209) 770-3270



0 Worker's Comp. Claims in 2023!

383 Applications Received in 2023

SEPARATIONS - 2023

W/C Ex Mod History

2023/2024	178
2022/2023	179
2021/2022	191
2020/2021	252
2019/2020	239
2018/2019	168
2017/2018	132

HIRED - 2023

Admin	4
ECS	10
Energy	2
Food	1
Housing	4
Youth & Family	2
Taxes	1
Total	24

INVOLUNTARY

Reasons	
Performance issues	8
Other	3
Total	11
By Program Area	
Administration	2
Taxes	1
Early Childhood Education	4
Energy	1
Food	1
Housing	2
Total	11

VOLUNTARY

Reasons	
Stay at home mom	3
Facing performance issues	5
Different career path	
Medical/Nursing	3
Law Enforcement	1
Agriculture	1
Other	1
Different job	
Took a job with the County	2
Another job in ECE field	1
Retired	3
Medical issues: self or family	3
Moved out of State	1
Decided job wasn't for them	1
Unknown - Personal	1
Total	26

By Program Area

Administration	2
Early Childhood Education	15
Energy	2
Food	2
Housing	4
Tuolumne Youth	1
Total	26

Medical Leaves 2023

Pregnancy	4
FMLA/CFRA	10
Misc.	3
Total	17