

2009 – 2010



ASHTABULA COUNTY COMMUNITY ACTION AGENCY

**HEAD
START
ANNUAL
REPORT**



Approved by Policy Council & Board of Director's 11-04-2010

The Community Action Story

PAST

PRESENT

FUTURE

The Ashtabula County Community Action Committee was originally created in 1965 by a resolution of the County Commissioners. Similar Community Action Agencies sprang up all across America. They were funded by the Economic Opportunity Act, the legislation which accompanied President Johnson's War on Poverty. In 1972, the County Commissioners enacted resolutions to abolish the Committee and created the Ashtabula County Community Action Agency (ACCAA) with a new governing board.

The proper identification of the Agency is that of a separate public agency. Since the Agency has a separate governing board, it is not a department of County government. The only direct relationship with the county Commissioners is that each has a seat on the Board.

During the early 1970's, there were federal movements to target the Office of Economic Opportunity for extinction. However, a Supreme Court decision in 1972 required the federal government to cease and desist these attempts; thus the Community Action movement across the country survived.

By 1975, the Agency had a budget of about \$800,000 from various sources. Expansion began and the major programs at that time included: supportive services and transportation of the elderly, family planning, distribution of formula and vitamins for infants, Head Start, emergency assistance and general outreach. Health care assistance for the Spanish community and a screening program for sickle cell were developed. 1976 saw the beginning of Weatherization and the Women, Infants and Children (WIC) Programs. That latter 1970's were a period of growth and expansion. Established programs were expanded, new ones were added, more property and staff were acquired, management and administrative systems were developed. The Senior AIDES and Summer Youth Recreation programs were established. Service areas were defined and additional offices were established to coordinate services.

The 1980's presented more challenges. Area offices were closed. Senior AIDES was transferred to another agency. Community Services Block Grant monies were cut by 20%. There was a dramatic increase in the number of low-income residents in the County. Nevertheless, the Agency was able to maintain most of its current programs and add the Summer Food Service Program, commodities distribution, and the Child and Family Health Services.

The 1990's saw a more stable political environment. During this time the Agency took advantage of the opportunity to restructure into four Program Divisions, while keeping its Administrative Division, which included the Agency's fiscal operations. The four Program Divisions include: Child and Family Development Services, General Community Services, Health Services and Housing Services.

During the coming decade we expect to see a number of areas develop. A more clear understanding of infant and early childhood development will impact both our Child and Family Development Services and our Health Services Divisions. Developing technology in areas of energy efficiency will impact our Housing Division. Our population, in general, is aging and that brings with it new challenges for our Community Services Division. Outcome based management will impact how we monitor, report and evaluate our effectiveness. Welfare reform and the economy in general will impact how we target our services. Finally, our program participants will, in general, demand the opportunity for services to be more self-directed than they have been in the past.

We welcome these development and challenges, believing that, as always, we will be supportive partners with our program participants as we both work to improve our common quality of life in Ashtabula County.

Mission, Vision, and Goals

EMPOWERMENT

QUALITY of LIFE

The purpose of the Agency shall be: to develop, mobilize and utilize to the maximum extent possible, all human and material resources, on the local, state and national level, for the purpose of eliminating the causes of poverty and combating existing poverty.

To develop directly, and to stimulate and encourage other groups and organizations to provide services, assistance, and other activities intended to make progress toward elimination of poverty and problems caused by aging; the provision of decent, affordable housing; and bettering conditions under which people live, learn and work.

To plan and develop programs which are designed to enable low income families and individuals to become more self-sufficient, and moderate income families and individuals to remain self-sufficient.



Head Start / Early Head Start

MISSION

“People Helping People”

VISION & GOALS

**In harmony with the mission of
Ashtabula County Community Action Agency (A.C.C.A.A.)
"EMPOWERMENT & QUALITY OF LIFE"
& in harmony with all Head Start, & other related early childhood
service legislation, we will address assessed community needs
focused on eligible families with young children,
affirming that:**

With RESPECT, we seek individualized partnership with parents who invite us to support their involvement & caring decisions in the growth, development, & transitions of young children as they reach toward their highest potential in the home & in the community.

With INTEGRITY, we cooperate, coordinate & collaborate with community resources as advocates to families as they explore choices & make decisions in their efforts to be self-sufficient, self-health seeking & lifelong learners along with their children who are our most valued resource.

With EQUITY, we engage in home & community needs based services, honor diversity & celebrate the empowerment of families, as they seek to meet their own needs, identify their own giftedness & nurture their own dreams. We support this process by modeling & managing our own people-building skills & systems internally & externally in the community.

With COMMITMENT, we strive for excellence in developmentally appropriate services, continuous improvement & measurable results within the family of service teams. We boldly encourage each other to actively participate and embrace change as we face daily challenges and enjoy the success of people helping people



Who participates in Head Start?

Head Start is funded to serve 371 children in Ashtabula County.

Any family is eligible who has a child between the ages of 3 – 5 and is income eligible according to the 2009-2010 Federal Poverty Guidelines. Head Start uses the 100% income level. At least 90% of families enrolled must meet federal income guidelines.

A family with an age eligible child becomes categorically (automatically) eligible if they are receiving Ohio Works First or Supplemental Security Income. Also, a family is categorically eligible if the family is homeless.

Head Start will provide services to a family with an age eligible child with a diagnosed disability. At least 10% of the funded enrollment must include children with a diagnosed disability.

Comprehensive Services:

Education and Early Childhood Development

Special Needs Services

Family Partnerships (Resource & Referral)

Parent Education

Child Health and Safety, Child Nutrition, Child Mental Health

Program Governance

Parent involvement is essential in all aspects of these programs. The family's success in the program is dependent upon parent participation.



Ashtabula County Head Start Sites

Center-Based

Ashtabula Head Start - Main Office
4510 Main Avenue
Ashtabula, Ohio 44004

Andover Head Start Site
Pymatuning Valley Primary School
5571 State Route 6 West
Andover, Ohio 44003

Combination-Option

Ashtabula Head Start Site
New Hope Church
5719 West Ave.
Ashtabula, Ohio 44004

Orwell Head Start Site
Grand Valley Field House
111 Grand Valley Avenue
Orwell, Ohio 44076

Conneaut Head Start Site
Good Shepherd Lutheran Church
876 Grove St.
Conneaut, Ohio 44030

Geneva Head Start Site
The United Church
75 S. Broadway
Geneva, Ohio 44041

Home-Based

Ashtabula Head Start- Main Office
4510 Main Avenue
Ashtabula, Ohio 44004

Child Care Partnerships

ABC Child Care & Learning Center
2012 West 11th Street
Ashtabula, Ohio 44004

Burns Kids College
4726 Main Avenue
Ashtabula, Ohio 44004



ENROLLMENT

Funded Enrollment – 371 children

Center-Based 158

Combination 186

Home-Based 10

Full Yr/Part Day 17

(ABC Child Care Partnership)

Actual Enrollment YTD

April 2009	372	100%
May 2009	344	93%
June 2009	19	100%
July 2009	16	100%
August 2009	18	100%
September 2009	354	95%
October 2009	371	100%
November 2009	371	100%
December 2009	371	100%
January 2010	371	100%
February 2010	371	100%
March 2010	371	100%



Health Services -2009-10

Percentage of children up to date on a schedule of preventive & primary health care per the state's EPSDT schedule	96.31	%
Percentage of children receiving medical treatment	100	%
Percentage of children with up-to-date immunizations or all possible immunizations to date	102.46	%
Percentage of preschool children completing professional dental exams	95.81	%
Percentage of preschool children receiving dental treatment	50	%

Services to Children with Special Needs

	HS	Goal
Children Diagnosed with a Special Need	9.7 %	10%
Percentage of Children with IEP	100%	100%

FEDERAL FUNDING APRIL 1, 2009-MARCH 31, 2010

BUDGET

EXPENSES

Personnel.....	\$1,691,707	\$1,647,056.52
Fringe Benefits...	\$ 394,328	\$ 443,745.54
Travel.....	\$ 6,000	\$ 7,890.35
Equipment.....	\$ 96,000	\$ 93,338.00
Supplies.....	\$ 20,350	\$ 35,570.14
Contractual.....	\$ 58,728	\$ 56,752.48
Facilities/Constr.....	\$ 0	0
Other.....	\$ 317,513	\$ 298,997.97

Total Approved Budget: \$2,584,626 \$2,583,351.00

Training/Technical Assistance \$ 30,709 \$ 30,709.00

Permanent Cost of Living Adjustment: \$71,441 \$ 71,441.00

One Time Program Improvement Money: \$127,800

2 Buses	\$96,000
Panic Doors	\$ 2,000
Back Flow Device	\$ 4,000
Playground Fence	\$ 2,300
Playground Surface	\$23,500

Head Start Body Start Playground Grant Award: \$5,000
Used for equipment

From November 15, 2009 to November 20, 2009, the Administration for Children for Families (ACF) conducted an on-site monitoring review of the program. Based on the information during the review, a determination has been made that the program is a grantee with at least one area of deficiency within the Head Start Program. A Quality Improvement Plan (QIP) is required by the ACF Regional Office detailing the plan for corrective action. The deficiencies were related to Program Design & Management.

Also, a determination has been made that there is at least one area of noncompliance documented during the review. The noncompliance were related to Program Design & Management.

All required plans have been completed and given to the Regional Office for approval. All plans have been approved by the Regional Office

Head Start Transition Services

Transition Services to Head Start from the Help Me Grow program.

- Ninety days prior to the child's third birthday, Head Start receives a Transition Invitation from the Help Me Grow Service Coordinator to attend a home visit.
- Home visit is attended by Head Start designee who explains the Head Start program and what options are available to the family. A Head Start Brochure is left with the family.
- An application (first step in the application process) for the Head Start program is completed on the transition home visit.
- Any pertinent information is shared with the Head Start designee during the transition home visit regarding developmental delays, concerns and goals the family has set for their child. Examples: IFSP's, IEP's and/or Evaluations from an outside agency.
- Classroom visitations are set up according to the needs of the families prior to enrollment into the Head Start program.

Transition Services to Kindergarten from the Head Start Program/Other Preschool Programs.

- Teachers start the transition process in the classroom by implementing age appropriate activities based on each child's level of development.
- Site Administrators plan parent meetings "Preparing your Child for Kindergarten".
- Letters to parent's from kindergarten teachers sharing what children need to know prior to starting kindergarten
- Flyers given to parent's on dates of kindergarten registration
- Kindergarten visitations
- Kindergarten readiness books/ State ODE standards
- Handouts
- IEP Meetings
- MFE Meetings
- Policy Council
- Home Visits
- Release of information to share information with other programs on enrolled children
- Head Start Classroom Visitation
- Conferences
- Family Partnership Agreement

Alignment of the Ohio Early Learning Content Standards with The Goals and Objectives of the Creative Curriculum and Head Start Child Outcomes Legislatively Mandated for Head Start

Progress Percentages for Fall 2009-2010

Social and Emotional Development: 75%

Physical Development: Gross motor: 95%

Physical Development: Fine motor: 89%

Cognitive Development: 89%

Language Development: 74%

Progress Percentages for Winter 2009-2010

Social and Emotional Development: 85%

Physical Development: Gross motor: 100%

Physical Development: Fine motor: 94%

Cognitive Development: 100%

Language Development: 80%

Report on the Audit for FY2009:

We have received our Independent Auditor's Report for the period ending March 31, 2009 and they have issued a "clean" opinion. This means that after reviewing our financial and program records, they feel that our financial reports are present accurately and fairly in all material respects and are in compliance with the rules and regulations governing our financial and program reporting. They also reviewed our internal controls and in their opinion, we have complied in all material respects with the requirements of the U.S. Office of Management and Budget (OMB). They did not identify any deficiencies in our internal controls.

Specifically, in regards to the Head Start program, they did find two areas of non-compliance. One dealt with screenings that are requirement for participation in the program, citing that in their sample we were out of compliance in regards to documenting dental exams and there was one instance where we did not have a physical exam in the file. Additionally, one file indicated no record of any immunizations within 90 days of enrollment.

The second area of non-compliance was in regards to the requirement that home-based programs must provide one home visit per week per family. In their sample of 40 participants, 7 individuals were visited less than 30 times in the year.

Both areas of non-compliance have been addressed and a plan to resolve them has been instituted.

Report on the Audit for FY2010:

We have received our Independent Auditor's (S.R. Snodgrass, A.C.) report for the period ending March 31, 2010 and they have issued a "clean" opinion. This means that after reviewing our financial and program records, they feel that our financial reports are present accurately and fairly in all material respects and are in compliance with the rules and regulations governing our financial and program reporting. They also reviewed our internal controls and in their opinion, we have complied in all material respects with the requirements of the U.S. Office of Management and Budget (OMB). They did not identify any deficiencies in our internal controls.

Specifically, in regards to the Head Start program, there were no deficiencies or non-compliance items.



Independent Auditors' Report

Board of Trustees
Ashtabula County Community Action Agency
Ashtabula, Ohio

We have audited the accompanying consolidated statement of assets, liabilities, and net assets – modified cash basis of Ashtabula County Community Action Agency (a nonprofit organization) as of March 31, 2010, and the related consolidated statements of support, revenue and expenses – modified cash basis, changes in net assets – modified cash basis and functional expenses – modified cash basis for the year then ended. These consolidated financial statements are the responsibility of Ashtabula County Community Action Agency's management. Our responsibility is to express an opinion on these combined financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, the Organization prepares its financial statements on the basis of cash receipts and disbursements, modified for the recording of grant receivables and deferred revenue and a provision for depreciation and long-term debt in the plant fund. This basis is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of Ashtabula County Community Action Agency as of March 31, 2010, and the changes in its net assets and its cash flows for the year then ended, on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 6, 2010, on our consideration of Ashtabula County Community Action Agency's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements of Ashtabula County Community Action Agency taken as a whole. The schedule of functional expenses is presented for purposes of additional analysis and is not a required part of the financial statements of Ashtabula County Community Action Agency. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U. S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the consolidated financial statements. Such information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the consolidated financial statements taken as a whole.

S. R. Smolgrase, A.C.

Ashtabula, Ohio
December 6, 2010