



LIFT

Community Action Agency, Inc.

Board of Directors Meeting

JULY 9, 2024 • 10:00 AM

HEAD START ADMINISTRATION OFFICE
1005 S. 5TH STREET - HUGO, OKLAHOMA

Our Mission:

To improve the lives of low-income individuals and families through service and collaboration leading to self-sufficiency.

Board of Directors and/or Executive Committee Meeting
LIFT Community Action Agency, Inc.
Tuesday, July 9, 2024 · 10:00 a.m.
Head Start Administration Office · 1005 S. 5th Street · Hugo, Oklahoma · 74743

AGENDA

- A.** Call to Order and Invocation
- B.** Opening of Board Meeting – Roll Call, Declaration of Quorum, and Introduction of Guests
- C.** Finance/Audit/Loan Committee Report

Consent Docket - *The following items of business indicated by brackets (D and E, F, G) may be voted upon by a single vote of the Board without discussion, unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.*

- D.** Consideration, Discussion, and Vote to Approve June 2024 Regular Meeting Minutes (Organizational Standard 5.5)
- E.** Consideration, Discussion, and Vote to Approve May 2024 Financial Reports; Distribution of June 2024 Financials for August 2024 Consideration and Vote (OS 8.7)
- F.** Consider Submission of Resolutions/Grant Applications, Vote to Approve – **\$1,068,231.32**
 - 1. Rx for Oklahoma Application to KI BOIS Community Action Foundation, Inc. - **\$11,097.32**
 - 2. Second Chance Act: Improving Reentry Education and Employment Outcomes Application to U.S. Department of Justice, Bureau of Justice Assistance - **\$900,000**
 - 3. Public Transit Revolving Fund Application to Oklahoma Dept. of Transportation - **\$157,134**
- G.** Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **\$2,864,952.32**
 - 1. FY 2024 YouthBuild Program Grant Award from U.S. Department of Labor, Employment and Training Administration - **\$1,219,000**
 - 2. YouthBuild Program Donation (Penn Foster Sponsorship) from International Paper - **\$5,160**
 - 3. FY 2024 Community Services Block Grant Award (4th Allocation) from Oklahoma Department of Commerce/Community Development - **\$115,169** (Total Awarded: \$234,423)
 - 4. FY 2024 Head Start/Early Head Start Program Supplement Grant Award (Cost-of-Living Adjustment) from Administration for Children and Families, Office of Head Start - **\$104,591**
 - 5. WorkReady Oklahoma Employment Center Contract Award (Year 2) from Oklahoma Department of Human Services - **\$1,404,775**
 - 6. Rx for Oklahoma Award from KI BOIS Community Action Foundation, Inc. - **\$11,097.32**
 - 7. YouthBuild Program Donation (Penn Foster Sponsorship) from First United Bank - **\$5,160**
- H.** Consideration, Discussion, and Vote to Approve Submission of FY 2025 Head Start/EHS Program Grant Application to Administration for Children and Families, Office of Head Start
- I.** Consideration, Discussion, and Vote to Approve LIFT CAA Financial Services Manual (OS 8.10)
- J.** Consideration, Discussion, and Vote to Approve LIFT CAA Cost Allocation Procedures (OS 8.12)

- K.** Consideration, Discussion, and Vote to Approve Submission of Employee Benefit Plan Form 5500 (*Plan Year 2023, Period: 4/1/2023–3/31/2024*)
- L.** Consideration, Discussion, and Vote to Approve 2023-2024 Self-Assessment Plan
- M.** Consideration, Discussion, and Vote to Approve Victim Services Programs Goals (OS 5.7)
- N.** Consideration, Discussion, and Vote to Approve Victim Services Programs Policies and Procedures Manual (OS 5.7)
- O.** Board Training: Community Services Block Grant Organizational Standards (OS 5.7)
- P.** 2024 Customer Satisfaction Report: 1st & 2nd Quarters (January – June) Results (OS 1.3)
- Q.** Board Training/Programmatic Report: HS/EHS/EHS-Child Care Child Outcomes/Assessment Results for Spring 2023-2024 (OS 5.7 & 5.9)
- R.** Policy Council Report (OS 2.1 & 5.9)
- S.** Recognition of July 2024 Employee of the Month:
Jacqueline Batson, Administrative Support – Work Ready Idabel
- T.** Recognition of Service Awards
Five Years: Savanna Sisk, Teacher Assistant – Head Start Program
Ten Years: Margie Owens, Apartment Manager – Housing Programs
Fifteen Years: Hope Scott, Teacher – Head Start Program
- U.** Other Reports/Announcements/Correspondence: HS/EHS/EHS-CC Monthly Reports – Program Summary, Communication and Guidance, Meals/Snack, Enrollment/Attendance, Data Analysis (OS 5.9)
- V.** Consideration, Discussion, and Vote on New Business (*Not known about or which could not have been reasonably foreseen prior to time of posting the Agenda, Oklahoma Statute Title 25 § 311*)
- W.** Consideration, Discussion, and Vote to Adjourn

Posted: _____ *Date:* _____ *Time:* _____

LIFT COMMUNITY ACTION AGENCY, INC.
209 NORTH 4TH STREET
HUGO, OKLAHOMA 74743

MINUTES
BOARD OF DIRECTORS MEETING
June 11, 2024
LIFT HomeOwnership Center - Hugo, Oklahoma

The Board of Directors of LIFT Community Action Agency, Inc. met in a regular meeting session on Tuesday, June 11, 2024 at 10:07 a.m. The meeting was held at LIFT CAA's HomeOwnership Center, located at 500 East Rosewood in Hugo, Oklahoma. The notice of time, place, and an agenda for the meeting were posted 24 hours prior within prominent view at the main office (209 N. 4th St., Hugo, Oklahoma) and the meeting site (500 East Rosewood, Hugo, Oklahoma) as well as online at <https://liftca.org/board/>.

The meeting was called to order by Chairman David Hawkins.

The Invocation was given by Board Member Brent Franks.

Roll Call was taken and a quorum was established (17 Board Members present, 9 absent). The following Board Members were present at the meeting site: Tiffany Brockway, Colby Bryant, Brent Franks, David Hawkins, Andrea Henkel, Jia Johnson, Sharon Johnson, Vickie Leathers, Kara Maness, Sandra Meeks, David Smith, William Smith, Jim Bob Sullivan, Leah Thomas, Vicky Wade, Debra Williams, and Craig Young. The following members were absent: Tami Barnes, Brad Burgett, Kevin Cory, Kristi Graham, Patsy Guess, Jordan Hill, Jeffery Lucas, Carolyn Pool, and Consuelo Splawn. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Rhonda Teague, Sheree Ensley, Darla Galyon, Macy Self, Amber Duncan, Brittany Bailey, W.F. Grammar, Kathy James, Sylvia Watkins, Brandon McDaniel, Johnny Moffitt, and Jeannie McMillin. LIFT CAA employees and/or visitors present, appearing remotely via the Zoom communications platform included: Gary Saunders.

In order to be in compliance with the Open Meeting Act (Title 25, Oklahoma Statutes §§ 301-314), the vote of each member was publicly cast and recorded. The agenda contained Consent Docket items of business and the rules that pertain to voting on the items.

Gary Saunders, of Saunders and Associates, PLLC, presented the 2023 LIFT CAA Audit and provided a Board Training on How to Interpret an Audit Report (Organizational Standards 5.7, 5.9, and 8.3). The Audit, along with the agency's Tax Returns and current Budget, is posted on LIFT CAA's website to allow access by Board Members, funders, and the general public. Saunders stated that the 2023 Audit was completed in accordance with Government Auditing Standards and the Uniform Guidance; there was a finding on internal control over financial reporting but no significant deficiencies identified or noncompliance of the financial statements. During FY 2023, LIFT CAA underwent an accounting software change. Due to significant implementation challenges with the software transition, there was a failure in the agency's account reconciliation procedures. The procedures for reconciling cash accounts from previous practices,

which included handwritten cash transaction control sheets, has now been updated to help prevent issues in the future. The updated procedures were put into effect on April 1, 2024, under the responsibility of Fiscal Officer Sheree Ensley. These updates removed the handwritten control sheet for maintaining cash transactions. Additionally, there were no Federal Awards findings or questioned costs. The agency's net assets are strong, and the asset to liability liquidity ratio is very good. From an audit standpoint, LIFT CAA appears to be financially sound within the environment in which it operates. Saunders then lined out expenses by program and natural classification, comparing data from the last three years. He explained components of audits and the different reports/opinions. Saunders fielded questions from the Board and facilitated discussion.

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to approve the 2023 LIFT CAA Audit (Organizational Standards 8.1, 8.2, and 8.4). Through this action, if approved, the Governing Board would formally receive and accept the 2023 LIFT CAA Audit. A motion was made by Andrea Henkel and seconded by Kara Maness to approve the 2023 LIFT CAA Audit. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item D).

Sheree Ensley, Fiscal Officer, provided the Board with the Finance/Audit/Loan Committee Report. The Committee met on June 11, 2024 at 9:10 a.m. The Committee received a status report on all active loans; there were no new loan applications to present. The Committee voted to recommend full Board approval of the agency's Financial Reports for April 2024. The Committee was presented with the May 2024 Financial Reports. There were no property updates.

CONSENT DOCKET ITEMS

CONSIDER APPROVAL OF MEETING MINUTES/FINANCIAL REPORTS

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to approve the May 2024 Regular Meeting Minutes and the April 2024 Financial Reports; the May 2024 Financials were distributed for consideration and vote at the July 2024 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Kara Maness and seconded by Debra Williams to approve the May 2024 Regular Meeting Minutes and the April 2024 Financial Reports. The roll call vote was as follows: Yes 14; No 0; Abstain 1. The motion carried. The Voting Record is attached (Items F & G).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. 2024 Oklahoma Asset Development Project Application to Oklahoma Association of Community Action Agencies in the amount of \$5,367; if awarded, these funds (based on the number of returns completed during last year's tax season) will be used to provide free tax preparation assistance for residents of Choctaw, McCurtain, and Pushmataha Counties.
2. FY 2024 Community Services Block Grant Application (4th Allocation) to Oklahoma Department of Commerce/Community Development in the amount of \$115,169; if awarded, this funding will be used for operational support of agency programs.
3. FY 2024 Regional Supplemental Grant Application to NeighborWorks® America in the amount of \$25,000; if awarded, these funds will support the expense associated with conducting Capital Needs Assessments at nine LIFT CAA Apartment locations. These

locations include Belmont Place, Boswell, Chappell, Clayton Place, Fort Towson, Garvin, Kiamichi Place, Soper, and Terry Hill.

4. FY 2025 Domestic Violence/Sexual Assault Program Application to Oklahoma Office of Attorney General in the amount of \$93,750; if awarded, the one-year grant would be used to provide supportive services to adult victims of domestic violence and/or sexual assault, as well as children exposed to family violence, domestic violence or dating violence. Supportive services would include crisis intervention, safety planning, individual counseling, peer counseling, educational services, legal advocacy, personal advocacy, housing advocacy, medical advocacy, information/referral, and transportation. The grant funding would also be used for the provision of dating violence intervention and prevention, culturally and linguistically appropriate services, and outreach to underserved populations.
5. FY 2025 Base Grant Application to Oklahoma Court Appointed Special Advocates (CASA) Association in the amount of \$27,459.10; if awarded, the proposed one-year grant would be used to provide staff salary support as well as associated operating expenses for the CASA Program.

After discussion and Board Member input with regards to the applications presented, a motion was made by David Smith and seconded by Jim Bob Sullivan to approve the submission of resolutions and/or grant applications in the amount of \$266,745.10 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item H).

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. 2024 Oklahoma Asset Development Project Contract Award from OKACAA in the amount of \$5,367; these funds will be used to provide free tax preparation assistance for residents of Choctaw, McCurtain, and Pushmataha Counties. The contract period will be January 1, 2024 through August 31, 2024.
2. FY 2024 Expendable Grant Award from NeighborWorks® America in the amount of \$187,000; funding under the Expendable category will be used for salary and other operational support of housing staff, including the Housing Director, Housing Counselors and Housing Outreach personnel.
3. FY 2024 Capital Grant Award from NeighborWorks® America in the amount of \$75,000; funding under the Capital category will be used to make improvements at LIFT CAA's multi-family properties and/or increase homeownership opportunities via the residential lending line of business.
4. 2024 Week of the Young Child Grant Awards (Broken Bow & Idabel Early Learning Centers) from Choctaw Nation of Oklahoma, Child Care Assistance Program in the amount of \$1,000; these funds (\$500 per center) will be used to purchase playground and classroom equipment and/or supplies to benefit the children enrolled in the Early Learning Centers in Broken Bow and Idabel, Oklahoma.
5. Know and Grow Oklahoma: Building Resilient Children, Families & Communities – Family Resource Center Grant Award from Potts Family Foundation in the amount of \$263,497; supported through this new funding, LIFT CAA's Family Resource Center will serve as a centralized hub for families to access information/referrals, services, resources, and supports. The FRC will promote cross-sector collaboration, serving to strengthen

systems across rural southeastern Oklahoma to mitigate the impact of adversity and support protective factors among families with children under age five. The FRC will serve Choctaw, McCurtain, and Pushmataha Counties. Staff will provide direct assistance, conduct consultations/screenings, and facilitate or conduct education/training/skill-building sessions with parents and families (individually or group-based, in collaboration with partners as available). Crucial to the success of the FRC will be the establishment and ongoing engagement of a Parent Advisory Committee to inform and meaningfully support the center's efforts.

A motion was made by Brent Franks and seconded by William Smith to approve acceptance of grants, contracts, and awards in the amount of \$531,864 as presented and listed on the Consent Docket. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I).

Sheree Ensley, Fiscal Officer, requested the Board's consideration, discussion, and vote to approve filing of LIFT CAA's 2023 Form 990 and Oklahoma Tax Return (Organizational Standard 8.6). As required by Community Services Block Grant Organizational Standard 8.6, the agency's Form 990 must be completed on an annual basis and made available to the Board of Directors for review. The drafts of the Federal and State Returns have been checked by agency staff, in addition to review by the Finance/Audit/Loan Committee. Copies of the draft returns were also sent out to individual Board Members (via email) for review prior to the meeting. A motion was made by Kara Maness and seconded by Andrea Henkel to approve filing of LIFT CAA's 2023 Form 990 and Oklahoma Tax Return. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item J).

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Program Director, requested the Board's consideration, discussion, and vote to approve submission of a 2024-2025 Transportation Waiver for the Head Start Program. The Transportation Waiver is an annual request to waive the requirements for a Bus Monitor and child safety restraint systems for those Head Start children who ride on a public school bus to attend their respective center or classroom (through a collaboration agreement), in addition to those participating in field trips. Board approval for the Transportation Waiver is required before it can be submitted to the Office of Head Start for review. Without this waiver, up to 225 children would not be able to receive transportation services in order to attend the Head Start Program. Nine area public schools transport up to 140 Head Start children on approximately 40 rural bus routes, with an average of three children per route. Additionally, the program has a partnership with LIFT Transit to transport up to 90 Head Start children to and from classrooms. Without a Waiver, the impact of the transportation regulations would force the public schools to discontinue rural bus route services for LIFT's Head Start children. A motion was made by Brent Franks and seconded by Sandra Meeks to approve submission of a 2024-2025 Transportation Waiver for the LIFT Head Start Program. The roll call vote was as follows: Yes 12; No 2; Abstain 2. The motion carried. The Voting Record is attached (Item K).

Brandon McDaniel, Housing Director, requested the Board's consideration, discussion, and vote to approve the signing of a Proclamation recognizing June 2024 as National Homeownership Month. This national month-long designation is intended to help promote the

benefits of homeownership and a continuing commitment to creating opportunities for future homeowners. A motion was made by Kara Maness and seconded by Andrea Henkel to approve the signing of a Proclamation recognizing June 2024 as National Homeownership Month. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L).

Kathy James, Senior Program Planner, requested the Board's consideration, discussion, and vote to approve the FY 2025 CASA Program Goals and Objectives. The Board was presented with the FY 2025 Goals and Objectives for the program, to be accomplished during the Oklahoma CASA Association's one-year Base Grant funding period. Discussion concerning the Goals and Objectives was facilitated, and no changes were proposed by the Board. A motion was made by Jim Bob Sullivan and seconded by Vicky Wade to approve the FY 2025 CASA Program Goals and Objectives. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item M).

Kinsey Cox, CSBG Administrator/Public Relations Specialist, provided a Board Training over the Community Needs Assessment, and distributed the CNA Survey for completion (Organizational Standard 5.7). The Community Needs Assessment is used to inform LIFT CAA's Strategic Plan and Community Action Plan, to help ensure the agency and its programs are addressing the needs of the service area.

Kathy James, Senior Program Planner, provided a Board Training over the National CASA Core Model and Guiding Principles (Organizational Standard 5.7). James reviewed the Core Model and Guiding Principles with the Board and discussed the fundamental elements of CASA.

Brandon McDaniel, Housing Director, provided a Board Training/Programmatic Report over National NeighborWorks Week (Organizational Standards 5.7 and 5.9). McDaniel explained that the agency's activities included engaging in an email and social media campaign to increase awareness of the NeighborWorks philosophy and agency's partnership during NeighborWorks Week (June 1–8, 2024). NeighborWorks® America, whose mission is to create opportunities for people to live in affordable homes, improve their lives, and strengthen their communities, is a national nonprofit organization created by Congress in 1978. NeighborWorks® America provides financial support, technical assistance, and training for community-based revitalization efforts. The Corporation supports a network of nearly 240 NeighborWorks organizations that build decent, affordable housing, strengthen communities, and enhance economic support. Working in partnership with others, NeighborWorks organizations are leaders in revitalizing communities and creating affordable housing opportunities for low- and moderate-income families; this nationwide network is at work in nearly 4,000 communities across America. LIFT CAA became a chartered member of NeighborWorks® America in October of 1997. As a chartered member, LIFT CAA is certified to meet a high standard of fiscal integrity and service performance to assist local residents in developing leadership, improving their neighborhoods, and securing decent, affordable housing. Through NeighborWorks® America, the agency has access to financial resources, tools, training opportunities, and the experience of hundreds of colleagues from around the country, all which aid in making LIFT CAA's communities a better place to live. In FY 2023, the agency received \$245,750 from NeighborWorks® America (an investment of 209:1 per dollar of funding), which

was used to assist 131 individuals with affordable housing (homeowners created and/or preserved) as well as create and/or maintain 316 jobs.

Brittany Bailey, ERSEA Specialist, provided a Board Training/Programmatic Report (Organizational Standards 5.7 and 5.9). This annual program update and training over Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) works to inform the Board of processes, strategies, and policies/procedures used to ensure that Head Start/Early Head Start/EHS-Child Care only enrolls eligible children within the programs. Bailey explained each component of ERSEA. The training then focused on Head Start/EHS/EHS-Child Care Program eligibility, and explained the following: (a) selection criteria/eligibility determination and processes for collecting complete, accurate information from families and third-party sources; (b) strategies for treating families with dignity and respect, as well as in dealing with possible issues of domestic violence, stigma, and privacy; and (c) policies and procedures regarding action taken against staff, families, or participants who attempt to provide or intentionally provide false information.

Jeannie McMillin, Transit Director, provided the Board with the Transportation Advisory Council Report (Organizational Standard 5.9). The Transportation Advisory Council was established during the April 2021 Board Meeting for the Transit Program with regards to funding received from the Kiamichi Economic Development District of Oklahoma's Area Agency on Aging Division. These KEDDO funds help to fill a gap in transportation services for older Americans (60 years of age or older) who do not qualify for Medicaid, Tribal, or other free transportation services. The Transportation Advisory Council regularly convenes each quarter, with a primary purpose to inform agency leadership of the transportation needs of older Americans within their communities, and will serve an essential function in helping to identify and address transportation barriers, challenges, and resources. During the twelfth meeting, held on June 11, 2024 (prior to the Board Meeting), Advisory Council members were briefed on the service results so far, as well as the new KEDDO funding application that was submitted, which has been tentatively approved. Advisory Council members were also asked to report on any new or additional identified gaps in transportation needs in their communities; no such gaps were reported.

W.F. Grammar, Risk Manager, provided the Board with the Risk Assessment and Management Report (Organizational Standard 5.9). The report focused on Workers' Compensation, safety, and risk management activities/programming within the agency during the last quarter.

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Director, provided the Board with the Policy Council Report for the May 21, 2024 meeting (Organizational Standards 2.1 and 5.9).

Macy Self, Associate Director, recognized Sylvia Watkins (Dispatcher/Trainer, Transit Program) as the June 2024 Employee of the Month.

Other Reports/Announcements/Correspondence were presented as follows: Head Start/Early Head Start/EHS-Child Care Monthly Reports (Program Summary, Communication and Guidance, Meals/Snack, Enrollment/Attendance, Data Analysis); Victims of Crime Act Assistance

Funding Reduction Notice; NeighborWorks® America/Community Impact Information; and LIFT Community Corral Event Report (Organizational Standard 5.9).

There being no other business to come before the Board, a motion was made by William Smith and seconded by Brent Franks to adjourn the regular meeting. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. Voting record is attached (Item X).

The Regular Meeting adjourned at 11:17 a.m.

Brad Burgett, Secretary/Treasurer

CALL
TO
ORDER:
10:07
am

	June 11, 2024	Present	Absent	D			F&G			H			I			J		
				Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A
1	Tami Barnes		✓															
2	Tiffany Brockway	✓	✓															
3	Colby Bryant	✓		✓			✓			✓			✓			✓		
4	Brad Burgett		✓															
5	Kevin Cory		✓															
6	Brent Franks	✓		✓			✓			✓			✓			✓		
7	Kristi Graham		✓															
8	Patsy Guess		✓															
9	Andrea Henkel	✓		✓			✓			✓			✓			✓		
10	Jordan Hill		✓															
11	Jia Johnson	✓		✓			✓			✓			✓			✓		
12	Sharon Johnson	✓		✓			✓			✓			✓			✓		
13	Vickie Leathers	✓		✓			✓		✓	✓			✓			✓		
14	Jeffery Lucas		✓															
15	Kara Maness	✓		✓			✓			✓			✓			✓		
16	Sandra Meeks	✓		✓			✓			✓			✓			✓		
17	Carolyn Pool		✓															
18	David Smith	✓		✓			✓			✓			✓			✓		
19	William Smith	✓		✓			✓			✓			✓			✓		
20	Consuelo Splawn		✓															
21	Jim Bob Sullivan	✓		✓			✓			✓			✓					
22	Leah Thomas	✓		✓			✓			✓			✓			✓		
23	Vicky Wade	✓		✓			✓			✓			✓			✓		
24	Debra Williams	✓		✓			✓			✓			✓			✓		
25	Craig Young	✓		✓			✓			✓			✓			✓		
26	David Hawkins	✓																
27																		

①

June 11, 2024		Present	Absent	K			L			M			X					
				Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A
1	Tami Barnes		✓															
2	Tiffany Brockway	✓	✓				✓			✓			✓					
3	Colby Bryant	✓		✓			✓			✓			✓					
4	Brad Burgett		✓															
5	Kevin Cory		✓															
6	Brent Franks	✓		✓			✓			✓			✓					
7	Kristi Graham		✓															
8	Patsy Guess		✓															
9	Andrea Henkel	✓		✓			✓			✓			✓					
10	Jordan Hill		✓															
11	Jia Johnson	✓		✓			✓			✓			✓					
12	Sharon Johnson	✓		✓			✓			✓			✓					
13	Vickie Leathers	✓		✓			✓			✓			✓					
14	Jeffery Lucas		✓															
15	Kara Maness	✓				✓	✓			✓			✓					
16	Sandra Meeks	✓		✓			✓			✓			✓					
17	Carolyn Pool		✓															
18	David Smith	✓		✓			✓			✓			✓					
19	William Smith	✓			✓		✓			✓			✓					
20	Consuelo Splawn		✓															
21	Jim Bob Sullivan	✓		✓		✓	✓			✓			✓					
22	Leah Thomas	✓			✓		✓			✓			✓					
23	Vicky Wade	✓		✓			✓			✓			✓					
24	Debra Williams	✓		✓			✓			✓			✓					
25	Craig Young	✓		✓			✓			✓			✓					
26	David Hawkins	✓		✓														
27																		

ADJOURN:
11:17 am

(2)

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Comparative Balance Sheet
End of Jun 2024

FINANCIAL ROW	AMOUNT (AS OF JUN 2024)	COMPARISON AMOUNT (AS OF ADJUST 2023)	VARIANCE	% VARIANCE
ASSETS				
Current Assets				
Bank				
1000 - Cash				
1010 - Checking Account	\$9,347,550.17	\$9,869,315.88	(\$521,765.71)	-5.29%
1020 - Payroll Account	\$382,808.50	\$363,621.18	\$19,187.32	5.28%
1021 - First United Accounts Payable	\$21,785.81	(\$34,318.47)	\$56,104.28	-163.48%
1022 - First United TH Reserve	\$143,145.03	\$139,439.77	\$3,705.26	2.66%
1023 - First United General Escrow	\$99,751.37	\$159,540.20	(\$59,788.83)	-37.48%
1024 - First United Marina License	\$222.00	\$240.82	(\$18.82)	-7.81%
1025 - First United Deposit (PayPal)	\$2,115.20	\$2,115.20	\$0.00	0.00%
1028 - First United Unrestricted Funds CD	\$822,783.89	\$822,783.89	\$0.00	0.00%
1030 - Shamrock Bank - Clayton	\$1,844.78	\$1,835.61	\$9.17	0.50%
1040 - Petty Cash	\$410.00	\$410.00	\$0.00	0.00%
1050 - McCurtain County National Bank	\$11,360.14	\$17,224.53	(\$5,864.39)	-34.05%
1070 - Fund to Fund Allocation Transfers	\$129,652.16	\$0.00	\$129,652.16	0.00%
Total - 1000 - Cash	\$10,963,429.05	\$11,342,208.61	(\$378,779.56)	-3.34%
Total Bank	\$10,963,429.05	\$11,342,208.61	(\$378,779.56)	-3.34%
Accounts Receivable				
1100 - Receivables				
1300 - Other receivables				
1320 - Notes/loans receivable	\$334,632.06	\$335,515.82	(\$883.76)	-0.26%
1321 - Loans Receivable from Belmont	\$165,896.48	\$162,809.48	\$3,087.00	1.90%
1322 - Loans Receivable from Clayton	\$207,011.53	\$202,957.53	\$4,054.00	2.00%
1323 - Loans Receivable rom Kiamichi	\$123,563.90	\$123,563.90	\$0.00	0.00%
1324 - Loans Receivable from SOCDC	\$422,001.57	\$422,001.57	\$0.00	0.00%
1326 - Loans Receivable from Rouleau House	\$51,909.76	\$51,909.76	\$0.00	0.00%
Total - 1300 - Other receivables	\$1,305,015.30	\$1,298,758.06	\$6,257.24	0.48%
Total Accounts Receivable	\$1,550,728.02	\$3,395,315.34	(\$1,844,587.32)	-54.33%
Other Current Asset				
1400 - Other assets				
1500 - Investments				
NS097 - Interfund Due to /Due from	(\$0.01)	(\$0.01)	\$0.00	0.00%
Payroll Float	\$22,178.72	\$0.00	\$22,178.72	0.00%
Total Other Current Asset	\$403,115.45	\$401,095.74	\$2,019.71	0.50%
Total Current Assets	\$12,917,272.52	\$15,138,619.69	(\$2,221,347.17)	-14.67%
Fixed Assets				
1600 - Fixed operating assets				
1610 - Land	\$1,087,094.00	\$1,087,094.00	\$0.00	0.00%
1620 - Buildings	\$7,056,276.04	\$7,056,276.04	\$0.00	0.00%
1630 - Leasehold Improvements	\$2,123,010.79	\$2,123,010.79	\$0.00	0.00%
1640 - Computers & Equipment over \$5,000	\$900,393.01	\$900,393.01	\$0.00	0.00%

FINANCIAL ROW	AMOUNT (AS OF JUN 2024)	COMPARISON AMOUNT (AS OF ADJUST 2023)	VARIANCE	% VARIANCE
1650 - Vehicles	\$3,609,015.32	\$3,609,015.32	\$0.00	0.00%
Total - 1600 - Fixed operating assets	\$14,775,789.16	\$14,775,789.16	\$0.00	0.00%
1700 - Accum deprec - fixed operating assets				
1725 - Accum deprec - building	(\$5,578,660.84)	(\$5,578,660.84)	\$0.00	0.00%
1735 - Accum amort - leasehold improvements	(\$2,072,640.82)	(\$2,072,640.82)	\$0.00	0.00%
1740 - Accum. Amortization Leases	(\$16,116.90)	(\$16,116.90)	\$0.00	0.00%
Total - 1700 - Accum deprec - fixed operating assets	(\$7,667,418.56)	(\$7,667,418.56)	\$0.00	0.00%
Total Fixed Assets	\$7,108,370.60	\$7,108,370.60	\$0.00	0.00%
Other Assets				
1800 - Other Assets	\$16,716.68	\$16,729.67	(\$12.99)	-0.08%
Total Other Assets	\$16,716.68	\$16,729.67	(\$12.99)	-0.08%
Total ASSETS	\$20,042,359.80	\$22,263,719.96	(\$2,221,360.16)	-9.98%
Liabilities & Equity				
Current Liabilities				
Accounts Payable				
2000 - Payables	(\$7,011.34)	(\$19,536.23)	\$12,524.89	-64.11%
Total Accounts Payable	(\$7,011.34)	(\$19,536.23)	\$12,524.89	-64.11%
Other Current Liability				
2100 - Accrued liabilities	\$1,017,343.25	\$1,357,236.17	(\$339,892.92)	-25.04%
2400 - Refundable Advances	\$31,755.76	\$27,400.50	\$4,355.26	15.89%
Total Other Current Liability	\$1,049,099.01	\$1,384,636.67	(\$335,537.66)	-24.23%
Total Current Liabilities	\$1,042,087.67	\$1,365,100.44	(\$323,012.77)	-23.66%
Long Term Liabilities				
2700 - Long-term notes & loans payable				
2770 - Long-term liabilities - Mower Loan	\$2,330.77	\$4,100.28	(\$1,769.51)	-43.16%
2780 - Lease liability	\$727.94	\$727.94	\$0.00	0.00%
Total - 2700 - Long-term notes & loans payable	\$3,058.71	\$4,828.22	(\$1,769.51)	-36.65%
Total Long Term Liabilities	\$3,058.71	\$4,828.22	(\$1,769.51)	-36.65%
Equity	\$18,997,213.42	\$20,893,791.30	(\$1,896,577.88)	-9.08%
Total Liabilities & Equity	\$20,042,359.80	\$22,263,719.96	(\$2,221,360.16)	-9.98%

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Comparative Income Statement
From Jan 2024 to Jun 2024

FINANCIAL ROW	AMOUNT (JAN 2024 - JUN 2024)	COMPARATIVE AMOUNT (JAN 2023 - ADJUST 2023)	VARIANCE	% VARIANCE
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	\$22,453.44	\$42,867.82	(\$20,414.38)	-47.62%
4100 - Inkind Revenue	\$658,095.62	\$1,268,433.18	(\$610,337.56)	-48.12%
4200 - Miscellaneous Revenue	\$604,578.46	\$3,707,973.17	(\$3,103,394.71)	-83.70%
4400 - State Revenue	\$920,136.74	\$1,306,592.16	(\$386,455.42)	-29.58%
4500 - Federal Revenue	\$6,730,419.49	\$15,259,863.98	(\$8,529,444.49)	-55.89%
4900 - Recoveries from Programs	\$1,938,559.33	\$3,631,342.57	(\$1,692,783.24)	-46.62%
5000 - Rental Revenue	\$364,345.21	\$657,610.55	(\$293,265.34)	-44.60%
5100 - Program Fee Revenue	\$752,422.39	\$1,723,429.39	(\$971,007.00)	-56.34%
5300 - Interest and Dividends	\$156,191.57	\$178,422.14	(\$22,230.57)	-12.46%
5400 - Revenue from other sources	\$666,642.69	\$1,736,410.96	(\$1,069,768.27)	-61.61%
5800 - Special Event Expense	\$2,850.00	\$8,795.33	(\$5,945.33)	-67.60%
Total - Income	\$12,816,694.94	\$29,521,741.25	(\$16,705,046.31)	-56.59%
Cost Of Sales				
8000 - Cost of Goods Sold	\$1,748.06	\$169.31	\$1,578.75	932.46%
Total - Cost Of Sales	\$1,748.06	\$169.31	\$1,578.75	932.46%
Gross Profit	\$12,814,946.88	\$29,521,571.94	(\$16,706,625.06)	-56.59%
Expense				
7000 - Grants, contracts, & direct assistance	\$700,224.82	\$1,922,010.30	(\$1,221,785.48)	-63.57%
7200 - Salaries & related expenses	\$5,797,986.03	\$11,604,662.93	(\$5,806,676.90)	-50.04%
7300 - Indirect Cost Pool Expense	\$1,023,853.86	\$1,917,677.75	(\$893,823.89)	-46.61%
7500 - Contract/Consultant Services	\$1,018,603.66	\$1,695,750.90	(\$677,147.24)	-39.93%
8100 - Non personnel expenses	\$681,524.74	\$1,174,591.55	(\$493,066.81)	-41.98%
8200 - Facility & equipment expenses	\$1,318,883.66	\$2,236,740.58	(\$917,856.92)	-41.04%
8300 - Travel & meetings expenses	\$307,022.69	\$635,710.63	(\$328,687.94)	-51.70%
8400 - Insurance Expense	\$1,378,446.96	\$2,043,164.06	(\$664,717.10)	-32.53%
8600 - Business expenses	\$918.50	\$8,063.62	(\$7,145.12)	-88.61%
8700 - Food Expenses	\$777,330.75	\$1,609,006.95	(\$831,676.20)	-51.69%
8800 - In-Kind Expenses	\$658,095.62	\$1,268,433.18	(\$610,337.56)	-48.12%
Total - Expense	\$13,662,891.29	\$26,115,812.45	(\$12,452,921.16)	-47.68%
Net Ordinary Income	(\$847,944.41)	\$3,405,759.49	(\$4,253,703.90)	-124.90%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$1,048,623.57	\$1,661,896.44	(\$613,272.87)	-36.90%
Total - Other Expense	\$1,048,623.57	\$1,661,896.44	(\$613,272.87)	-36.90%
Net Other Income	(\$1,048,623.57)	(\$1,661,896.44)	\$613,272.87	-36.90%
Net Income	(\$1,896,567.98)	\$1,743,863.05	(\$3,640,431.03)	-208.76%

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Statement of Financial Position
End of Jun 2024

FINANCIAL ROW	AMOUNT
ASSETS	
Current Assets	
Bank	
1000 - Cash	
1010 - Checking Account	\$9,347,550.17
1020 - Payroll Account	\$382,808.50
1021 - First United Accounts Payable	\$21,785.81
1022 - First United TH Reserve	\$143,145.03
1023 - First United General Escrow	\$99,751.37
1024 - First United Marina License	\$222.00
1025 - First United Deposit (PayPal)	\$2,115.20
1028 - First United Unrestricted Funds CD	\$822,783.89
1030 - Shamrock Bank - Clayton	\$1,844.78
1040 - Petty Cash	\$410.00
1050 - McCurtain County National Bank	\$11,360.14
1070 - Fund to Fund Allocation Transfers	\$129,652.16
Total - 1000 - Cash	\$10,963,429.05
Total Bank	\$10,963,429.05
Accounts Receivable	
1100 - Receivables	
1105 - Accrued Acct Receivable	\$234,482.83
1110 - Accounts Receivable	\$13,389.70
1120 - Due From (A/R)	(\$2,159.81)
Total - 1100 - Receivables	\$245,712.72
1300 - Other receivables	
1320 - Notes/loans receivable	\$334,632.06
1321 - Loans Receivable from Belmont	\$165,896.48
1322 - Loans Receivable from Clayton	\$207,011.53
1323 - Loans Receivable rom Kiamichi	\$123,563.90
1324 - Loans Receivable from SOCDC	\$422,001.57
1326 - Loans Receivable from Rouleau House	\$51,909.76
Total - 1300 - Other receivables	\$1,305,015.30
Total Accounts Receivable	\$1,550,728.02
Other Current Asset	
1400 - Other assets	
1465 - Advances Paid	\$3,862.49
Total - 1400 - Other assets	\$3,862.49
1500 - Investments	
1530 - Property/Lots held for Sale	\$375,516.35
1599 - Undeposited Funds	\$1,557.90
Total - 1500 - Investments	\$377,074.25
NS097 - Interfund Due to /Due from	(\$0.01)
Payroll Float	\$22,178.72
Total Other Current Asset	\$403,115.45
Total Current Assets	\$12,917,272.52
Fixed Assets	
1600 - Fixed operating assets	
1610 - Land	\$1,087,094.00
1620 - Buildings	\$7,056,276.04
1630 - Leasehold Improvements	\$2,123,010.79
1640 - Computers & Equipment over \$5,000	\$900,393.01
1650 - Vehicles	\$3,609,015.32

FINANCIAL ROW

AMOUNT

Total - 1600 - Fixed operating assets	\$14,775,789.16
1700 - Accum deprec - fixed operating assets	
1725 - Accum deprec - building	(\$5,578,660.84)
1735 - Accum amort - leasehold improvements	(\$2,072,640.82)
1740 - Accum. Amortization Leases	(\$16,116.90)
Total - 1700 - Accum deprec - fixed operating assets	(\$7,667,418.56)
Total Fixed Assets	\$7,108,370.60
Other Assets	
1800 - Other Assets	
1810 - Right to Use Asset - Leases	\$16,729.67
1950 - Stale Dated Payables	(\$12.99)
Total - 1800 - Other Assets	\$16,716.68
Total Other Assets	\$16,716.68
Total ASSETS	\$20,042,359.80
Liabilities & Equity	
Current Liabilities	
Accounts Payable	
2000 - Payables	
2010 - AP Accrued monthly	(\$7,011.34)
Total - 2000 - Payables	(\$7,011.34)
Total Accounts Payable	(\$7,011.34)
Other Current Liability	
2100 - Accrued liabilities	
2105 - Accrued Expense Payables	\$253,000.55
2110 - Wages Payable	\$352,669.53
2120 - Accrued Employee Benefits	\$291,673.60
2130 - Accrued payroll taxes	\$28,989.34
2135 - Indirect Payable	\$76,297.76
2150 - Home Loan Escrow Accounts	\$962.59
2160 - Due to (Liab)	\$22,255.06
2180 - Accrued Payroll Deductions	(\$8,505.18)
Total - 2100 - Accrued liabilities	\$1,017,343.25
2400 - Refundable Advances	
2450 - Apartment Sec Deposits Payable	\$29,730.50
2455 - Sales Taxes Payable	\$2,025.26
Total - 2400 - Refundable Advances	\$31,755.76
Total Other Current Liability	\$1,049,099.01
Total Current Liabilities	\$1,042,087.67
Long Term Liabilities	
2700 - Long-term notes & loans payable	
2770 - Long-term liabilities - Mower Loan	\$2,330.77
2780 - Lease liability	\$727.94
Total - 2700 - Long-term notes & loans payable	\$3,058.71
Total Long Term Liabilities	\$3,058.71
Equity	
3000 - Net Assets	\$12,712.37
Retained Earnings	\$20,881,069.03
Net Income	(\$1,896,567.98)
Total Equity	\$18,997,213.42
Total Liabilities & Equity	\$20,042,359.80

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Statement of Functional Expense
From Jan 2024 to Jun 2024

FINANCIAL ROW	- UNASSIGNED Amount	CAPITAL Amount	FUNDRAISING Amount	MANAGEMENT & GENERAL (ADMIN) Amount	OTHER Amount	PROGRAM SERVICES Amount	TOTAL Amount
Operating Activities							
Net Income	(\$2,272,200.01)	(\$30,111.21)	\$740.88	(\$15,543.26)	\$310.81	\$420,234.81	(\$1,896,567.98)
Adjustments to Net Income							
Accounts Receivable	\$1,650,126.49	\$883.76	\$0.00	\$214,710.62	\$0.00	(\$21,133.55)	\$1,844,587.32
Other Current Asset	\$281,766.45	\$0.00	\$0.00	(\$59,184.96)	\$0.00	(\$221,994.54)	\$586.95
Accounts Payable	\$13,353.08	\$0.00	\$0.00	\$11,361.13	\$0.00	(\$12,189.32)	\$12,524.89
Sales Tax Payable	\$7,818.76	\$0.00	\$0.00	\$0.00	\$0.00	(\$5,793.50)	\$2,025.26
Other Current Liabilities	\$322,130.97	\$0.00	\$0.00	(\$46,567.62)	\$0.00	(\$613,126.27)	(\$337,562.92)
Total Adjustments to Net Income	\$2,275,195.75	\$883.76	\$0.00	\$120,319.17	\$0.00	(\$874,237.18)	\$1,522,161.50
Total Operating Activities	\$2,995.74	(\$29,227.45)	\$740.88	\$104,775.91	\$310.81	(\$454,002.37)	(\$374,406.48)
Investing Activities							
Other Asset	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12.99	\$12.99
Total Investing Activities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12.99	\$12.99
Financing Activities							
Long Term Liabilities	(\$1,769.51)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,769.51)
Other Equity	\$0.00	\$0.00	\$0.00	(\$585,592.75)	\$0.00	\$585,582.85	(\$9.90)
Total Financing Activities	(\$1,769.51)	\$0.00	\$0.00	(\$585,592.75)	\$0.00	\$585,582.85	(\$1,779.41)
Net Change in Cash for Period	\$1,226.23	(\$29,227.45)	\$740.88	(\$480,816.84)	\$310.81	\$131,593.47	(\$376,172.90)
Cash at Beginning of Period	\$21,701,928.01	\$2,732.89	\$964.22	(\$8,924,130.62)	\$182.72	(\$1,440,517.37)	\$11,341,159.85
Cash at End of Period	\$21,703,154.24	(\$26,494.56)	\$1,705.10	(\$9,404,947.46)	\$493.53	(\$1,308,923.90)	\$10,964,986.95

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Statement of Cash Flow
From Jan 2024 to Jun 2024

FINANCIAL ROW	AMOUNT
Operating Activities	
Net Income	(\$1,896,567.98)
Adjustments to Net Income	
Accounts Receivable	\$1,844,587.32
Other Current Asset	\$586.95
Accounts Payable	\$12,524.89
Sales Tax Payable	\$2,025.26
Other Current Liabilities	(\$337,562.92)
Total Adjustments to Net Income	\$1,522,161.50
Total Operating Activities	(\$374,406.48)
Investing Activities	
Other Asset	\$12.99
Total Investing Activities	\$12.99
Financing Activities	
Long Term Liabilities	(\$1,769.51)
Other Equity	(\$9.90)
Total Financing Activities	(\$1,779.41)
Net Change in Cash for Period	(\$376,172.90)
Cash at Beginning of Period	\$11,341,159.85
Cash at End of Period	\$10,964,986.95

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Statement of Activity
From Jan 2024 to May 2024
Options: Activity Only

FINANCIAL ROW	AMOUNT
Operating Activities	
Net Income	(\$1,318,136.79)
Adjustments to Net Income	
Accounts Receivable	\$1,397,081.21
Other Current Asset	\$22,261.70
Accounts Payable	\$2,606.75
Sales Tax Payable	\$305.00
Other Current Liabilities	(\$337,163.88)
Total Adjustments to Net Income	\$1,085,090.78
Total Operating Activities	(\$233,046.01)
Investing Activities	
Other Asset	\$12.99
Total Investing Activities	\$12.99
Financing Activities	
Long Term Liabilities	(\$1,470.24)
Other Equity	(\$9.90)
Total Financing Activities	(\$1,480.14)
Net Change in Cash for Period	(\$234,513.16)
Cash at Beginning of Period	\$11,341,159.85
Cash at End of Period	\$11,106,646.69

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Revenue Stream Distribution by Month
Apr 2024, Q2 2024, May 2024, Jun 2024

Monthly distribution of Revenue by Revenue Type and Subtype

REVENUE STREAM	APRIL 2024	MAY 2024	JUNE 2024	TOTAL
Federal Grants	\$943,684.66	\$1,159,648.84	\$1,363,405.42	\$3,466,738.92
Recoveries	\$343,613.45	\$285,690.32	\$489,037.95	\$1,118,341.72
Non Federal	\$245,800.76	\$182,998.00	\$51,093.61	\$479,892.37
Federal Pass Through	\$180,765.22	\$229,549.75	\$157,682.99	\$567,997.96
Program Revenue	\$194,862.65	\$170,755.75	\$163,121.53	\$528,739.93
State Contracts	\$192,989.44	\$149,018.83	\$15,508.97	\$357,517.24
Federal Contract		\$113,233.27	\$105,768.36	\$219,001.63
State Pass Through	\$26,416.91	\$26,552.91	\$60,975.32	\$113,945.14
Transit Contract	\$29,000.27	\$17,574.75	\$19,479.30	\$66,054.32
State Grants	\$8,623.84	\$12,300.42		\$20,924.26
Apartment Revenue	\$11,630.00	\$11,630.00	\$11,630.00	\$34,890.00
Miscellaneous	\$1,501.09		\$20,321.49	\$21,822.58
Transit Fares	\$4,201.05	\$5,984.20	\$5,487.66	\$15,672.91
- Unassigned -	\$494.95	(\$429.33)	\$5,498.63	\$5,564.25
Management Fees	\$2,071.77	\$2,030.53	\$3,654.09	\$7,756.39
Corporate/Business/Foundation	\$8.34		\$7.85	\$16.19
Total	\$2,185,664.40	\$2,366,538.24	\$2,472,673.17	\$7,024,875.81

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
LIFT | Budget vs. Actual by Grant
From Jan 2024 to Dec 2024
Options: Activity Only

FYTD Agency Budget

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	\$25,620.00	\$22,453.44	\$3,166.56	87.64%
4100 - Inkind Revenue	\$1,647,817.00	\$658,095.62	\$989,721.38	39.94%
4200 - Miscellaneous Revenue	\$10,000.00	\$604,578.46	(\$594,578.46)	6,045.78%
4400 - State Revenue	\$1,487,705.74	\$920,136.74	\$567,569.00	61.85%
4500 - Federal Revenue	\$14,291,731.11	\$6,806,589.56	\$7,485,141.55	47.63%
4900 - Recoveries from Programs	\$2,012,486.97	\$1,938,559.33	\$73,927.64	96.33%
5000 - Rental Revenue	\$0.00	\$384,443.54	(\$384,443.54)	0.00%
5100 - Program Fee Revenue	\$0.00	\$753,027.52	(\$753,027.52)	0.00%
5300 - Interest and Dividends	\$0.00	\$156,549.62	(\$156,549.62)	0.00%
5400 - Revenue from other sources	\$0.00	\$666,642.69	(\$666,642.69)	0.00%
5800 - Special Event Expense	\$0.00	\$2,850.00	(\$2,850.00)	0.00%
Total - Income	\$19,475,360.82	\$12,913,926.52	\$6,561,434.30	66.31%
Cost Of Sales				
8000 - Cost of Goods Sold	\$0.00	\$1,748.06	(\$1,748.06)	0.00%
Total - Cost Of Sales	\$0.00	\$1,748.06	(\$1,748.06)	0.00%
Gross Profit	\$19,475,360.82	\$12,912,178.46	\$6,563,182.36	66.30%
Expense				
7000 - Grants, contracts, & direct assistance	\$45,126.25	\$700,224.82	(\$655,098.57)	1,551.70%
7200 - Salaries & related expenses	\$10,351,379.63	\$6,284,336.96	\$4,067,042.67	60.71%
7300 - Indirect Cost Pool Expense	\$1,716,494.07	\$1,108,293.32	\$608,200.75	64.57%
7500 - Contract/Consultant Services	\$444,010.81	\$1,018,603.66	(\$574,592.85)	229.41%
8100 - Non personnel expenses	\$722,051.26	\$682,149.06	\$39,902.20	94.47%
8200 - Facility & equipment expenses	\$1,083,178.15	\$1,319,778.69	(\$236,600.54)	121.84%
8300 - Travel & meetings expenses	\$957,006.56	\$307,219.30	\$649,787.26	32.10%
8400 - Insurance Expense	\$81,915.40	\$1,378,446.96	(\$1,296,531.56)	1,682.77%
8600 - Business expenses	\$0.00	\$918.50	(\$918.50)	0.00%
8700 - Food Expenses	\$85,570.00	\$777,477.00	(\$691,907.00)	908.59%
8800 - In-Kind Expenses	\$1,454,726.00	\$658,095.62	\$796,630.38	45.24%
Total - Expense	\$16,941,458.13	\$14,235,543.89	\$2,705,914.24	84.03%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$1,869,356.02	\$1,056,153.73	\$813,202.29	56.50%
Total - Other Expense	\$1,869,356.02	\$1,056,153.73	\$813,202.29	56.50%
Net Income	\$664,546.67	(\$2,379,519.16)	\$3,044,065.83	-358.07%

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
LIFT | Budget vs. Actual by Grant
From Jan 2024 to Dec 2024
Options: Activity Only

Operating

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	\$0.00	\$1,302.42	(\$1,302.42)	0.00%
4200 - Miscellaneous Revenue	\$0.00	\$14,757.59	(\$14,757.59)	0.00%
4400 - State Revenue	\$0.00	\$282,091.92	(\$282,091.92)	0.00%
4900 - Recoveries from Programs	\$2,012,486.97	\$1,938,559.33	\$73,927.64	96.33%
5300 - Interest and Dividends	\$0.00	\$25,386.93	(\$25,386.93)	0.00%
5400 - Revenue from other sources	\$0.00	\$264,669.01	(\$264,669.01)	0.00%
Total - Income	\$2,012,486.97	\$2,526,767.20	(\$514,280.23)	125.55%
Gross Profit	\$2,012,486.97	\$2,526,767.20	(\$514,280.23)	125.55%
Expense				
7000 - Grants, contracts, & direct assistance	\$0.00	\$10,000.00	(\$10,000.00)	0.00%
7200 - Salaries & related expenses	\$1,480,512.38	\$664,718.60	\$815,793.78	44.90%
7300 - Indirect Cost Pool Expense	\$0.00	\$26,990.99	(\$26,990.99)	0.00%
7500 - Contract/Consultant Services	\$115,215.21	\$95,101.69	\$20,113.52	82.54%
8100 - Non personnel expenses	\$54,841.35	\$153,168.32	(\$98,326.97)	279.29%
8200 - Facility & equipment expenses	\$40,902.28	\$137,390.61	(\$96,488.33)	335.90%
8300 - Travel & meetings expenses	\$82,133.76	\$34,274.28	\$47,859.48	41.73%
8400 - Insurance Expense	\$34,962.98	\$849,137.40	(\$814,174.42)	2,428.68%
8700 - Food Expenses	\$0.00	\$7,863.23	(\$7,863.23)	0.00%
Total - Expense	\$1,808,567.96	\$1,978,645.12	(\$170,077.16)	109.40%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$153,301.25	\$287,296.62	(\$133,995.37)	187.41%
Total - Other Expense	\$153,301.25	\$287,296.62	(\$133,995.37)	187.41%
Net Income	\$50,617.76	\$260,825.46	(\$210,207.70)	515.28%

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Income/Expense Statement Summary
From Jan 2024 to Jun 2024

Financial Row	- No Department -		10 Operating		Total
	Amount	Amount	Administration	Building Funds	
			Amount	Amount	
Ordinary Income/Expense					
Income					
4000 - Contribution Revenue	\$0.00	\$0.00	\$1,302.42	\$0.00	\$1,302.42
4100 - Inkind Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4200 - Miscellaneous Revenue	(\$117.14)	\$0.00	\$14,757.59	\$0.00	\$14,757.59
4400 - State Revenue	\$0.00	\$0.00	\$282,091.92	\$0.00	\$282,091.92
4500 - Federal Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4900 - Recoveries from Programs	\$0.00	\$0.00	\$1,938,559.33	\$0.00	\$1,938,559.33
5000 - Rental Revenue	\$0.00	\$0.00	\$0.00	\$146,410.65	\$146,410.65
5100 - Program Fee Revenue	\$11,546.47	\$0.00	\$0.00	\$0.00	\$0.00
5300 - Interest and Dividends	\$0.00	(\$193.26)	\$25,386.93	\$602.21	\$25,795.88
5400 - Revenue from other sources	\$0.00	(\$89,669.01)	\$264,669.01	\$78,337.40	\$253,337.40
5800 - Special Event Expense	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - Income	\$11,469.33	(\$89,862.27)	\$2,526,767.20	\$225,350.26	\$2,662,255.19
8000 - Cost of Goods Sold					
8020 - Ship Store (Resale Inv)	\$400.53	\$0.00	\$0.00	\$0.00	\$0.00
Total - 8000 - Cost of Goods Sold	\$400.53	\$0.00	\$0.00	\$0.00	\$0.00
Expense					
7000 - Grants, contracts, & direct assistance	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00
7200 - Salaries & related expenses	\$657,042.63	\$0.00	\$608,366.56	\$0.00	\$608,366.56
7300 - Indirect Cost Pool Expense	\$90,343.82	\$0.00	\$25,623.02	\$0.00	\$25,623.02
7500 - Contract/Consultant Services	\$55,195.08	\$0.00	\$95,101.69	\$24,501.27	\$119,602.96
8100 - Non personnel expenses	\$31,782.56	\$0.00	\$153,168.32	\$9,024.80	\$162,193.12
8200 - Facility & equipment expenses	\$75,030.59	\$0.00	\$136,495.58	\$108,073.23	\$244,568.81
8300 - Travel & meetings expenses	\$1,198.98	\$0.00	\$34,274.28	\$702.16	\$34,976.44
8400 - Insurance Expense	\$1,880.05	\$0.00	\$849,137.40	\$49,265.00	\$898,402.40
8600 - Business expenses	\$0.00	\$0.00	\$0.00	\$911.00	\$911.00
8700 - Food Expenses	\$66,967.00	\$121.21	\$7,863.23	\$4.06	\$7,988.50
8800 - In-Kind Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - Expense	\$979,440.71	\$121.21	\$1,920,030.08	\$192,481.52	\$2,112,632.81
Net Ordinary Income	(\$968,371.91)	(\$89,983.48)	\$606,737.12	\$32,868.74	\$549,622.38
Other Income and Expenses					
Other Expense					
8500 - Other Expense	\$22,936.35	\$0.00	\$281,201.95	\$2,547.80	\$283,749.75
Total - Other Expense	\$22,936.35	\$0.00	\$281,201.95	\$2,547.80	\$283,749.75

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
LIFT | Budget vs. Actual by Grant
From Jan 2024 to Dec 2024
Options: Activity Only

Early Childhood

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	\$10,000.00	\$0.00	\$10,000.00	0.00%
4100 - Inkind Revenue	\$877,688.00	\$399,508.61	\$478,179.39	45.52%
4200 - Miscellaneous Revenue	\$0.00	\$523,772.43	(\$523,772.43)	0.00%
4400 - State Revenue	\$0.00	\$102,651.15	(\$102,651.15)	0.00%
4500 - Federal Revenue	\$4,773,437.00	\$3,997,518.12	\$775,918.88	83.75%
5100 - Program Fee Revenue	\$0.00	\$292,312.70	(\$292,312.70)	0.00%
5300 - Interest and Dividends	\$0.00	\$14,433.27	(\$14,433.27)	0.00%
Total - Income	\$5,661,125.00	\$5,330,196.28	\$330,928.72	94.15%
Gross Profit	\$5,661,125.00	\$5,330,196.28	\$330,928.72	94.15%
Expense				
7200 - Salaries & related expenses	\$3,568,148.23	\$2,474,922.74	\$1,093,225.49	69.36%
7300 - Indirect Cost Pool Expense	\$700,905.77	\$491,051.60	\$209,854.17	70.06%
7500 - Contract/Consultant Services	\$49,200.00	\$658,495.21	(\$609,295.21)	1,338.40%
8100 - Non personnel expenses	\$88,129.00	\$259,169.14	(\$171,040.14)	294.08%
8200 - Facility & equipment expenses	\$113,993.00	\$108,569.76	\$5,423.24	95.24%
8300 - Travel & meetings expenses	\$85,204.00	\$54,966.35	\$30,237.65	64.51%
8400 - Insurance Expense	\$37,000.00	\$128,714.72	(\$91,714.72)	347.88%
8700 - Food Expenses	\$70,870.00	\$693,120.01	(\$622,250.01)	978.02%
8800 - In-Kind Expenses	\$684,597.00	\$399,508.61	\$285,088.39	58.36%
Total - Expense	\$5,398,047.00	\$5,268,518.14	\$129,528.86	97.60%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$100,587.00	\$279,046.48	(\$178,459.48)	277.42%
Total - Other Expense	\$100,587.00	\$279,046.48	(\$178,459.48)	277.42%
Net Income	\$162,491.00	(\$217,368.34)	\$379,859.34	-133.77%

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Income/Expense Statement Summary
From Jan 2024 to Jun 2024

Financial Row	CACFP - Daycare Homes	Early Head Start - CC	Early Learning Centers		HS/EHS			Total
					EHS	Head Start	Total	Total
	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
Ordinary Income/Expense								
Income								
4000 - Contribution Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4100 - Inkind Revenue	\$0.00	\$1,472.85	\$9,739.30	\$0.00	\$0.00	\$388,296.46	\$388,296.46	\$399,508.61
4200 - Miscellaneous Revenue	\$0.00	\$0.00	\$230,290.06	\$187,448.46	\$0.00	\$106,033.91	\$293,482.37	\$523,772.43
4400 - State Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$102,651.15	\$102,651.15	\$102,651.15
4500 - Federal Revenue	\$499,599.70	\$923,696.66	\$35,338.67	\$0.00	\$0.00	\$2,538,883.09	\$2,538,883.09	\$3,997,518.12
4900 - Recoveries from Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5000 - Rental Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5100 - Program Fee Revenue	\$0.00	\$0.00	\$292,312.70	\$0.00	\$0.00	\$0.00	\$0.00	\$292,480.70
5300 - Interest and Dividends	\$0.00	\$0.00	\$5,349.40	\$9,051.44	\$0.00	\$32.43	\$9,083.87	\$14,433.27
5400 - Revenue from other sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5800 - Special Event Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - Income	\$499,599.70	\$925,169.51	\$573,030.13	\$196,499.90	\$0.00	\$3,135,897.04	\$3,332,396.94	\$5,330,196.28
8000 - Cost of Goods Sold								
8020 - Ship Store (Resale Inv)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - 8000 - Cost of Goods Sold	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expense								
7000 - Grants, contracts, & direct assistance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7200 - Salaries & related expenses	\$45,226.19	\$263,658.34	\$313,357.63	\$122,380.78	\$337,286.40	\$1,195,586.82	\$1,655,254.00	\$2,364,684.38
7300 - Indirect Cost Pool Expense	\$8,848.43	\$51,929.55	\$55,016.61	\$28,059.09	\$65,773.55	\$242,185.82	\$336,018.46	\$468,879.89
7500 - Contract/Consultant Services	\$3,395.51	\$418,662.79	\$1,571.50	\$211,215.00	\$0.00	\$23,650.41	\$234,865.41	\$658,495.21
8100 - Non personnel expenses	\$1,208.62	\$66,902.90	\$19,825.00	\$12,800.55	\$77.99	\$158,354.08	\$171,232.62	\$262,440.64
8200 - Facility & equipment expenses	\$2,244.00	\$5,074.57	\$7,018.47	\$19,010.45	\$309.47	\$74,912.80	\$94,232.72	\$108,722.26
8300 - Travel & meetings expenses	\$13,918.78	\$8,511.17	\$2,891.73	\$699.41	\$51.00	\$28,870.15	\$29,620.56	\$55,010.36
8400 - Insurance Expense	\$0.00	\$15,821.80	\$24,527.80	\$4.00	\$0.00	\$88,361.12	\$88,365.12	\$128,714.72
8600 - Business expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8700 - Food Expenses	\$429,755.70	\$14.22	\$55,007.73	\$9,674.23	\$0.00	\$198,521.88	\$208,196.11	\$693,247.12
8800 - In-Kind Expenses	\$0.00	\$1,472.85	\$9,739.30	\$0.00	\$0.00	\$388,296.46	\$388,296.46	\$399,508.61
Total - Expense	\$504,597.23	\$832,048.19	\$488,955.77	\$403,843.51	\$403,498.41	\$2,398,739.54	\$3,206,081.46	\$5,031,682.65
Net Ordinary Income	(\$4,997.53)	\$93,121.32	\$84,074.36	(\$207,343.61)	(\$403,498.41)	\$737,157.50	\$126,315.48	\$298,513.63
Other Income and Expenses								
Other Expense								
8500 - Other Expense	\$59.70	\$161,014.43	\$3,164.67	\$10,860.93	\$0.00	\$103,811.75	\$114,672.68	\$278,911.48
Total - Other Expense	\$59.70	\$161,014.43	\$3,164.67	\$10,860.93	\$0.00	\$103,811.75	\$114,672.68	\$278,911.48

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
LIFT | Budget vs. Actual by Grant
From Jan 2024 to Dec 2024
Options: Activity Only

Community Service

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	\$15,620.00	\$21,132.02	(\$5,512.02)	135.29%
4100 - Inkind Revenue	\$582,629.00	\$258,587.01	\$324,041.99	44.38%
4200 - Miscellaneous Revenue	\$10,000.00	\$13,774.65	(\$3,774.65)	137.75%
4400 - State Revenue	\$1,487,705.74	\$85,104.61	\$1,402,601.13	5.72%
4500 - Federal Revenue	\$6,135,386.00	\$1,206,651.58	\$4,928,734.42	19.67%
5300 - Interest and Dividends	\$0.00	\$674.12	(\$674.12)	0.00%
5400 - Revenue from other sources	\$0.00	\$24,599.15	(\$24,599.15)	0.00%
5800 - Special Event Expense	\$0.00	\$2,480.00	(\$2,480.00)	0.00%
Total - Income	\$8,231,340.74	\$1,613,003.14	\$6,618,337.60	19.60%
Gross Profit	\$8,231,340.74	\$1,613,003.14	\$6,618,337.60	19.60%
Expense				
7000 - Grants, contracts, & direct assistance	\$45,126.25	\$35,057.34	\$10,068.91	77.69%
7200 - Salaries & related expenses	\$4,040,122.53	\$767,149.57	\$3,272,972.96	18.99%
7300 - Indirect Cost Pool Expense	\$762,690.03	\$153,183.40	\$609,506.63	20.08%
7500 - Contract/Consultant Services	\$261,279.00	\$66,443.53	\$194,835.47	25.43%
8100 - Non personnel expenses	\$511,032.61	\$44,189.26	\$466,843.35	8.65%
8200 - Facility & equipment expenses	\$235,312.71	\$46,085.37	\$189,227.34	19.58%
8300 - Travel & meetings expenses	\$307,881.90	\$60,549.17	\$247,332.73	19.67%
8400 - Insurance Expense	\$50.00	\$6,047.32	(\$5,997.32)	12,094.64%
8600 - Business expenses	\$0.00	\$7.50	(\$7.50)	0.00%
8700 - Food Expenses	\$14,700.00	\$5,802.47	\$8,897.53	39.47%
8800 - In-Kind Expenses	\$582,629.00	\$258,587.01	\$324,041.99	44.38%
Total - Expense	\$6,760,824.03	\$1,443,101.94	\$5,317,722.09	21.35%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$1,470,516.00	\$112,867.01	\$1,357,648.99	7.68%
Total - Other Expense	\$1,470,516.00	\$112,867.01	\$1,357,648.99	7.68%
Net Income	\$0.71	\$57,034.19	(\$57,033.48)	8,032,984.51%

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Income/Expense Statement Summary
From Jan 2024 to Jun 2024

Financial Row	30 Community Service															
	CASA	Community Services	Drug Free Communities	Emergency Services		Healthy Start	Mentoring	RCOR TRI-CORP	RSVP	Safe Place Healing Hearts	Second Chance	VOCA	WORK READY OK	Youth Build	Total	
					EFSP	Total										
	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	
Ordinary Income/Expense																
Income																
4000 - Contribution Revenue	\$520.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,750.00	\$0.00	\$0.00	\$0.00	\$14,862.02	\$21,132.02	
4100 - Inkind Revenue	\$0.00	\$0.00	\$25,013.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,351.74	\$0.00	\$0.00	\$0.00	\$226,222.17	\$258,587.01	
4200 - Miscellaneous Revenue	\$1,274.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$13,774.65	
4400 - State Revenue	\$4,139.94	\$80,964.67	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$375,970.82	
4500 - Federal Revenue	\$0.00	\$32,625.18	\$38,155.00	\$0.00	\$0.00	\$0.00	\$425,591.09	\$7,548.15	\$163,168.83	\$23,695.10	\$64,769.17	\$92,448.45	\$52,055.54	\$0.00	\$230,425.00	
4900 - Recoveries from Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
5000 - Rental Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
5100 - Program Fee Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
5300 - Interest and Dividends	\$97.80	\$32.51	\$34.62	\$12.29	\$0.00	\$12.29	\$8.98	\$65.51	\$15.75	\$7.97	\$0.00	\$16.32	\$374.48	\$0.00	\$693.10	
5400 - Revenue from other sources	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,099.15	\$0.00	\$9,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,599.15	
5800 - Special Event Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$980.00	\$0.00	\$0.00	\$1,500.00	\$2,480.00	
Total - Income	\$13,532.39	\$113,622.36	\$63,202.72	\$12.29	\$0.00	\$12.29	\$428,100.07	\$15,712.81	\$163,184.58	\$45,804.81	\$64,769.17	\$93,444.77	\$52,430.02	\$0.00	\$483,017.08	
8000 - Cost of Goods Sold																
8020 - Ship Store (Resale Inv)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total - 8000 - Cost of Goods Sold	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Expense																
7000 - Grants, contracts, & direct assistance	\$0.00	\$24,599.15	\$0.00	\$1,893.62	\$2,622.21	\$4,515.83	\$0.00	\$0.00	\$0.00	\$0.00	\$2,679.72	\$0.00	\$3,154.85	\$0.00	\$35,057.34	
7200 - Salaries & related expenses	\$0.00	\$10,656.69	\$24,984.67	\$0.00	\$0.00	\$0.00	\$276,097.13	\$6,863.44	\$120,205.79	\$28,839.72	\$26,996.51	\$56,861.69	\$48,214.17	\$2,618.53	\$795,254.23	
7300 - Indirect Cost Pool Expense	\$0.00	\$2,086.86	\$4,893.24	\$0.00	\$0.00	\$0.00	\$55,048.46	\$1,326.20	\$23,903.16	\$5,913.69	\$5,340.67	\$11,481.00	\$9,429.93	\$507.69	\$158,681.72	
7500 - Contract/Consultant Services	\$0.00	\$12,840.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,342.09	\$1,331.00	\$1,599.00	\$0.00	\$403.76	\$22,222.00	\$0.00	\$705.68	\$68,653.53	
8100 - Non personnel expenses	\$330.77	\$3,773.57	\$22.67	\$0.00	\$0.00	\$0.00	\$14,736.71	\$620.91	\$8,628.47	\$777.31	\$3,200.54	\$4,221.51	\$502.17	\$0.00	\$114,356.22	
8200 - Facility & equipment expenses	\$798.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,034.00	\$130.00	\$4,621.98	\$1,554.00	\$3,367.00	\$2,280.00	\$2,467.98	\$0.00	\$93,560.50	
8300 - Travel & meetings expenses	\$1,358.09	\$1,347.65	\$132.92	\$0.00	\$0.00	\$0.00	\$13,558.52	\$1,312.87	\$9,029.95	\$1,061.56	\$3,166.09	\$7,239.65	\$1,643.51	\$199.49	\$65,046.56	
8400 - Insurance Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24.00	\$0.00	\$0.00	\$1,494.32	\$0.00	\$0.00	\$0.00	\$0.00	\$6,047.32	
8600 - Business expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7.50	
8700 - Food Expenses	\$0.00	\$0.00	\$255.57	\$0.00	\$0.00	\$0.00	\$3,870.87	\$0.00	\$578.36	\$933.19	\$0.00	\$0.00	\$0.00	\$0.00	\$8,462.35	
8800 - In-Kind Expenses	\$0.00	\$0.00	\$25,013.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,351.74	\$0.00	\$0.00	\$0.00	\$0.00	\$258,587.01	
Total - Expense	\$2,486.86	\$55,303.92	\$55,302.17	\$1,893.62	\$2,622.21	\$4,515.83	\$407,711.78	\$11,584.42	\$168,566.71	\$47,925.53	\$45,154.29	\$104,305.85	\$65,412.61	\$3,325.71	\$391,856.71	
Net Ordinary Income	\$11,045.53	\$58,318.44	\$7,900.55	(\$1,881.33)	(\$2,622.21)	(\$4,503.54)	\$20,388.29	\$4,128.39	(\$5,382.13)	(\$2,120.72)	\$19,614.88	(\$10,861.08)	(\$12,982.59)	(\$3,325.71)	\$173,380.68	
Other Income and Expenses																
Other Expense																
8500 - Other Expense	\$2,791.55	\$5,580.00	\$7,597.35	\$0.00	\$0.00	\$0.00	\$21,330.26	\$341.40	\$760.44	\$114.55	\$1,459.98	\$2,747.25	\$5,675.13	\$0.00	\$64,469.10	
Total - Other Expense	\$2,791.55	\$5,580.00	\$7,597.35	\$0.00	\$0.00	\$0.00	\$21,330.26	\$341.40	\$760.44	\$114.55	\$1,459.98	\$2,747.25	\$5,675.13	\$0.00	\$64,469.10	

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
LIFT | Budget vs. Actual by Grant
From Jan 2024 to Dec 2024
Options: Activity Only

Housing

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4100 - Inkind Revenue	\$187,500.00	\$0.00	\$187,500.00	0.00%
4200 - Miscellaneous Revenue	\$0.00	\$51,435.93	(\$51,435.93)	0.00%
4400 - State Revenue	\$0.00	\$5,527.50	(\$5,527.50)	0.00%
4500 - Federal Revenue	\$3,382,908.11	\$1,521,774.94	\$1,861,133.17	44.98%
5000 - Rental Revenue	\$0.00	\$221,625.06	(\$221,625.06)	0.00%
5100 - Program Fee Revenue	\$0.00	\$70,585.50	(\$70,585.50)	0.00%
5300 - Interest and Dividends	\$0.00	\$16,844.52	(\$16,844.52)	0.00%
5400 - Revenue from other sources	\$0.00	\$375,141.02	(\$375,141.02)	0.00%
Total - Income	\$3,570,408.11	\$2,262,934.47	\$1,307,473.64	63.38%
Gross Profit	\$3,570,408.11	\$2,262,934.47	\$1,307,473.64	63.38%
Expense				
7000 - Grants, contracts, & direct assistance	\$0.00	\$551,616.02	(\$551,616.02)	0.00%
7200 - Salaries & related expenses	\$1,262,596.49	\$810,042.57	\$452,553.92	64.16%
7300 - Indirect Cost Pool Expense	\$252,898.27	\$164,440.18	\$88,458.09	65.02%
7500 - Contract/Consultant Services	\$18,316.60	\$81,446.72	(\$63,130.12)	444.66%
8100 - Non personnel expenses	\$68,048.30	\$49,889.67	\$18,158.63	73.32%
8200 - Facility & equipment expenses	\$692,970.16	\$489,288.01	\$203,682.15	70.61%
8300 - Travel & meetings expenses	\$481,786.90	\$62,871.28	\$418,915.62	13.05%
8400 - Insurance Expense	\$9,902.42	\$178,796.54	(\$168,894.12)	1,805.58%
8700 - Food Expenses	\$0.00	\$665.78	(\$665.78)	0.00%
8800 - In-Kind Expenses	\$187,500.00	\$0.00	\$187,500.00	0.00%
Total - Expense	\$2,974,019.14	\$2,389,056.77	\$584,962.37	80.33%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$144,951.77	\$167,286.05	(\$22,334.28)	115.41%
Total - Other Expense	\$144,951.77	\$167,286.05	(\$22,334.28)	115.41%
Net Income	\$451,437.20	(\$293,408.35)	\$744,845.55	-64.99%

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Income/Expense Statement Summary
From Jan 2024 to Jun 2024

Financial Row	40 Housing Department									
	Apartments		Construction	HUD Apartments (Lift)	Housing Weatherization		Total	Self Help Housing	TMA	Total
	Amount	Amount			Amount	Amount				
Ordinary Income/Expense										
Income										
4000 - Contribution Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4100 - Inkind Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4200 - Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$51,435.93	\$0.00	\$51,435.93	\$0.00	\$0.00	\$51,435.93
4400 - State Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$5,527.50	\$0.00	\$5,527.50	\$0.00	\$0.00	\$5,527.50
4500 - Federal Revenue	\$0.00	\$0.00	\$115,675.20	\$0.00	\$592,709.28	\$0.00	\$592,709.28	\$249,361.52	\$564,028.94	\$1,521,774.94
4900 - Recoveries from Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5000 - Rental Revenue	\$9,722.50	\$208,212.06	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$217,934.56
5100 - Program Fee Revenue	\$405.14	\$1,943.43	\$0.00	\$14,682.42	\$53,381.68	\$0.00	\$53,381.68	\$55.75	\$0.00	\$70,468.42
5300 - Interest and Dividends	\$84,657.00	\$11,059.55	\$0.00	\$0.00	\$5,744.32	\$0.00	\$5,744.32	\$0.00	\$0.00	\$101,460.87
5400 - Revenue from other sources	\$0.00	\$7,350.00	\$0.00	\$0.00	\$367,791.02	\$0.00	\$367,791.02	\$0.00	\$0.00	\$375,141.02
5800 - Special Event Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - Income	\$94,784.64	\$228,565.04	\$115,675.20	\$14,682.42	\$1,076,589.73	\$0.00	\$1,076,589.73	\$249,417.27	\$564,028.94	\$2,343,743.24
8000 - Cost of Goods Sold										
8020 - Ship Store (Resale Inv)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - 8000 - Cost of Goods Sold	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expense										
7000 - Grants, contracts, & direct assistance	\$90,957.00	\$8,825.00	\$0.00	\$0.00	\$367,791.02	\$0.00	\$367,791.02	\$0.00	\$175,000.00	\$642,573.02
7200 - Salaries & related expenses	\$34,484.24	\$12,889.73	\$279,404.89	\$461.30	\$27,643.22	\$12,128.46	\$39,771.68	\$191,178.97	\$223,171.56	\$781,362.37
7300 - Indirect Cost Pool Expense	\$7,281.06	\$2,497.12	\$55,189.42	\$3,149.56	\$5,911.84	\$2,543.42	\$8,455.26	\$37,015.54	\$45,692.98	\$159,280.94
7500 - Contract/Consultant Services	\$0.00	\$14,166.50	\$17,771.00	\$0.00	\$37,554.00	\$0.00	\$37,554.00	\$0.00	\$11,955.22	\$81,446.72
8100 - Non personnel expenses	\$1,831.88	\$2,695.03	\$23,712.35	\$21.95	\$12,235.74	\$0.00	\$12,235.74	\$3,889.15	\$7,149.45	\$51,535.55
8200 - Facility & equipment expenses	\$9,704.97	\$99,689.80	\$5,296.49	\$1,046.17	\$362,890.28	\$0.00	\$362,890.28	\$10,405.27	\$9,960.00	\$498,992.98
8300 - Travel & meetings expenses	\$51.25	(\$638.63)	\$6,510.76	\$458.28	(\$4,158.40)	\$0.00	(\$4,158.40)	\$26,139.62	\$34,559.65	\$62,922.53
8400 - Insurance Expense	\$0.00	\$155,865.12	\$0.00	\$0.00	\$22,769.42	\$0.00	\$22,769.42	\$162.00	\$0.00	\$178,796.54
8600 - Business expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8700 - Food Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$665.78	\$0.00	\$665.78	\$0.00	\$0.00	\$665.78
8800 - In-Kind Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - Expense	\$144,310.40	\$295,989.67	\$387,884.91	\$5,137.26	\$833,302.90	\$14,671.88	\$847,974.78	\$268,790.55	\$507,488.86	\$2,457,576.43
Net Ordinary Income	(\$49,525.76)	(\$67,424.63)	(\$272,209.71)	\$9,545.16	\$243,286.83	(\$14,671.88)	\$228,614.95	(\$19,373.28)	\$56,540.08	(\$113,833.19)
Other Income and Expenses										
Other Expense										
8500 - Other Expense	\$678.45	\$13,393.82	\$35,422.99	\$4,433.35	\$105,060.34	\$0.00	\$105,060.34	\$478.68	\$7,783.13	\$167,250.76
Total - Other Expense	\$678.45	\$13,393.82	\$35,422.99	\$4,433.35	\$105,060.34	\$0.00	\$105,060.34	\$478.68	\$7,783.13	\$167,250.76

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
LIFT | Budget vs. Actual by Grant
From Jan 2024 to Dec 2024
Options: Activity Only

Transit

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4400 - State Revenue	\$0.00	\$104,747.00	(\$104,747.00)	0.00%
4500 - Federal Revenue	\$0.00	\$5,644.92	(\$5,644.92)	0.00%
5100 - Program Fee Revenue	\$0.00	\$179,098.94	(\$179,098.94)	0.00%
5300 - Interest and Dividends	\$0.00	\$655.59	(\$655.59)	0.00%
5400 - Revenue from other sources	\$0.00	\$12,594.46	(\$12,594.46)	0.00%
Total - Income	\$0.00	\$302,740.91	(\$302,740.91)	0.00%
Gross Profit	\$0.00	\$302,740.91	(\$302,740.91)	0.00%
Expense				
7000 - Grants, contracts, & direct assistance	\$0.00	\$12,594.46	(\$12,594.46)	0.00%
7200 - Salaries & related expenses	\$0.00	\$477,722.63	(\$477,722.63)	0.00%
7300 - Indirect Cost Pool Expense	\$0.00	\$97,382.20	(\$97,382.20)	0.00%
7500 - Contract/Consultant Services	\$0.00	\$19,494.80	(\$19,494.80)	0.00%
8100 - Non personnel expenses	\$0.00	\$20,717.15	(\$20,717.15)	0.00%
8200 - Facility & equipment expenses	\$0.00	\$122,951.80	(\$122,951.80)	0.00%
8300 - Travel & meetings expenses	\$0.00	\$81,164.02	(\$81,164.02)	0.00%
8400 - Insurance Expense	\$0.00	\$77,641.66	(\$77,641.66)	0.00%
Total - Expense	\$0.00	\$909,668.72	(\$909,668.72)	0.00%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$0.00	\$93,139.27	(\$93,139.27)	0.00%
Total - Other Expense	\$0.00	\$93,139.27	(\$93,139.27)	0.00%
Net Income	\$0.00	(\$700,067.08)	\$700,067.08	0.00%

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Income/Expense Statement Summary
From Jan 2024 to Jun 2024

Financial Row	50 Transportation		
	Transit		Total
	Amount	Amount	Amount
Ordinary Income/Expense			
Income			
4000 - Contribution Revenue	\$0.00	\$0.00	\$0.00
4100 - Inkind Revenue	\$0.00	\$0.00	\$0.00
4200 - Miscellaneous Revenue	\$0.00	\$0.00	\$0.00
4400 - State Revenue	\$0.00	\$104,747.00	\$104,747.00
4500 - Federal Revenue	\$0.00	\$5,644.92	\$5,644.92
4900 - Recoveries from Programs	\$0.00	\$0.00	\$0.00
5000 - Rental Revenue	\$0.00	\$0.00	\$0.00
5100 - Program Fee Revenue	\$0.00	\$179,098.94	\$179,098.94
5300 - Interest and Dividends	\$0.00	\$655.59	\$655.59
5400 - Revenue from other sources	\$0.00	\$12,594.46	\$12,594.46
5800 - Special Event Expense	\$0.00	\$0.00	\$0.00
Total - Income	\$0.00	\$302,740.91	\$302,740.91
8000 - Cost of Goods Sold			
8020 - Ship Store (Resale Inv)	\$0.00	\$0.00	\$0.00
Total - 8000 - Cost of Goods Sold	\$0.00	\$0.00	\$0.00
Expense			
7000 - Grants, contracts, & direct assistance	\$0.00	\$12,594.46	\$12,594.46
7200 - Salaries & related expenses	\$16,285.37	\$431,809.83	\$448,095.20
7300 - Indirect Cost Pool Expense	\$3,291.71	\$88,161.55	\$91,453.26
7500 - Contract/Consultant Services	\$0.00	\$19,494.80	\$19,494.80
8100 - Non personnel expenses	\$3,740.40	\$20,717.15	\$24,457.55
8200 - Facility & equipment expenses	\$0.00	\$122,951.80	\$122,951.80
8300 - Travel & meetings expenses	\$0.00	\$81,164.02	\$81,164.02
8400 - Insurance Expense	\$0.00	\$77,641.66	\$77,641.66
8600 - Business expenses	\$0.00	\$0.00	\$0.00
8700 - Food Expenses	\$0.00	\$0.00	\$0.00
8800 - In-Kind Expenses	\$0.00	\$0.00	\$0.00
Total - Expense	\$23,317.48	\$854,535.27	\$877,852.75
Net Ordinary Income	(\$23,317.48)	(\$551,794.36)	(\$575,111.84)
Other Income and Expenses			
Other Expense			
8500 - Other Expense	\$0.00	\$93,139.27	\$93,139.27
Total - Other Expense	\$0.00	\$93,139.27	\$93,139.27

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
LIFT | Budget vs. Actual by Grant
From Jan 2024 to Dec 2024
Options: Activity Only

Economic Development

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	\$0.00	\$19.00	(\$19.00)	0.00%
4200 - Miscellaneous Revenue	\$0.00	\$955.00	(\$955.00)	0.00%
4400 - State Revenue	\$0.00	\$49,148.35	(\$49,148.35)	0.00%
4500 - Federal Revenue	\$0.00	\$75,000.00	(\$75,000.00)	0.00%
5100 - Program Fee Revenue	\$0.00	\$198,910.77	(\$198,910.77)	0.00%
5300 - Interest and Dividends	\$0.00	\$13,470.26	(\$13,470.26)	0.00%
5400 - Revenue from other sources	\$0.00	\$970.66	(\$970.66)	0.00%
5800 - Special Event Expense	\$0.00	\$330.00	(\$330.00)	0.00%
Total - Income	\$0.00	\$338,804.04	(\$338,804.04)	0.00%
Cost Of Sales				
8000 - Cost of Goods Sold	\$0.00	\$1,347.53	(\$1,347.53)	0.00%
Total - Cost Of Sales	\$0.00	\$1,347.53	(\$1,347.53)	0.00%
Gross Profit	\$0.00	\$337,456.51	(\$337,456.51)	0.00%
Expense				
7200 - Salaries & related expenses	\$0.00	\$155,824.23	(\$155,824.23)	0.00%
7300 - Indirect Cost Pool Expense	\$0.00	\$32,179.93	(\$32,179.93)	0.00%
7500 - Contract/Consultant Services	\$0.00	\$15,715.36	(\$15,715.36)	0.00%
8100 - Non personnel expenses	\$0.00	\$34,639.20	(\$34,639.20)	0.00%
8200 - Facility & equipment expenses	\$0.00	\$175,056.72	(\$175,056.72)	0.00%
8300 - Travel & meetings expenses	\$0.00	\$6,703.80	(\$6,703.80)	0.00%
8400 - Insurance Expense	\$0.00	\$86,964.27	(\$86,964.27)	0.00%
Total - Expense	\$0.00	\$507,083.51	(\$507,083.51)	0.00%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$0.00	\$18,050.55	(\$18,050.55)	0.00%
Total - Other Expense	\$0.00	\$18,050.55	(\$18,050.55)	0.00%
Net Income	\$0.00	(\$187,677.55)	\$187,677.55	0.00%

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Income/Expense Statement Summary
From Jan 2024 to Jun 2024

Financial Row	60 Economic Development							
	Economic Development/ Lending			State Parks			Total	
	Amount	Amount	Amount	Clayton Lake Amount	Hugo Lake Amount	Raymond Gary Amount	Total Amount	Total Amount
Ordinary Income/Expense								
Income								
4000 - Contribution Revenue	\$0.00	\$0.00	\$0.00	\$19.00	\$0.00	\$0.00	\$19.00	\$19.00
4100 - Inkind Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4200 - Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$955.00	\$0.00	\$955.00	\$955.00
4400 - State Revenue	\$0.00	\$0.00	\$0.00	\$23,762.50	\$0.00	\$25,385.85	\$49,148.35	\$49,148.35
4500 - Federal Revenue	\$0.00	\$75,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75,000.00
4900 - Recoveries from Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5000 - Rental Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5100 - Program Fee Revenue	\$0.00	\$2,720.57	\$7,168.50	\$17,891.00	\$128,208.23	\$42,839.56	\$196,107.29	\$198,827.86
5300 - Interest and Dividends	\$0.00	\$11,708.83	\$0.00	\$0.00	\$1,199.47	\$244.56	\$1,444.03	\$13,152.86
5400 - Revenue from other sources	\$0.00	\$0.00	\$7.40	\$0.00	\$943.26	\$20.00	\$970.66	\$970.66
5800 - Special Event Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$330.00	\$0.00	\$330.00	\$330.00
Total - Income	\$0.00	\$89,429.40	\$7,175.90	\$41,672.50	\$131,635.96	\$68,489.97	\$248,974.33	\$338,403.73
8000 - Cost of Goods Sold								
8020 - Ship Store (Resale Inv)	\$0.00	\$0.00	\$0.00	\$0.00	\$1,347.53	\$0.00	\$1,347.53	\$1,347.53
Total - 8000 - Cost of Goods Sold	\$0.00	\$0.00	\$0.00	\$0.00	\$1,347.53	\$0.00	\$1,347.53	\$1,347.53
Expense								
7000 - Grants, contracts, & direct assistance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7200 - Salaries & related expenses	\$0.00	\$0.00	\$0.00	\$23,425.19	\$85,914.00	\$33,841.47	\$143,180.66	\$143,180.66
7300 - Indirect Cost Pool Expense	\$0.00	\$0.00	\$0.00	\$4,806.84	\$17,864.87	\$6,919.50	\$29,591.21	\$29,591.21
7500 - Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	\$14,765.36	\$950.00	\$15,715.36	\$15,715.36
8100 - Non personnel expenses	\$119.90	\$1,011.33	\$0.00	\$1,424.77	\$30,004.98	\$2,198.12	\$33,627.87	\$34,759.10
8200 - Facility & equipment expenses	\$0.00	\$13,367.10	\$194.52	\$4,598.89	\$149,985.63	\$6,910.58	\$161,689.62	\$175,056.72
8300 - Travel & meetings expenses	\$0.00	\$0.00	\$0.00	\$53.75	\$4,621.53	\$2,028.52	\$6,703.80	\$6,703.80
8400 - Insurance Expense	\$0.00	\$0.00	\$0.00	\$5,823.03	\$73,627.21	\$7,514.03	\$86,964.27	\$86,964.27
8600 - Business expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8700 - Food Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8800 - In-Kind Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - Expense	\$119.90	\$14,378.43	\$194.52	\$40,132.47	\$376,783.58	\$60,362.22	\$477,472.79	\$491,971.12
Net Ordinary Income	(\$119.90)	\$75,050.97	\$6,981.38	\$1,540.03	(\$246,495.15)	\$8,127.75	(\$229,845.99)	(\$154,914.92)
Other Income and Expenses								
Other Expense								
8500 - Other Expense	\$0.00	\$0.00	\$0.00	\$902.71	\$12,566.93	\$4,084.93	\$17,554.57	\$17,554.57
Total - Other Expense	\$0.00	\$0.00	\$0.00	\$902.71	\$12,566.93	\$4,084.93	\$17,554.57	\$17,554.57

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Credit Card Vendor Totals
Jun 2024
Options: Show Zeros

NAME	AMOUNT (GROSS)
CAPITAL ONE	\$23,045.69
DAVISON FUELS & OIL, LLC	\$10,147.21
HOME DEPOT BRC/GECF	\$18,217.78
TCM BANK NA	\$21,485.70
WAL-MART COMMUNITY BRC	\$7,030.79
Total	\$79,927.17

LIFT Community Action Agency Inc
 Parent - Lift : LIFT Community Action Agency Inc
 Credit Card Report
 Jun 2024

Program	Contract/Co nsultant Services	Facility & equipment expenses					Food Expenses		
	Contract Services	Construction	Rehab & Renovation	Repair/Maint for Building/Equip	Space Lease	Total	Food Nutrition Cost	Non -Food, Nutrition Cost	Other Food Expense
	Amount		Amount	Amount	Amount	Amount	Amount	Amount	Amount
Administration				\$17.56		\$17.56		\$33.31	\$1,297.96
Apartments						\$0.00			
Community Services						\$0.00			
Early Head Start Child Care						\$0.00			
Early Learning Centers						\$0.00	\$190.68	\$58.98	\$363.85
Head Start				\$865.99		\$865.99			\$195.03
Healthy Start						\$0.00			
Housing	\$195.00		\$74.38			\$74.38			
Mentoring						\$0.00			
Safe Place Healing Hearts					\$65.00	\$65.00			
State Park Operations				\$441.29		\$441.29			
T&MA						\$0.00			
TRANSIT						\$0.00			
Tri-CORPS						\$0.00			
VOCA						\$0.00			
WRO						\$0.00			
Youth Build						\$0.00			
Total	\$195.00		\$74.38	\$1,324.84	\$65.00	\$1,464.22	\$190.68	\$92.29	\$1,856.84

Grants, contracts, & direct assistance													Other Exp
Non personnel expenses													
Total	Direct Assistance -	Events/Meeting	Medical/Dental	Office/Teaching	Other/Maint	Postage &	Special	Telephone &		Total	Advertising & Community	Computer & Software	
Amount	Utilities	Expense	Supplies	Supplies	Supplies	shipping	Events	Internet		Amount	Sponsorships	Related Expenses	Fees/Dues
	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount		Amount	Amount	Amount	Amount
\$1,331.27		\$217.47		\$716.02	\$445.19					\$1,378.68	\$263.49	\$106.12	\$666.69
\$0.00										\$0.00			
\$0.00							\$96.26			\$96.26			
\$0.00		\$181.25	\$199.39	\$455.76						\$836.40			
\$613.51				\$1,225.10						\$1,225.10			\$54.25
\$195.03		\$543.74	\$411.15	\$3,408.51						\$4,363.40	\$212.65	\$39.98	\$550.00
\$0.00										\$0.00			
\$0.00				\$1,011.96						\$1,011.96			\$25.00
\$0.00										\$0.00			
\$0.00										\$0.00			
\$0.00								\$383.00		\$383.00			
\$0.00										\$0.00		\$39.98	\$445.34
\$0.00										\$0.00			\$16.00
\$0.00										\$0.00			
\$0.00	\$102.95									\$0.00			
\$0.00										\$0.00			
\$0.00		\$268.60				\$136.00				\$404.60			
\$2,139.81	\$102.95	\$1,211.06	\$610.54	\$6,817.35	\$445.19	\$136.00	\$96.26	\$383.00		\$9,699.40	\$476.14	\$186.08	\$1,757.28

Expense					Travel & meetings expenses				Total
Incentive Expense Amount	Other Expenses Amount	Recognition Amount	Training & TTA Amount	Total Amount	Fuel Cost Amount	Out of Area Travel Amount	Vehicle Repair & Maint Amount	Total Amount	Amount
	\$270.64	\$274.19		\$1,581.13		\$1,505.51		\$1,505.51	\$5,814.15
				\$0.00	\$170.25			\$170.25	\$170.25
				\$0.00				\$0.00	\$96.26
		\$160.38	\$1,650.29	\$1,810.67	\$130.27	\$1,078.13		\$1,208.40	\$3,855.47
			\$24.00	\$78.25				\$0.00	\$1,916.86
	\$26.27	\$363.57	\$2,974.46	\$4,166.93	\$295.36	\$2,444.05		\$2,739.41	\$12,330.76
			\$187.50	\$187.50				\$0.00	\$187.50
			\$4,664.70	\$4,689.70	\$1,568.60			\$1,568.60	\$7,539.64
\$336.70				\$336.70				\$0.00	\$336.70
				\$0.00				\$0.00	\$65.00
				\$0.00	\$626.79			\$626.79	\$1,451.08
			\$270.00	\$755.32		\$1,922.85		\$1,922.85	\$2,678.17
				\$16.00	\$7,145.43			\$7,145.43	\$7,161.43
			\$15.75	\$15.75		\$959.92		\$959.92	\$975.67
				\$0.00				\$0.00	\$102.95
				\$0.00		\$199.49		\$199.49	\$199.49
			\$7,547.13	\$7,547.13	\$194.51	\$9,056.72	\$25.05	\$9,276.28	\$17,228.01
\$336.70	\$296.91	\$798.14	\$17,333.83	\$21,185.08	\$10,131.21	\$17,166.67	\$25.05	\$27,322.93	\$62,109.39

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
LIFT | Budget vs. Actual by Grant
From Dec 2023 to Dec 2024
Options: Activity Only

H523-24

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4100 - Inkind Revenue	\$684,597.00	\$358,772.89	\$325,824.11	52.41%
4200 - Miscellaneous Revenue	\$0.00	\$7,924.80	(\$7,924.80)	0.00%
4500 - Federal Revenue	\$3,510,751.00	\$2,127,616.00	\$1,383,135.00	60.60%
Total - Income	\$4,195,348.00	\$2,494,313.69	\$1,701,034.31	59.45%
Gross Profit	\$4,195,348.00	\$2,494,313.69	\$1,701,034.31	59.45%
Expense				
7200 - Salaries & related expenses				
7220 - Salaries & wages - other	\$2,038,720.00	\$1,093,957.86	\$944,762.14	53.66%
7230 - Pension plan contributions	\$202,000.00	\$77,643.15	\$124,356.85	38.44%
7240 - Employee benefits - not pension	\$273,476.00	\$166,879.86	\$106,596.14	61.02%
7250 - Payroll taxes, etc.	\$215,533.00	\$88,911.76	\$126,621.24	41.25%
Total - 7200 - Salaries & related expenses	\$2,729,729.00	\$1,427,392.63	\$1,302,336.37	52.29%
7300 - Indirect Cost Pool Expense	\$536,183.00	\$288,532.52	\$247,650.48	53.81%
7500 - Contract/Consultant Services	\$46,700.00	\$23,978.05	\$22,721.95	51.34%
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	\$13,250.00	\$74,280.18	(\$61,030.18)	560.61%
8120 - Other/Maint Supplies	\$0.00	\$13,674.43	(\$13,674.43)	0.00%
8130 - Telephone & Internet	\$0.00	\$29,939.50	(\$29,939.50)	0.00%
8140 - Postage & shipping	\$0.00	\$478.96	(\$478.96)	0.00%
8150 - Medical/Dental Supplies	\$0.00	\$15,810.13	(\$15,810.13)	0.00%
8160 - Events/Meeting Expense	\$0.00	\$113.90	(\$113.90)	0.00%
8170 - Printing & copying	\$0.00	\$11,019.65	(\$11,019.65)	0.00%
8180 - Fatherhood	\$1,000.00	\$0.00	\$1,000.00	0.00%
Total - 8100 - Non personnel expenses	\$14,250.00	\$145,316.75	(\$131,066.75)	1,019.77%
8200 - Facility & equipment expenses				
8210 - Space Lease	\$0.00	\$2,159.26	(\$2,159.26)	0.00%
8220 - Electric	\$35,000.00	\$22,099.15	\$12,900.85	63.14%
8225 - Water	\$0.00	\$2,673.65	(\$2,673.65)	0.00%
8230 - Trash	\$0.00	\$5,962.64	(\$5,962.64)	0.00%
8235 - Sewer	\$0.00	\$2,083.45	(\$2,083.45)	0.00%
8240 - Natural Gas	\$0.00	\$1,771.89	(\$1,771.89)	0.00%
8250 - Equip & Over \$5000.00 (Inv Items)	\$0.00	\$5,057.86	(\$5,057.86)	0.00%
8260 - Repair/Maint for Building/Equip	\$14,208.00	\$43,766.67	(\$29,558.67)	308.04%
Total - 8200 - Facility & equipment expenses	\$49,208.00	\$85,574.57	(\$36,366.57)	173.90%
8300 - Travel & meetings expenses				
8310 - Local Travel	\$10,000.00	\$19,138.20	(\$9,138.20)	191.38%
8320 - Out of Area Travel	\$3,400.00	\$4,813.88	(\$1,413.88)	141.58%
8330 - Fuel Cost	\$0.00	\$2,445.56	(\$2,445.56)	0.00%
8335 - Vehicle Repair & Maint	\$7,000.00	\$760.34	\$6,239.66	10.86%
8340 - Child Transportation Exp	\$0.00	\$1,452.92	(\$1,452.92)	0.00%
Total - 8300 - Travel & meetings expenses	\$20,400.00	\$28,610.90	(\$8,210.90)	140.25%
8400 - Insurance Expense	\$23,500.00	\$76,352.55	(\$52,852.55)	324.90%
8700 - Food Expenses	\$46,800.00	\$89,817.33	(\$43,017.33)	191.92%
8800 - In-Kind Expenses	\$684,597.00	\$358,772.89	\$325,824.11	52.41%
Total - Expense	\$4,151,367.00	\$2,524,348.19	\$1,627,018.81	60.81%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$43,981.00	\$81,580.74	(\$37,599.74)	185.49%

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Total - Other Expense	\$43,981.00	\$81,580.74	(\$37,599.74)	185.49%
Net Income	\$0.00	(\$111,615.24)	\$111,615.24	0.00%

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
LIFT | Budget vs. Actual by Grant
From Dec 2023 to Dec 2024
Options: Activity Only

EHS 03-24

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4100 - Inkind Revenue	\$193,091.00	\$41,544.90	\$151,546.10	21.52%
4500 - Federal Revenue	\$999,189.00	\$535,899.00	\$463,290.00	53.63%
Total - Income	\$1,192,280.00	\$577,443.90	\$614,836.10	48.43%
Gross Profit	\$1,192,280.00	\$577,443.90	\$614,836.10	48.43%
Expense				
7200 - Salaries & related expenses				
7220 - Salaries & wages - other	\$512,515.00	\$275,638.58	\$236,876.42	53.78%
7230 - Pension plan contributions	\$50,593.00	\$15,666.09	\$34,926.91	30.96%
7240 - Employee benefits - not pension	\$68,696.00	\$41,745.56	\$26,950.44	60.77%
7250 - Payroll taxes, etc.	\$53,984.00	\$22,551.35	\$31,432.65	41.77%
Total - 7200 - Salaries & related expenses	\$685,788.00	\$355,601.58	\$330,186.42	51.85%
7300 - Indirect Cost Pool Expense	\$134,791.00	\$66,743.62	\$68,047.38	49.52%
7500 - Contract/Consultant Services	\$2,500.00	\$3,819.21	(\$1,319.21)	152.77%
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	\$34,340.00	\$25,072.82	\$9,267.18	73.01%
8120 - Other/Maint Supplies	\$0.00	\$2,597.15	(\$2,597.15)	0.00%
8130 - Telephone & Internet	\$0.00	\$3,735.78	(\$3,735.78)	0.00%
8140 - Postage & shipping	\$0.00	\$102.68	(\$102.68)	0.00%
8150 - Medical/Dental Supplies	\$0.00	\$3,330.45	(\$3,330.45)	0.00%
8160 - Events/Meeting Expense	\$0.00	\$543.74	(\$543.74)	0.00%
8170 - Printing & copying	\$0.00	\$2,354.26	(\$2,354.26)	0.00%
8180 - Fatherhood	\$2,500.00	\$0.00	\$2,500.00	0.00%
Total - 8100 - Non personnel expenses	\$36,840.00	\$37,736.88	(\$896.88)	102.43%
8200 - Facility & equipment expenses				
8210 - Space Lease	\$0.00	\$100.48	(\$100.48)	0.00%
8220 - Electric	\$25,500.00	\$6,135.11	\$19,364.89	24.06%
8225 - Water	\$0.00	\$970.54	(\$970.54)	0.00%
8230 - Trash	\$0.00	\$1,192.21	(\$1,192.21)	0.00%
8235 - Sewer	\$0.00	\$554.12	(\$554.12)	0.00%
8240 - Natural Gas	\$0.00	\$861.27	(\$861.27)	0.00%
8250 - Equip & Over \$5000.00 (Inv Items)	\$0.00	\$1,084.33	(\$1,084.33)	0.00%
8260 - Repair/Maint for Building/Equip	\$27,000.00	\$6,384.86	\$20,615.14	23.65%
Total - 8200 - Facility & equipment expenses	\$52,500.00	\$17,282.92	\$35,217.08	32.92%
8300 - Travel & meetings expenses				
8310 - Local Travel	\$5,000.00	\$1,669.09	\$3,330.91	33.38%
8320 - Out of Area Travel	\$34,000.00	\$771.20	\$33,228.80	2.27%
8330 - Fuel Cost	\$0.00	\$465.38	(\$465.38)	0.00%
8335 - Vehicle Repair & Maint	\$0.00	\$162.99	(\$162.99)	0.00%
Total - 8300 - Travel & meetings expenses	\$39,000.00	\$3,068.66	\$35,931.34	7.87%
8400 - Insurance Expense	\$13,500.00	\$21,381.26	(\$7,881.26)	158.38%
8700 - Food Expenses	\$22,070.00	\$26,992.71	(\$4,922.71)	122.30%
8800 - In-Kind Expenses	\$0.00	\$41,544.90	(\$41,544.90)	0.00%
Total - Expense	\$986,989.00	\$574,171.74	\$412,817.26	58.17%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$42,800.00	\$26,495.71	\$16,304.29	61.91%
Total - Other Expense	\$42,800.00	\$26,495.71	\$16,304.29	61.91%
Net Income	\$162,491.00	(\$23,223.55)	\$185,714.55	-14.29%

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
LIFT | Budget vs. Actual by Grant
From Aug 2023 to Dec 2024
Options: Activity Only

EHSCC 23-24

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4100 - Inkind Revenue	\$0.00	\$3,985.33	(\$3,985.33)	0.00%
4500 - Federal Revenue	\$0.00	\$1,807,675.00	(\$1,807,675.00)	0.00%
Total - Income	\$0.00	\$1,811,660.33	(\$1,811,660.33)	0.00%
Gross Profit	\$0.00	\$1,811,660.33	(\$1,811,660.33)	0.00%
Expense				
7200 - Salaries & related expenses				
7220 - Salaries & wages - other	\$0.00	\$364,122.37	(\$364,122.37)	0.00%
7230 - Pension plan contributions	\$0.00	\$30,821.90	(\$30,821.90)	0.00%
7240 - Employee benefits - not pension	\$0.00	\$57,086.50	(\$57,086.50)	0.00%
7250 - Payroll taxes, etc.	\$0.00	\$28,884.67	(\$28,884.67)	0.00%
Total - 7200 - Salaries & related expenses	\$0.00	\$480,915.44	(\$480,915.44)	0.00%
7300 - Indirect Cost Pool Expense	\$0.00	\$96,021.12	(\$96,021.12)	0.00%
7500 - Contract/Consultant Services	\$0.00	\$824,156.02	(\$824,156.02)	0.00%
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	\$0.00	\$117,395.04	(\$117,395.04)	0.00%
8120 - Other/Maint Supplies	\$0.00	\$6,814.82	(\$6,814.82)	0.00%
8130 - Telephone & Internet	\$0.00	\$3,836.86	(\$3,836.86)	0.00%
8140 - Postage & shipping	\$0.00	\$326.23	(\$326.23)	0.00%
8150 - Medical/Dental Supplies	\$0.00	\$8,594.83	(\$8,594.83)	0.00%
8160 - Events/Meeting Expense	\$0.00	\$205.27	(\$205.27)	0.00%
8170 - Printing & copying	\$0.00	\$7,638.05	(\$7,638.05)	0.00%
Total - 8100 - Non personnel expenses	\$0.00	\$144,811.10	(\$144,811.10)	0.00%
8200 - Facility & equipment expenses				
8210 - Space Lease	\$0.00	\$510.22	(\$510.22)	0.00%
8220 - Electric	\$0.00	\$6,181.99	(\$6,181.99)	0.00%
8225 - Water	\$0.00	\$210.52	(\$210.52)	0.00%
8230 - Trash	\$0.00	\$750.10	(\$750.10)	0.00%
8235 - Sewer	\$0.00	\$107.49	(\$107.49)	0.00%
8240 - Natural Gas	\$0.00	\$494.39	(\$494.39)	0.00%
8250 - Equip & Over \$5000.00 (Inv Items)	\$0.00	\$2,709.51	(\$2,709.51)	0.00%
8260 - Repair/Maint for Building/Equip	\$0.00	\$6,320.21	(\$6,320.21)	0.00%
Total - 8200 - Facility & equipment expenses	\$0.00	\$17,284.43	(\$17,284.43)	0.00%
8300 - Travel & meetings expenses				
8310 - Local Travel	\$0.00	\$7,874.07	(\$7,874.07)	0.00%
8320 - Out of Area Travel	\$0.00	\$5,205.19	(\$5,205.19)	0.00%
8330 - Fuel Cost	\$0.00	\$1,988.36	(\$1,988.36)	0.00%
8335 - Vehicle Repair & Maint	\$0.00	\$528.16	(\$528.16)	0.00%
Total - 8300 - Travel & meetings expenses	\$0.00	\$15,595.78	(\$15,595.78)	0.00%
8400 - Insurance Expense	\$0.00	\$24,108.31	(\$24,108.31)	0.00%
8700 - Food Expenses	\$0.00	\$156.00	(\$156.00)	0.00%
8800 - In-Kind Expenses	\$0.00	\$3,985.33	(\$3,985.33)	0.00%
Total - Expense	\$0.00	\$1,607,033.53	(\$1,607,033.53)	0.00%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	\$0.00	\$259,144.83	(\$259,144.83)	0.00%
Total - Other Expense	\$0.00	\$259,144.83	(\$259,144.83)	0.00%
Net Income	\$0.00	(\$54,518.03)	\$54,518.03	0.00%

Funding Entity: KI BOIS Community Action Foundation, Inc.

Funding Opportunity: SFY 2025 Rx for Oklahoma

Amount Requested: \$11,097.32

LIFT Community Action Agency, Inc. is requesting the Board's approval to submit an application in the amount of \$11,097.32 to KI BOIS Community Action Foundation, Inc. for the SFY 2025 Rx for Oklahoma Program. If awarded, these funds will be utilized to cover salary, fringe benefits, indirect and software costs associated with operating the Rx for Oklahoma Program. Rx for Oklahoma is a prescription drug program funded by the Oklahoma Department of Commerce and administered by KI BOIS Community Action Foundation, Inc. LIFT provides this service to residents in Choctaw, McCurtain, and Pushmataha Counties by helping them obtain their prescriptions at a reduced or no out-of-pocket expense. The program is available to those who meet the income guidelines or have no prescription insurance.

Funding Entity: U.S. Department of Justice/Bureau of Justice Assistance
Funding Opportunity: Second Chance Act: Improving Reentry Education and Employment Outcomes
Amount Requested: \$900,000
Due Date: 07/18/2024

With this solicitation, The U.S. Department of Justice/Bureau of Justice Assistance seeks to fund reentry services and programs focused on strengthening education and employment outcomes for individuals returning to their communities after a period of incarceration. The purpose of the Second Chance Act (SCA) Improving Reentry Education and Employment Outcomes Program is to support fair chance opportunities to improve education and employment outcomes for individuals currently incarcerated with 2 years or less before release into the community. For this solicitation, fair chance opportunities refer to reentry services and programs designed to increase access to in-demand jobs and meaningful careers for justice-impacted people upon and following their release from incarceration. Program contents may be education or employment focused. The Improving Reentry Education and Employment Outcomes Program envisions a three-part process that includes conducting a labor market analysis, engaging stakeholders, and delivering programming to people before and during reentry to increase attainment of meaningful employment and reduce recidivism. These may occur sequentially or simultaneously, based on what has been established in the locale to date.

With the Board's approval, LIFT Community Action Agency, Inc. will submit an application to the U.S. DOJ/BJA requesting \$900,000 for the Second Chance Act: Improving Reentry Education and Employment Outcomes Opportunity. LIFT CAA will partner with the County Jails in Choctaw, McCurtain and Pushmataha Counties as well as the Probation and Parole Offices representing the tri-county area to implement the program. Through these collaborations, LIFT CAA Second Chance Staff will provide both pre and post release services designed to increase participants chances and access to employment upon release. This will occur via the provision of educational coursework to help inmates obtain their high school diploma, college credits and/or other credentials. Additionally, participants will complete the Thinking For A Change evidence-based program that helps them learn to think before making decisions, rather than acting impulsively based on emotions and feelings. Studies have shown this program to be effective in reducing recidivism long-term.

The program will employ three full time staff, a Program Director and two Case Manager Specialists as well as one part time Program Supervisor. The project period will be three years from October 1, 2024 through September 30, 2027. This application is due on July 18, 2024

LIFT Transit

Public Transit Revolving Fund

The public transit revolving fund is an operational subsidy provided to eligible transit systems across the state of Oklahoma. This money is provided by the state to assist transit systems with the overall costs of operations for a particular program year. The funds can be used to cover costs for anything that improves, enhances or supports the operation of the transit system. Typically, LIFT Transit uses the funding to off-set costs in the areas of vehicle insurance and fuel.

The amount of funding each system receives is based on the number of revenue miles the system provides in a program year. The revenue miles for this application will be certified through an audit with Landmark PLC, CPAs in July, 2024.

Estimated Award amount: \$157,134.00

**Public Transit Revolving Fund
LIFT Community Action Agency
LIFT Transit**

Proposed budget for period of July 1, 2024 through June 30, 2025:

Fuel	\$100,000.00
Vehicle Insurance	<u>\$ 57,134.00</u>

Total Budget: \$157,134.00

Budget Justification

Funds received from the Public Transit Revolving Fund will enable the LIFT Transit System to meet the operational expenses for fuel and vehicle insurance.



Award# 24A60YB000091-01-00

FAIN# 24A60YB000091

Federal Award Date: 05/30/2024

Recipient Information**1. Recipient Name**

LIFT COMMUNITY ACTION AGENCY INC
209 N 4th St
Hugo, OK 74743-3809

2. Congressional District of Recipient
02**3. Payment System Identifier (ID)**

1730772321A3

4. Employer Identification Number (EIN)

730772321

5. Data Universal Numbering System (DUNS)

095453171

6. Recipient's Unique Entity Identifier (UEI)

XL9DVU1YDGU2

7. Project Director or Principal Investigator

Mrs. Macy Self
macy.self@liftca.org
580-326-3351

8. Authorized Official

Rebecca Porter
Executive Director
becky.reynolds@liftca.org
5803263351

Federal Agency Information

ETA Office of Grants Management

9. Awarding Agency Contact Information

Ms. Sarah D Medley
Grants Management Specialist
medley.sarah.d@dol.gov
202-693-8957

10. Program Official Contact Information

Mr. Ronald I Vargas
Federal Project Officer
ETA
vargas.ronald.i@dol.gov
972-850-4642

Federal Award Information**11. Award Number**

24A60YB000091-01-00

12. Unique Federal Award Identification Number (FAIN)

24A60YB000091

13. Statutory Authority

Workforce Innovation and Opportunity Act ("WIOA", Public Law 113-128)

14. Federal Award Project Title

LIFT YouthBuild of Southeast Oklahoma

15. Assistance Listing Number

17.274

16. Assistance Listing Program Title

YouthBuild

17. Award Action Type

New

18. Is the Award R&D?

No

Summary Federal Award Financial Information**19. Budget Period Start Date** 06/01/2024 - **End Date** 09/30/2027**20. Total Amount of Federal Funds Obligated by this Action** \$1,219,000.00

20a. Direct Cost Amount \$1,082,985.00

20b. Indirect Cost Amount \$136,015.00

21. Authorized Carryover \$0.00**22. Offset** \$0.00**23. Total Amount of Federal Funds Obligated this budget period** \$0.00**24. Total Approved Cost Sharing or Matching, where applicable** \$304,750.00**25. Total Federal and Non-Federal Approved this Budget Period** \$1,523,750.00**26. Period of Performance Start Date** 06/01/2024 - **End Date** 09/30/2027**27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance** \$1,523,750.00**28. Authorized Treatment of Program Income**

ADDITIONAL COSTS

29. Grants Management Officer - Signature

Chaya Anderson
Grant Officer

30. Remarks



Award# 24A60YB000091-01-00

FAIN# 24A60YB000091

Federal Award Date: 05/30/2024

Recipient Information**Recipient Name**

LIFT COMMUNITY ACTION AGENCY INC
209 N 4th St
Hugo, OK 74743-3809

Congressional District of Recipient

02

Payment Account Number and Type

1730772321A3

Employer Identification Number (EIN) Data

730772321

Universal Numbering System (DUNS)

095453171

Recipient's Unique Entity Identifier (UEI)

XL9DVU1YDGU2

31. Assistance Type

Discretionary Grant

32. Type of Award

Other

33. Approved Budget

(Excludes Direct Assistance)

I. Financial Assistance from the Federal Awarding Agency Only

II. Total project costs including grant funds and all other financial participation

a. Salaries and Wages	\$517,167.00
b. Fringe Benefits	\$176,406.00
c. Total Personnel Costs	\$693,573.00
d. Equipment	\$0.00
e. Supplies	\$24,025.00
f. Travel	\$22,180.00
g. Construction	\$0.00
h. Other	\$343,207.00
i. Contractual	\$0.00
j. TOTAL DIRECT COSTS	\$1,082,985.00
k. INDIRECT COSTS	\$136,015.00
l. TOTAL APPROVED BUDGET	\$1,219,000.00
m. Federal Share	\$1,219,000.00
n. Non-Federal Share	\$304,750.00

34. Accounting Classification Codes

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	CFDA NO.	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
0501742324BD202401740005235YB000A0000AOWI00AOWI00	YB000091IX1	ETA	410023	17.274	\$1,219,000.00	01742324BD

Item G2

Penn Foster
Sponsorships

NF 4B March 24-26

6-11-24

3303R6 (08/16)

INTERNATIONAL PAPER

INTERNATIONAL PAPER
6400 POPLAR AVENUE
TOWER 1-4TH FLOOR-RM 073
MEMPHIS, TN 38197

1806352612
June 04, 2024

Pay To The Order Of: LITTLE DIXIE COMMUNITY ACTION
AGENCY INC
209 N 4TH ST
HUGO, OK 74743-3809

60-160/433

NON NEGOTIABLE AFTER 6 MONTHS

*****\$5,160.00***

Amount: FIVE THOUSAND ONE HUNDRED AND SIXTY DOLLARS 00/100



Authorized Signature

THE BANK OF NEW YORK MELLON
PITTSBURGH, PENNSYLVANIA

DOCUMENT CONTAINS COLORED BACKGROUND ON WHITE PAPER, "VOID" FEATURE, SIMULATED WATERMARK (REVERSE SIDE), MICRO-PRINT BORDER.

⑈ 1806352612⑈ ⑆043301601⑆ 13600358⑈

LIFT Community Action, Inc.

CSBG-2024-LIFT CAA-00197**Contract Part I: 19394 CSBG 24**

FAIN #: 2401OKCOSR

UEI #: 0

FEI #:

730772321

**CONTRACT - MODIFICATION
PART I
SUMMARY AND SIGNATURES**

Contracting Agency:	Oklahoma Department of Commerce State of Oklahoma (ODOC)
Contractor:	LIFT Community Action Agency, Inc.
Contract Title:	ODOC Community Services Block Grant
Contract Number:	19394 CSBG 24
Federal Amount:	\$234,423.00
Match Amount:	\$0
Contract Amount:	\$234,423.00
Research and Development:	Not R&D Related
Indirect Cost Rate:	28.00
Grant Award Amount - This Action:	\$234,423.00
Total Committed:	\$234,423.00
Total Obligated:	\$234,423.00
Source:	U.S. Department of Health and Human Services Community Services Block Grant Act of 1981, as amended. (42 USC §§9901, et seq.; P.L. 97-35, Title VI, Subtitle B). Catalog of Federal Domestic Assistance (CFDA) Number 93.569
Project Funding Period:	January 1, 2024 through September 30, 2025
Federal Award Period:	October 1, 2023 through September 30, 2025

Summary of Project

FY24 Community Service Block Grant

Budget Summary

CDBG Funds
Construction -
Engineering/Architect -
Inspection -
Other -
Public Facilities Admin -
Direct Grantee Admin -
Planning -
TOTAL CDBG -
TOTAL LEVERAGE -
TOTAL FUNDS -

LIFT Community Action, Inc.

CSBG-2024-LIFT CAA-00197**Contract Part I: 19394 CSBG 24**

Submit Requisitions to:	Issue Payment To:
Community Development	LIFT Community Action
	Agency, Inc.
Oklahoma Department of	209 N 4th St
Commerce	
900 North Stiles	Hugo, Oklahoma 74743
Oklahoma City, OK	
73104-3234	
AGREEMENT	Part I - Summary and
COMPONENTS:	Signatures

Part II - Terms and
Conditions
Certification Regarding
Lobbying

SPECIAL CONDITIONS:

SIGNATURES – EXECUTION OF CONTRACT

The rights and obligations of the parties to this contract are subject to and governed by Part II – Terms and Conditions. To the extent of any inconsistency between the general and the specific, the specific governs.

✓ I certify that I am authorized to sign this document, and any attachments or addendums thereto, and I have read and agree to all parts of the contract.

Executed by:	Executed by:
LIFT Community Action	Oklahoma Department of
Agency, Inc.	Commerce
Sheree Ensley	

Signature of Authorized	Marshall Vogts
Official	Signature of Authorized
6/6/2024	ODOC Official
Date	6/9/2024
	Date



Award# 06CH012393-01-02

FAIN# 06CH012393

Federal Award Date: 06/10/2024

Recipient Information**1. Recipient Name**

LIFT COMMUNITY ACTION AGENCY INC
209 N 4TH ST
HUGO, OK 74743-3809
580-326-3351

2. Congressional District of Recipient

02

3. Payment System Identifier (ID)

1730772321A1

4. Employer Identification Number (EIN)

730772321

5. Data Universal Numbering System (DUNS)

095453171

6. Recipient's Unique Entity Identifier (UEI)

XL9DVU1YDGU2

7. Project Director or Principal Investigator

Ms. Darla Galyon
dgalyon@ldcaahs.org
580-326-7581

8. Authorized Official

Mr. David Hawkins
boardchair@liftca.org
(580) 326-7581

Federal Agency Information

ACF/OHS Region VI Grants Office

9. Awarding Agency Contact Information

Ms. Jennifer M Curtiss
Grants Management Officer
jennifer.curtiss@acf.hhs.gov
816-426-2991

10. Program Official Contact Information

Mr. Kenneth Gilbert
Regional Program Manager
HHS/ACF/OHS Region VI
kenneth.gilbert@acf.hhs.gov
214-767-8844

Federal Award Information**11. Award Number**

06CH012393-01-02

12. Unique Federal Award Identification Number (FAIN)

06CH012393

13. Statutory Authority

42 USC 9801 ET SEQ

14. Federal Award Project Title

Head Start and Early Head Start

15. Assistance Listing Number

93.600

16. Assistance Listing Program Title

Head Start

17. Award Action Type

Supplement

18. Is the Award R&D?

No

Summary Federal Award Financial Information**19. Budget Period Start Date** 12/01/2023 - **End Date** 11/30/2024**20. Total Amount of Federal Funds Obligated by this Action** \$104,591.00

20a. Direct Cost Amount \$88,823.00

20b. Indirect Cost Amount \$15,768.00

21. Authorized Carryover \$0.00**22. Offset** \$0.00**23. Total Amount of Federal Funds Obligated this budget period** \$4,509,940.00**24. Total Approved Cost Sharing or Matching, where applicable** \$1,153,633.00**25. Total Federal and Non-Federal Approved this Budget Period** \$5,768,164.00**26. Period of Performance Start Date** 12/01/2023 - **End Date** 11/30/2028**27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance** \$5,768,164.00**28. Authorized Treatment of Program Income**

ADDITIONAL COSTS

29. Grants Management Officer - Signature

Ms. Jennifer M Curtiss
Grants Management Officer

30. Remarks



Notice of Award

Award# 06CH012393-01-02

FAIN# 06CH012393

Federal Award Date: 06/10/2024

Recipient Information

Recipient Name

LIFT COMMUNITY ACTION AGENCY INC
209 N 4TH ST
HUGO, OK 74743-3809
580-326-3351

Congressional District of Recipient

02

Payment Account Number and Type

1730772321A1

Employer Identification Number (EIN) Data

730772321

Universal Numbering System (DUNS)

095453171

Recipient's Unique Entity Identifier (UEI)

XL9DVU1YDGU2

31. Assistance Type

Discretionary Grant

32. Type of Award

Service

33. Approved Budget

(Excludes Direct Assistance)

I. Financial Assistance from the Federal Awarding Agency Only

II. Total project costs including grant funds and all other financial participation

a. Salaries and Wages	\$2,611,189.00
b. Fringe Benefits	\$884,593.00
c. Total Personnel Costs	\$3,495,782.00
d. Equipment	\$0.00
e. Supplies	\$47,590.00
f. Travel	\$10,386.00
g. Construction	\$0.00
h. Other	\$309,757.00
i. Contractual	\$64,274.00
j. TOTAL DIRECT COSTS	\$3,927,789.00
k. INDIRECT COSTS	\$686,742.00
l. TOTAL APPROVED BUDGET	\$4,614,531.00
m. Federal Share	\$4,614,531.00
n. Non-Federal Share	\$1,153,633.00

34. Accounting Classification Codes

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	CFDA NO.	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
4-G064122	06CH01239301	ACFOHS	41.51	93.600	\$104,591.00	75-24-1536

30. REMARKS (Continued from previous page)

This action awards funds for the cost-of-living adjustment (COLA) increase for program operations authorized under the Further Consolidated Appropriations Act, 2024 (P.L. 118-47) to permanently increase the pay scale outlined in the COLA - Funding Guidance Letter and Program Instruction ACF-OHS-PI-24-02. Funds are distributed at the COLA rate indicated in the Program Instruction proportionate to the budgeted Object Class Categories in Section B of the FY24 Non-Competing New/Continuation application's SF-424A for Personnel, Fringe Benefits, Contractual and Indirect Charges. Any remaining funds are added to Object Class Category Other. Use of COLA funds for any purpose other than as required in the Program Instruction and Funding Guidance Letter, requires submission of a budget revision amendment for consideration in the Head Start Enterprise System (HSES) no later than thirty (30) days from the issuance date of the Notice of Award.

For significant rebudgeting between line items of the approved budget in Field 33 of this NOA, a budget revision application must be submitted through HSES. Per the HHS Grants Policy statement "Significant rebudgeting occurs when, under a grant with a Federal share exceeding \$100,000, cumulative transfers among direct cost budget categories for the current budget period exceed 25 percent of the total approved budget (which includes direct and indirect costs, whether chargeable to Federal funds or required matching or cost sharing) for that budget period or \$250,000, whichever is less."

A previously approved Non-Federal share waiver for the budget period of this award applies and the approved match is adjusted proportionately to include the added COLA funds. The required non-federal match for the budget period is included in Field 33n. of this NOA. A waiver of any additional required match must be requested and approved.



Purchase Order

Department of Human Services

DEPARTMENT OF HUMAN SERVICES
SEQUOYAH MEMORIAL OFFICE BLDG
PO BOX 25352
OKLAHOMA CITY OK 73125-0352

Supplier: 0000540527
LIFT COMMUNITY ACTION AGENCY INC
209 N 4TH ST
HUGO OK 74743-3809

CHANGE ORDER

Dispatch via E-Mail

Purchase Order	Date	Revision	Page
8309026664	07/20/2023	1 - 06/11/2024	1
Payment Terms	Freight Terms	Ship Via	
45 Days	Free on board at Destination	Common	
Buyer	Phone/Email	Currency	
Richard Diaz		USD	

Ship To: DEPARTMENT OF HUMAN SERVICES
CONTRACTS AND PURCHASING UNIT
PO BOX 25352
OKLAHOMA CITY OK 73125

Bill To: DEPARTMENT OF HUMAN SERVICES
SEQUOYAH MEMORIAL OFFICE BLDG
PO BOX 25352
OKLAHOMA CITY OK 73125-0352

Tax Exempt? N **Tax Exempt ID:**

Line-Sch	Cat CD	Item Id	Description	Quantity	UOM	PO Price	Extended Amt	Due Date
----------	--------	---------	-------------	----------	-----	----------	--------------	----------

1-	1	93141810 /	Work Readiness RFP	1.0000	JA	1,496,720.0000	1,496,720.00	07/20/2023
2-	1	93141810 /	FY24 Mod to add funds TANF Work Readiness	1.0000	JA	0.0000	0.00	06/11/2024
3-	1	93141810 /	7/1/24-6/30/25 Renewal TANF Work Readiness	1.0000	JA	1,404,775.0000	1,404,775.00	06/11/2024

Total PO Amount

2,901,495.00

COMMENTS:

Contract Agreement Period: July 12, 2023 through June 30, 2024

Price for initial year \$1,494,089.00

Option to renew for 4 additional 1 year periods:

1st year renewal : July 1, 2024 through June 30, 2025
2nd year renewal : July 1, 2025 through June 30, 2026
3rd year renewal : July 1, 2026 through June 30, 2027
4th year renewal : July 1, 2027 through June 30, 2028

Contract Monitor: AFS, Kesree Goodner, kesree.goodner@okdhs.org

CO #1

Add \$1,407,406.00 for FY24 Modification to increase budget and FY25 Renewal. Contract Term:

7/1/23-6/30/24 -Modification, 7/1/24-6/30/25 - Renewal (1st of 4 options to renew)

Requisition # 8300028440 approved 6/11/24

di (090) 6/11/24

Authorized Signature

Ashley Hillemeyer

Ashley Hillemeyer (Jun 18, 2024 12:22 CDT)

Ashley Hillemeyer

E-signed 2024-06-18 12:22PM CDT

ashley.hillemeyer@okdhs.org

STATE OF OKLAHOMA





Change Order Request

Completed request shall be submitted via e-Pro.

No other form of submission will be accepted.

PEOPLESFT REQUISITION # 8300028440

PURCHASE ORDER # 8309026664

New purchase order total: \$ 2901495.00

Central Purchasing processed by:

Date: 4/9/24

BUSINESS UNIT #: 83000

AGENCY: Department of Human Services

AGENCY REQ #

PeopleSoft vendor ID # 0000540527 0001

Name and address: LIFT Community Action Agency, Inc.

Detailed justification for change is required:

Modification to add state funds to the FY24 budget for non-TANF participants.
Exercising 1st of 4 options to renew for FY25 (7/1/24-6/30/25) budget is
\$1,404,775.

Notify vendor:

Yes ☒

No ☐

Line item #	Item ID description		From	To	Net change (+ or -)
1	TANF Work Readiness - 93141810	Unit quantity	1	1	0
Schedule #		Unit of measure	JA	JS	
		Unit price	\$1,494,089.0000	\$1,496,720.0000	\$2,631.0000
001		Total line item amount	\$1,494,089.0000	\$1,496,720.0000	\$2,631.0000

Funding summary:

Dist line #	Amount/qty.	Account	Sub acct	Fund type	Class funding	Dept	Bud ref	CFDA	Program code	Project	Activity	Source type	Operating unit	Difference (+ or - or same)
1	1494089.00	515540		1000	32400	2700005	24		E0100				27053003	same
2	2631	515540		1000	32400	2700005	24		E0100				27053070	+2631.00

Line item #	Item ID description		From	To	Net change (+ or -)
2	TANF Work Readiness - 93141810	Unit quantity	1	1	0
Schedule #		Unit of measure	JA	JA	
		Unit price	\$0.0000	\$1,404,775.0000	\$1,404,775.0000
001		Total line item amount	\$0.0000	\$1,404,775.0000	\$1,404,775.0000

Funding summary:

Dist line #	Amount/qty.	Account	Sub acct	Fund type	Class funding	Dept	Bud ref	CFDA	Program code	Project	Activity	Source type	Operating unit	Difference (+ or - or same)
1	1402144.00	TBD		1000	32500	2700005	25		E0100				27053003	+1402144.00
2	2631.00	TBD		1000	32500	2700005	25		E0100				27053070	+2631.00

Signature of person requesting change:

Jill Stockford

Phone: 405-534-2146

Date: 4/9/2024

Email: Jill.Stockford@okdhs.org

Signature of agency approving authority:

Phone:

Date:

Email:

Modification

The State of Oklahoma Department of Human Services (hereinafter "DHS") and LIFT Community Action Agency, Inc. (hereinafter "Contractor") hereby mutually agree to amend the current contract PO# 8309026664.

This modification serves to increase the budget effective March 1, 2024, by adding \$2,631.00 in state funding to a new budget line item "State Funded Participant Direct Costs" to allow the Idabel Work Ready Oklahoma site to provide professional services / resumes for persons without children and otherwise ineligible for TANF funded services. This modification will also serve as the renewal for July 1, 2024, through June 30, 2025.

All terms, conditions, and provisions of the contract as enacted shall remain in full force and effect except as modified by this amendment.

Approval:

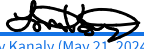
Lindsey Kanaly

E-signed 2024-05-21 12:53PM CDT

lindsey.kanaly@okdhs.org

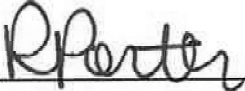
STATE OF OKLAHOMA

Deputy Director


Lindsey Kanaly (May 21, 2024 12:53 CDT)

Oklahoma Dept

Approval:


T Community Action Agency, Inc.



**OKLAHOMA DEPARTMENT OF HUMAN SERVICES
BUDGET REVISION REQUEST FORM**

Purchase Order # 8309026664

Date: 03/05/2024

Contract Period: July 1, 2023- June, 30, 2024 (Year 1)

Contractor: LIFT Community Action Agency, Inc

Primary Contact: Rebecca Reynolds Porter

Contractor Email: Becky.Porter@liftcaa.org

Phone #: 580-372-2582

Budget revisions should be justified by the Contractor in the space provided. Justifications should include the reason why an increase or decrease in specific contract budget line items below are necessary. Contractor should attach a revised OKDHS Budget form which should include additional detailed justification for changes to expenses within the three major budget categories below.

Changes to Contract Budget

Budget Line Item	Current Approved Total (\$)	Proposed Change (+/-)	Proposed Total (\$)	Justification
Non-Recurring Start Up Costs	\$634,720	0	\$634,720.00	
Operating & Building Costs	\$269,600	0	\$269,600.00	
Labor & Fringe Costs	\$260,344	0	\$260,344.00	
Negotiated Indirect Cost Rate or Cost Allocation	\$134,426	0	\$134,426.00	
Participant Direct Costs	\$195,000	0	\$195,000.00	
STATE Funded Participant Direct Costs		+ 2631.00	\$2631.00	State Funds and funding category added to budget by OKDHS to expand service population to include professional and resume services to persons who do not meet TANF funded eligibility criteria.
TOTAL	\$1,494,089.00	\$0	\$1,496,720.00	

(should always be \$0)*

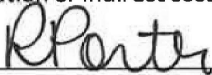
*Revisions do not increase available total budget amount

Other Considerations

Contract Terms and Conditions Reference	Modification

Does this revision require submission of modified cost allocation or indirect cost plan?

If yes, please attach updated documentation.

Signature approval of Contractor: 

FOR OKDHS USE ONLY			
CONTRACT MONITOR REVIEW		PROCUREMENT REVIEW	
Contract Monitor Signature Approval	Kesree Goodner Digitally signed by Kesree Goodner Date: 2024.03.11 14:35:51 -05'00'	Buyer Signature Approval	

Human Services Cabinet Secretary Approval

Status: Approved

Purchase Type	Services		
Vendor	Lift Community Action		
Amount	1404775		
Agency	Dept of Human Services		
Division	AFS Exec & Admin		
Fiscal Year	2025		
Contact	Jill Stockford		
Description	Operations expense for the newly opened evidence-based Work Ready Oklahoma Center in Idabel. Work Ready Oklahoma (WRO) is a project of OHS that, combined with the Familyhood initiative, designed to assist Oklahomans in becoming parents and providers equipped to achieve their goals of being self-sufficient families. WRO is uniquely and specifically designed to provide a path for low-income Oklahomans to improve their lives and the lives of their families. WRO provides the necessary skills to and support to strengthen low-income families and improve family stability through work readiness activities, career pathways and employment. WRO provides employment opportunities not only with local employers in the communities, but also brings vetted remote work opportunities to Oklahoma by companies where otherwise it would not be feasible to locate a brick and mortar building to the area. Employment opportunities average a minimum of \$13 to near \$17 per hour with benefits. Supporting this center serves as an investment in financially strengthening low income Oklahomans as well as promotes economic growth and strengthening with the communities WRO is actively serving.		
Deadline Date	03/14/2024		
Approval ID	3494		
CS Approval By	Madison Miller		
CS Approved Date	3/12/2024 1:35 PM		
Request Type	Purchase		
Funding			
Revolving	State	Federal	Other:
\$0.00	\$0.00	\$1,404,775.00	\$0.00

Rx for Oklahoma

CONTRACT

THIS AGREEMENT, made this the 1st day of July, 2024 by and between KI BOIS Community Action Foundation, Inc. and LIFT Community Action Agency, Inc. is for the following services:

LIFT Community Action Agency, Inc. agrees to provide Rx for Oklahoma services in Choctaw, McCurtain, and Pushmataha counties of Oklahoma for the period beginning July 1, 2024 and ending June 30, 2025.

In consideration for Rx services provided, Lift Community Action Agency, Inc. will be paid an amount not to exceed \$11,097.32 per annum.

LIFT Community Action Agency, Inc. agrees to submit, by the 10th of each month, expenditure and progress reports to KI BOIS Community Action Foundation, Inc. for the previous month's activities. The amount requested on the expenditure report should be no more than 1/12 of the total allocation for the contract period. All requests for reimbursement must include documentation substantiating the request. Documentation shall include timesheets and invoices for expenditures included in the reimbursement request. Expenditure reports submitted after the deadline shall not be processed until the following month. All records pertaining to Rx for Oklahoma shall be made available for review from the Oklahoma Department of Commerce and the Region 4 Area Director. In addition to the required reports, LIFT agrees to market the RX for Oklahoma program in Choctaw, McCurtain, and Pushmataha counties and submit a marketing report for each quarter.

All reports and requests shall be submitted in the proper format as required by the Oklahoma Department of Commerce. Upon receipt of proper documentation, KI BOIS Community Action Foundation, Inc. will reimburse LIFT Community Action Agency, Inc. per submitted claims up to the maximum annual allocation.

LIFT Community Action Agency, Inc. agrees to abide by the Rx for Oklahoma Implementation Manual provided by the Oklahoma Department of Commerce and Region 4 Policies and Procedures as approved.

Executed the 1st day of July, 2024.

Rebecca Reynolds, Executive Director
LIFT Community Action
Foundation, Inc.

R. Carroll Huggins, CCAP
Executive Director/CEO
KI BOIS Community Action
Foundation, Inc.

First United Bank & Trust Co.

1400 West Main Street
Durant, OK 74701

Vendor:	LIFT Community Action Agency, Inc.	Date:	6/25/2024
Payee:	LIFT Community Action Agency, Inc.	Payment Type:	Deposit
Paid To:		Amount Due:	5,160.00
Memo:		W/H Amount:	0.00
		Net Amount:	5,160.00

<u>Date</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Amount</u>
6/18/2024	06182024	SM - Youth Building Sponsorship	5,160.00

LIFT Community Action Agency, Inc.
209 N 4th St.
Hugo, OK 74743



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

June 20, 2024

Grant No. 06CH012393

Dear Head Start Grant Recipient:

An application for funding for the upcoming budget period must be submitted by September 1, 2024.

The following table reflects the annual funding and enrollment levels available to apply for:

Funding Type	Head Start	Early Head Start
Program Operations	\$3,552,359	\$1,002,912
Training and Technical Assistance	\$39,956	\$19,304
Total Funding		\$4,614,531

Program	Head Start	Early Head Start
Federal Funded Enrollment	387	48

Period of Funding: 12/01/2024 - 11/30/2025

Application Submission Requirements

The application must be prepared and submitted in accordance with the *Head Start Grant Application Instructions with Guidance, Version 3.01 (Application Instructions)* for a continuation application. It must be submitted on behalf of the Authorizing Official registered in the HSES.

Incomplete applications will not be processed.

Application Instructions are available on the home page of HSES. Please review the instructions carefully prior to preparing the application. Submission guidance can be found in the “Resources” section of the HSES.

Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the Head Start award. Annual funding levels are subject to change because of Congressional action or program performance and may result in additional funding guidance from the Office of Head Start.

Addressing Staffing Challenges through Grant Applications

Programs are strongly encouraged to make necessary changes to stabilize the Head Start

workforce and must consider the staffing and training needs for their proposed program design, including necessary compensation and staff supports to implement a sustainable high-quality program. Further guidance on strategies to support the Head Start workforce can be found in ACF-IM-HS-22-06 Strategies to Stabilize the Head Start Workforce.

Additional guidance on making program adjustments necessary to maintain a high-quality program with qualified staff can be found in ACF-IM-HS-22-09 Enrollment Reductions and Conversion of Head Start Slots to Early Head Start Slots.

Program Improvement (One-Time) Requests & Request Related to Health and Safety

Grant recipients encountering program improvement needs that cannot be supported by the agency budgets or other resources are invited to apply for one-time funding. This funding must be applied for separately through the *Supplement or Supplement—Facilities 1303* amendment type in HSES. Please select the appropriate amendment based on the description in HSES. Requests generally include but not limited to facility projects (construction, purchase, or major renovations requiring 1303 applications, including costs necessary to determine eligibility to submit a 1303 application, and/or costs necessary to prepare and submit a 1303 application); minor repairs and enhancements; playground installations or upgrades; funding to support transportation needs with making investments in buses or other vehicles necessary to operate the program; or security and surveillance investments to assure maximum safety of children. Requests are prioritized and funded based on funding availability and may require additional time before a final decision.

For questions regarding *Application Instructions* or program improvement needs and requests, please contact Kobena Arthur, Head Start Program Specialist, at 214-767-8859 or kobena.arthur@acf.hhs.gov or Tiffany Sowels, Grants Management Specialist, at 214-767-8018 or Tiffany.Sowels@acf.hhs.gov.

For assistance submitting the application in HSES, contact help@hsesinfo.org or 1-866-771-4737.

Thank you for your cooperation and timely submission of the grant application.

Sincerely,

/Kenneth Gilbert/

LIFT COMMUNITY ACTION AGENCY, INC.
209 NORTH 4TH STREET
HUGO, OK 74743
(580) 326-3351

FINANCIAL SERVICES MANUAL
Board Approved 00/00/2024

TABLE OF CONTENTS

Purpose and General Information..... Chapter 1

General Journal..... Chapter 2

Cash Receipts..... Chapter 3

Cash Disbursements..... Chapter 4

Credit Card/Gift Card Use Chapter 5

Draw Down/Billing and Safeguarding
Of Federal fundsChapter 6

Purchasing and Property Control..... Chapter 7

Travel..... Chapter 8

Payroll..... Chapter 9

Monthly Closing and Preparation of
Financial Reports Chapter 10

Grant Close Out ProceduresChapter 11

Records Retention and DestructionChapter 12

CHAPTER I

PURPOSE AND GENERAL INFORMATION

A. Purpose of Manual

The purpose of this manual is to provide the LIFT Community Action Agency, Inc., management with standard procedures, controls and guidelines in the establishment of basic books of record, recording of financial transactions, preparation of internal financial control reports and preparation and filing of required reports for funding sources.

B. Scope of Manual

The manual includes procedures for the centralized accounting system to be maintained at the LIFT headquarters in Hugo as well as accounting procedures for the outlying offices of all LIFT Community Action Agency's programs. The manual will be so structured that certain sections can be given to the outlying centers for their use. Individual programs may have additional financial controls in place.

The Fiscal Officer is responsible for all day to day financial operations and is authorized to approve routine items for all programs.

C. Supplemental Accounting and Financial Publications

The following manuals, guides, bulletins, memorandums, etc., should be carefully reviewed and utilized as a supplement to the Financial Services Manual.

1. Office of Management and Budget 2 CFR Chapter I, Chapter II, Part 200, et al.
2. LIFT Personnel Policies and Procedures Manual;
3. LIFT Procurement Policy Procedures;
4. 45 CFR Part 74 Uniform Administrative Requirements (DHHS);
5. 20 and 29 CFR YB/TSLP Administrative Guidance (DOL);
6. Department of Justice Financial Guide
7. Federal (GSA) mileage, hotel, and per diem rates;
8. Department of Commerce Requirement 109; and,
9. Generally accepted accounting principles.

D. Maintenance of the Financial Services Manual

The Executive Director will authorize the preparation of new sections or revisions to the Financial Services Manual. Various people recognizing a need for new or revised policies and procedures should point out the need to the Fiscal Officer or Executive Director through their supervisors. The Manual will be reviewed periodically, and revisions, additions or deletions made as required.

E. Books of Record

The basic books of records to be kept by LIFT will include computerized cash receipts journals, cash disbursements journals, general journals, payroll journals, individual employee earnings, and general ledgers. Separate self-balancing fund accounts will be maintained for each program administered by LIFT.

F. Reports

The Manual describes the procedures to generate the figures necessary for preparation of all the monthly reports required by funding agencies, and monthly budget/ expenditure reports which are provided to Program Directors and Supervisors for budget control. Instructions and regulations for completing required funding source reports are found in the program grants and contracts.

Financial reports, monthly, quarterly, semi-annual, or annual, are prepared by accounting staff; either the Fiscal Officer or Lead Bookkeeper. All program reports including narratives, performance reports, or program progress reports are prepared by and submitted by the Program Director or assigned program staff. The accounting department has no oversight of program report submissions.

G. Chart of Accounts

The chart of accounts used by LIFT Community Action Agency is maintained in the accounting software and available to be printed as needed.

H. General Items of Information

Accounting employees do not sign checks.

Authorized check signers do not sign their own checks.

Authorized holders of agency credit cards do not approve purchases charged to the credit card they hold.

Agency credit card rewards are the property of LIFT. No employee may accept individual gifts or gratuities of any kind.

The Fiscal Officer performs on-going monitoring of accounting services.

Books are not closed for the month until the general ledger Operating cash balances with the Operating bank account.

To reduce the risk of fraud, at least two accounting staff are involved in payroll and accounts payable processing, journal entries, deposits, and banking.

Bank reconciliations are performed by accounting staff not involved in the deposit or payment processes for the accounts they reconcile.

Cross training is done as necessary to allow emergency absences of accounting staff.

Accounting software is cloud based with files backed up daily to a separate cloud storage, to ensure a timely recovery in the event of a disaster.

To safeguard federal and other funds, all funds on deposit are covered by FDIC insurance and additional pledges obtained by our banks as needed. Federal funds are not used to cover deficits in other programs.

Needs-related payments are program specific and guidance provided by grant documents and funding source staff is to be followed.

An audit of LIFT financial statements is performed within six months of the end of each fiscal year by an independent certified public accountant approved by the Board of Directors. The Board Finance/Audit committee reviews the audit before it is presented to the Board of Directors for approval and posted on LIFT's website. Any management letter items or findings are promptly addressed.

I. Internal Controls

Internal Controls are maintained for oversight of financial transactions. Including, but not limited to the following:

1. Multi-level approvals
2. Separation of duties
3. Multi-factor login for software
4. Budgeting, monitoring, and reconciliations

CHAPTER 2

GENERAL JOURNAL

A. General

General ledger journal entries are used to enter adjustments, corrections, and transactions between LIFT programs. Journal entries should be adequately explained and, if applicable, adequately referenced to supporting documentation and/or other related bookkeeping entries. The Fiscal Officer will initially approve all journal entries. The Executive Director reviews and approves journal entries monthly.

B. Entries to Record In-Kind Contributions

In-Kind contributions consist of services, equipment, or the use of property that has been donated by someone other than a federal agency. Proper accounting for in-kind contributions requires documentation that will fully and clearly support the contribution and its valuation. A standard journal entry will be used for recording this type of transaction.

The Program Director will be responsible for the following procedures to ensure proper valuation, recording and documentation.

For federal awards, any shared costs or matching funds and all contributions, including cash and third party In-Kind, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all the following criteria.

1. Are verifiable from the recipient's records;
2. Are not included as contributions for any other federal award;
3. Are necessary and reasonable for proper and efficient accomplishment of project or program objectives;
3. Are allowable under the applicable cost principles;
4. Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
5. Are provided for in the approved budget when required by the Federal awarding agency; and
6. Conform to other provisions of Part 200.306 of 2 CFR regarding valuation of allowable contributions and donations.

Volunteer services furnished by professional and technical personnel, consultants, and other skilled and unskilled labor may be counted as cost sharing or matching if the service is an integral and necessary part of an approved project or program. Rates for volunteer services shall be consistent with those paid for similar work in the recipient's organization. In those instances, in which the required skills are not found in the recipient organization, rates must be consistent with those paid for similar work in the labor market in which the recipient competes for the kind of services involved, or at the person's regular rate of pay. In each case, paid fringe benefits that are reasonable, allowable, and allocable may be included in the valuation.

The value of donated land and buildings shall not exceed its fair market value at the time of donation to the recipient as established by an independent appraiser (e.g., certified real property appraiser or General Services Administration representative) and certified by a responsible official of the recipient.

The value of donated equipment shall not exceed the fair market value of equipment of the same age and condition at the time of donation. The fair market value should be documented by at least two independent vendors of the applicable type and estimates turned in with the In-Kind reports. We use the most conservative estimate of value. Donated supplies should be documented by an actual paid invoice or cash register receipt.

The value of donated space shall not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately-owned building in the same locality.

In-Kind Summary Reports and attached documentation should be submitted to the Accounting department monthly.

C. Recording Accruals

It is desirable that, insofar as it is possible, all costs be recorded in the period in which they are incurred. Costs incurred for which payment has not been made at the end of an accounting period will not be reflected in that period unless they are accrued. Such accrual is not specifically required by funding agencies until program year end; however, accrual of other major costs is desirable in helping administrative personnel analyze the financial activity to date.

Accruals of accounts receivable are entered as invoices when reimbursements are requested within the month the expenses were recorded. For accounts payable billed yet not paid the software automatically accrues those expenses by invoice date. At times such as program year or fiscal year end additional accruals are entered with a journal entry and reflected on the Balance Sheet. The amount of accruals are received from programs, central purchasing, and trial balances.

1. Accounts Payable

The recording of accounts payable may be minimized by the payment of all accounts prior to the end of each month and at the end of the agency's fiscal year. If a shortage of cash or some other matter such as a disputed invoice price prohibits this, then major unpaid and unencumbered invoices should be recorded in accounts payable by means of a journal entry.

2. Payroll

Payroll liabilities are auto accrued to the General Ledger through payroll processing of employee time. At fiscal year-end necessary accruals of payroll expense and liabilities will be entered via the means of a journal entry. As necessary, programs may charge current payroll expenses to nonfederal funds until "after the fact" adjustments are made per actual activities reported on time sheets. Any after the fact adjustments or allocations are entered into the system using a journal entry.

D. Receivables

Receivables and loans are recorded as assets. The agency Loan Officer services the individual loans made to small businesses and home buyers through the various loan funds. When it is determined that a loan or receivable needs to be written off as uncollectible, an adjusting journal entry is made to a "doubtful loans" general ledger account number. Efforts to collect may continue depending on the circumstances, and any payments received after the point a loan is written off are posted to the loan fund using a "payment on written-off loan" account number, or to a nonfederal loan receivable account number if LIFT was required to pay the loan balance to the loan fund.

CHAPTER 3

CASH RECEIPTS (Includes Checks)

1. All cash and checks will be logged in and copied by Accounting staff. Upon login entry, the funding source and revenue account, amount, and fund are identified. After login complete, cash and checks are immediately forwarded to the Fiscal Officer, who completes the deposit slips.
2. The deposit slip is completed in triplicate.
3. All receipts will be deposited intact and all check endorsements will include the following information.

“FOR DEPOSIT ONLY
LIFT COMMUNITY ACTION AGENCY, INC.
BANK ACCOUNT NUMBER”

Bookkeeper (#1) takes the deposit to the bank, and upon return, gives deposit slips to the Fiscal Officer. Groups of slips are numbered, recorded on the check register control folder, and then entered the accounting software by bookkeeper (#4). The Fiscal Officer verifies account codes and amounts and approves deposits for posting.

4. Documentation for receipts (copies of checks or cash, letter, etc.) is filed in individual contract folders or attached to applicable vendor files.
5. Deposit slips are reconciled to the receipts upon entry of deposits into the software.
6. Cash receipts from apartments are reconciled monthly by accounting staff not involved in logging receipts or banking processes.
7. Bank reconciliation is covered in Chapter 10, page 20.
8. At least weekly, the Fiscal Officer monitors the Operating (deposit) bank account online to compare the checkbook balance to the bank balance, look for direct deposits, etc. This ability to monitor does not replace the regular monthly bank reconciliation performed by bookkeeper (#2 or #5).
9. Board approval is obtained before signatories are changed.

CHAPTER 4

CASH DISBURSEMENTS**A. "Pre-Audit" Function**

Before any expenditure is approved for payment, it should have a "pre-audit". A "pre-audit" is an examination to determine the propriety of proposed financial transactions prior to approval for completing and/or recording. "Pre-audit" functions will be performed by Program staff or Accounting staff before the expenditure is approved for payment.

The "pre-audit" will determine if the following prerequisites are being met.

1. That the properly signed documents including the invoice and/or signed work authorization is attached to the payment voucher.
2. The validity of vendor's invoice; that the vendor does exist; and that the invoice is on his standard form.
3. The accuracy of quantities per invoice compared with the receiving report.
4. The accuracy of prices per invoice compared with the purchase order or price comparison, etc.
5. The accuracy of extensions and footings on invoice.
6. The proper account coding of the transaction.
7. That the payment voucher form has been properly approved.
8. That all non-invoice type expenditures (requests for payment) have other support such as a lease agreement or other contract, etc.
9. That items purchased were within the scope of the program, are reasonable, allowable and allocable to the program.
10. That the correct vendor is used.
11. That a purchase order is attached (when required).

B. Payment Schedule

The schedule for issuing checks will be as follows:

1. Checks for utility bills will be written as needed to pay promptly.
2. CACFP provider checks will be written the first working day after the claim is filed with the Department of Education.
3. Checks for other payment vouchers and travel reimbursements will be written as needed to pay promptly.
4. Payroll checks will be processed as outlined in Chapter 9.

C. Due Dates

Payment vouchers will be turned in to Accounting at least weekly for processing.

All payroll changes are due to Accounting early enough to allow the Accounting staff to make the entries before payroll is processed for each of the two pay periods per month.

D. Procedures for Writing Checks

Blank checks are kept in the Accounting department, which is locked except when Accounting personnel are working.

1. Accounting staff will:
 - a. Select payment vouchers to be paid in the current batch.
 - b. Ensure "pre-audit" has been performed by checking for the appropriate approval. Review payment vouchers for accuracy.
 - c. Pay all payment vouchers currently unless there is a dispute over the invoice or LIFT's cash position is temporarily low.
2. Prepare checks with the following information:
 - a. Name of payee
 - b. Date of check
 - c. Invoice number or item
 - d. Invoice amount
 - e. Deductions
 - f. Net amount

3. Any two authorized persons will sign the checks and return them to the Accounting Department.
4. Accounting staff will review checks for proper signatures and mail checks to vendors or forward to Program Directors who in turn will forward them to the vendors with additional documentation.
5. All paid payment vouchers must be defaced by marking them “PAID” and by marking “PAID” on the attached invoice or invoices. Several vouchers may be paid with one check and all vouchers will be bound together with a copy of the check stapled to the top payment voucher. Accounting staff will file the paid vouchers, with attached documentation, in vendor files. The files are boxed at the end of each fiscal year and kept together in storage until the time limit is reached for them to be shredded.

Annually, by the end of the first quarter, Accounting staff will check regular service-type vendors to ensure they are not on the federal debarred vendors list in the System for Award Management (SAM). As new service-type vendors complete and submit the LIFT “New Vendor Packet” those vendors will also be checked against the debarred vendors list.

CHAPTER 5

CREDIT/GIFT CARDS

Credit Card Use

Corporate credit cards are issued at the discretion of the Executive Director to Associate Directors, Program Directors or program staff, as necessary for the operation of programs. They are used for travel, reservations and program purchases when the vendor does not accept other methods of payment. Personal use is prohibited.

Business account cards such as Wal-Mart, Home Depot, etc., are kept locked in an administration office and checked out as needed. Time out, by whom, time in, and amount of purchase are logged for each use of a card. The logs are used in reconciling payments to statement balances.

Credit card statements are reconciled with documentation by the Accounting staff. Card holders are prohibited from approving the payment of their credit card statements.

Card holders are required to sign an agreement with the agency regarding usage guidelines of cards. These signed agreements are maintained in the employees' HR files with a copy on file in the Accounting department.

Credit card payments are reported to the Board of Directors and Head Start Policy Council monthly. Credit card purchases require the same documentation as other purchases.

All agency credit card rewards are the property of LIFT.

Gift Card Use

Occasionally a program is allowed by the funding source to purchase gift cards for use as incentives for participation in that program, to help accomplish the program goals. To account for the gift cards and to ensure that they go to the correct recipients, we have set these procedures.

When the cards are needed, they will be purchased following the normal procedures and turned in to Administration for safekeeping. The cards will be held by Administrative staff until distribution. A receipt form will be signed by each recipient when they receive the card. The receipt forms will be turned in and a follow-up call will be made to each recipient by Administrative staff to verify the receipts.

CHAPTER 6

DRAWDOWNS/BILLING AND SAFEGUARDING FEDERAL FUNDS

Program funds may be requested on an advance or reimbursement basis, according to the individual funding source instructions. Requests are made promptly to reduce, as much as possible, the period between expenditures and reimbursement.

Program funds drawn down electronically for immediate use are requested according to funding source instructions and are supported by income and expense statement amounts or knowledge of an impending need. Such funds are to be spent within three business days of receipt.

To avoid the possibility of federal funds being used to cover deficits in other grants, we operate on a reimbursement/knowledge of impending need basis. That means that we use a general ledger reports to prove the expenditures are already on our books, or will be on the books within three business days of receipt of funds, before we request funds from a federal source.

All funds received for all grants are deposited into our Operating account at First United Bank and Trust. The funds on deposit more than the FDIC guaranteed amount of \$250,000 are covered by additional pledges obtained by the bank.

LIFT uses fund accounting, so even though all grant funds are deposited into the Operating bank account, we can track every dollar separately in the accounting process.

CHAPTER 7

PURCHASING AND PROPERTY CONTROL

Purchasing is the acquiring of goods or services from outside sources. Two classifications of purchases are made by LIFT: goods (including space, materials, etc.); and personnel services.

LIFT utilizes a central purchasing system. Each acquisition under goes some form of price or cost analysis as define in the Procurement Policy Manual. The cost analysis reviews and evaluates each element of cost to determine reasonableness, allocability and allowability. The cost analysis should also include results of a lease/purchase comparison when applicable.

The policy statement, code of conduct, procurement authority, certificates, and definitions for the purchasing of goods is contained in the agency's Procurement Policy Manual; and personnel services are addressed in the Personnel and Policy Procedures Manual.

LIFT complies fully with 2 CFR 200.216 and prohibits purchasing of telecommunication and video surveillance services or equipment from the companies defined in Public Law 115-232, section 889, Huawei Technologies Company; ZTE Corporation; Hytera Communications Corporation; Hangzhou Hikvision Digital Technology Company; Dahua Technology Company or any subsidiary or affiliate of such entities.

Property Control procedures are as follows:

Before purchases are made, staff submit a Purchase Order request to central purchasing, who in turn decides the best course of action for purchases. Purchases with a total invoice cost of \$5,000 or more, require a Purchase Approval form. Prior approval from funding source is necessary for some purchases of \$5,000 or more, unless specifically approved in the current budget.

A purchase order request is submitted to central purchasing utilizing the agency's software employee center. An approval request is forwarded to the program director for approval, prior to purchases being made. The Program Director is responsible for verification of all purchases (justification for purchase, budget amount allowed, account numbers, correct calculations) before they are presented to the Accounting department for payment.

When items (other than consumables) are delivered or shipments are received, they are not to be distributed before being tagged with a LIFT property tag. Tagging is done by the authority of the Executive Director. Tagged items costing \$500 or more for contracts administered by Oklahoma Department of Commerce, and at the OMB Uniform Guidance Equipment threshold or more for other funds, should have a numbered file containing the request for property purchase form, with bids attached (if required), a copy of the payment voucher, and any other papers that go with the item. These files are kept electronically by

the Accounting department or by the program office. Electronic items with a cost of \$200 or more will be tracked at the program level by serial number and description. Accounting will track electronic items that operate on a “stand-alone basis”, regardless of price. Example: a scanner that requires a computer to function, is not recorded on the agency’s main inventory. A \$80 tablet that will operate without connection to another device will be tracked on the agency’s main inventory.

Electronic items are to be used by staff only. Program directors will be responsible for oversight of staff usage and assignment. When more restrictions are required by the funding source, such as the Oklahoma Department of Commerce, programs will follow the defined guidelines at program level including staff assignment, usage agreements, and spreadsheet maintenance for checking items in and out.

An inventory of all agency-tagged property will be performed and completed by the end of each fiscal year. Whenever possible, for purposes of convenience, directors and/or teachers will be given advance notice of the actual date of the scheduled on-site inventory visit. At least two staff will be involved in the inventory process.

Program Directors, Center Directors, Head Start Teachers and Early Head Start Teachers are responsible for all property/equipment assigned to their respective programs/centers. A current site inventory must be kept, including serial numbers, of non-consumable items that don’t require tags, as well as those that do.

When performing inventory checks, it is important to look for and record the following information.

1. Are property tag numbers legible and easily visible?
 - (A) If tag numbers are not legible, contact property department.
 - (B) If tag numbers are not easily visible, relocate to easily found location.
2. Do tag numbers reconcile with agency's property list?
 - (A) If not, please list tag number found on property.
3. What is the current condition of the property?
 - A) If condition of property has changed since the last inventory, please note.
4. Is all property on agency list accounted for?
 - (A) Indicate property accounted for by a checkmark to the left of the LIFT Tag #.
 - (B) Indicate property not accounted for by circling the LIFT Tag #.

Property transfers and/or property disposal forms are to be completed and forwarded to central purchasing promptly. These are submitted electronically via the agency’s staff portal

Prior approval from funding source is necessary for some programs before the disposition of items with a value of more than \$5,000.00. (Example is Head Start)

CHAPTER 8

TRAVEL

LIFT follows Federal (GSA) guidelines for mileage, hotel, and per-diem rates, unless limits are imposed by Oklahoma State agencies or other funding sources. In those instances, LIFT unrestricted funds will be used to reimburse the differences.

Travel expense forms are processed through accounts payable in the same manner as vendor bills. Expense Reports, including local travel and/or out of area travel reimbursement request should be submitted to within the month of occurrence for payment processing or accrual of expense.

Official Request to Travel

All out of area travel must be approved in advance of the scheduled date. The employee fills out an Official Request to Travel form, which is approved by their supervisor(s) and by the Executive Director or Fiscal Officer. If an advance is not requested or not approved, the form is returned to the employee.

If an advance is requested, it must be approved by the Executive Director or Fiscal Officer. Advances are to be used for out of state travel only, unless the employee documents a hardship and includes it for consideration with the request for an advance. If a travel advance is approved, the form is given to the Accounting department for processing and Accounting keeps the form. Advances are charged to agency unrestricted funds and then charged to the program when travel claims are processed.

Out of Town Travel Expense Statement

This form is completed by the employee upon return from official out of area travel. Documentation should be attached to the form to support expenses other than per diem and mileage for personal auto. If the employee was given a travel advance, it is deducted from the amount payable to them. If the advance exceeds expenditures the employee must reimburse LIFT when the travel expense statement is submitted.

Local Travel Expense Voucher

This form is completed by the employee who drives his or her personal car locally on official business within the agency service area or for travel which does not require an overnight stay.

CHAPTER 9

PAYROLL

Introduction

The LIFT Personnel Policies and Procedures Manual outlines Agency policy regarding hiring, promotion, sick leave, vacation, other fringe benefits, grievances, resignations, dismissals and other aspects relating to personnel policies. The Financial Services Manual will deal with the following:

- Payroll processing
- Time and attendance reporting
- Payroll taxes and tax returns

The Human Resource staff will submit the necessary Personnel Action forms to the Accounting department.

The Human Resource staff will submit employee status changes to the Accounting department at least two days before payroll processing begins.

Payroll processing

In special circumstances, such as meeting Davis Bacon requirements, any employee may be paid weekly by applying an hourly rate for calculation purposes. This does not change the fringe benefits of the employee.

The time and attendance report should be forwarded to the Program Director on the 15th and the last business day of the month. The Program Director will review the timesheet for accuracy and forward to Accounting an original timesheet for all employees. Accounting personnel will verify addition of total hours on a test basis. The Accounting department will have up to five working days to prepare the bi-monthly paychecks. Ceridian (payroll processing/bank) requires at least two business days for processing direct deposits. Incomplete timesheets will be returned to the Program Director and late time sheets will be held until the following pay period.

Completing a Time and Attendance Report

For Non-Exempt employees, hours worked should be shown daily. For Exempt employees, only a daily description of duties need be shown, unless hours worked are required by funding source. Holidays, annual leave, sick leave and administrative leave should be shown as zero in the hours worked column and recorded on the form in the proper column. All payable hours should be totaled at the bottom of the form.

Posting of Cumulative Leave

Cumulative leave is posted after payroll processing is completed, and filed alphabetically by

employee. See Personnel Policy Manual for further information on cumulative leave.

Payroll Taxes and Retirement Contributions

The third party payroll partner, Ceridian, processes the payroll tax reports as required providing LIFT with an electronic copy of the filings after quarter end. The Accounting department submits all employee and employer retirement contributions after each payroll is processed.

Overtime

Overtime will be paid when applicable, should be approved in advance when possible by the Program Director as necessary for operation of a program, and with the knowledge of the Associate Director and Executive Director. Overtime is paid from agency nonfederal funds, except when approved by the funding source to be paid from grant dollars.

CHAPTER 10

MONTHLY CLOSING AND PREPARATION OF FINANCIAL REPORTS

1. The Fiscal Officer will ensure that the following required entries for the month have been recorded.
 - a. Receipts and disbursements
 - b. In-Kind contributions
 - c. Any necessary accruals
 - d. Any necessary journal entries
2. The Accounting department will prepare the following financial reports:
 - a. Budget and Expenditure reports for staff and Board of Directors
 - b. Financial Reports for funding sources. For instructions to prepare these reports, see funding source contracts or grants manuals.

Bank Reconciliation

1. Proving records with the bank statement

The monthly bank statement is valuable proof of the accuracy of the bookkeeping records. When all the month's deposits have been made and recorded, the receipts as shown on the monthly receipts log, the direct deposits and deposits produced by accounts payable/payroll processing must be traceable to the applicable bank statement. When all payments are finished for the month, the Operating, Accounts Payable and Payroll bank statements must agree with the accounting records except for outstanding checks and deposits in transit, for which the Fiscal Officer and bookkeepers must account.

2. Reconciling the bank statement

All LIFT bank accounts use check imaging. No paper checks are returned to us.

A reconciliation of the bank statement is prepared by a bookkeeper (#2 or #5) and filed with the monthly bank statement, and is dated and initialed by the bookkeeper and the Fiscal Officer when completed. (Bookkeepers #2 and #5 are not involved in the bank deposit, payroll, or accounts payable processes for the accounts they reconcile.)

3. LIFT follows State Unclaimed Property requirements regarding undeliverable payments made through Accounts Payable and Payroll processing.

CHAPTER 11

GRANT CLOSEOUT PROCEDURES

Federal Awards

1. LIFT will submit, no later than 90 calendar days, all financial, performance, and other reports as required by the terms and conditions of a Federal award.
2. All expenditures must be incurred within the period of the award and all obligations must be liquidated within the 90 day closeout period.
3. We will promptly refund to the awarding agency any cash balance of unobligated funds not authorized to be retained for other projects.
4. We will account for any real or personal property acquired with Federal funds or received from the Federal government.
5. The closeout of a Federal award does not affect: (1) The right of the Federal awarding agency or pass-through entity to disallow costs and recover funds on the basis of a later audit or other review; (2) The obligation of LIFT to return any funds due as a result of later refunds, corrections, or other transactions including final indirect cost rate adjustments; (3) Audit requirements; (4) Property management and disposition requirements; and (5) Records retention.

State and Other Awards

1. LIFT will submit any closeout reports required by State or Other funding sources according to the instructions provided and within the period allowed for completion.

CHAPTER 12**DOCUMENT RETENTION AND DESTRUCTION POLICY****1. Purpose**

This policy provides for the systematic review, retention and destruction of documents received or created by LIFT Community Action Agency, Inc., in connection with the transaction of agency business. This policy covers all records and documents, regardless of physical form, and contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate the agency's operations by promoting efficiency and freeing up storage space.

2. Document Retention

LIFT follows the document retention procedures outlined below. Documents that are not listed but are substantially like those listed in the schedule will be retained for the appropriate length of time.

3. Corporate Records

Articles of Incorporation	Permanent
IRS Determination Letter	Permanent
By-Laws	Permanent
Fixed Asset Records	Permanent
Board Meeting Minutes/Resolutions	15 years
Board Finance/Audit/Loan committee Minutes	7 years
Grants/Contracts/Awards Documents	7 years
Annual Audits and Financial Statements	15 years
IRS 990 Tax Returns	15 years
IRS 1099 Records	7 years
IRS W2 Records	7 years
Affirmative Action Plan Document	7 years
General Ledgers	7 years
Journal Entries	7 years
Invoices/Credit Card Statements	7 years
Cash Receipts	7 years
Check Registers	7 years
Bank Deposit Slips	7 years
Bank Statements/Reconciliations	7 years
Electronic Fund Transfer Documents	7 years
Payroll Registers	7 years
Earnings Records	7 years

Payroll Tax Records	7 years
Garnishment Records	7 years
State Unemployment Tax Records	7 years
Personnel Files	7 years after termination
I-9 Forms	The latter of 3 years after hire or 1 year after termination
FMLA Documents	3 years
Employment Applications (non-hires)	2 years
Employment Applications (hired)	7 years after termination
Salary Schedules	7 years
Workers Compensation Accident Reports	7 years
OSHA Reports	7 years
Retirement Plan Documents	7 years after termination of plan
Time Sheets	7 years
Donor Records/Acknowledgement Letters	7 years
Appraisals	7 years
Insurance Policies	3 years after expiration
Real Estate Documents (Deeds/Abstracts)	until sale of property
Environmental Studies	7 years
Leases	5 years after expiration
General Contracts	5 years after termination

4. Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If an email or online report pertains to a current grant or activity, the document should be printed in hard copy and kept in the appropriate file.

5. Emergency Planning

The agency's records will be stored in a secure and accessible manner. Documents and financial files essential to the operation of the agency in an emergency will be duplicated or backed up at least every week and taken offsite.

6. Document Destruction

LIFT's Executive Director is responsible for the ongoing process and may appoint staff to identify the records which have met the required retention period and oversee their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately upon any indication of an official investigation or when a lawsuit is filed. Destruction will be reinstated upon conclusion of the investigation or legal action.

7. Compliance

The failure of employees to follow this policy can result in possible civil and criminal sanctions against LIFT, and its employees and possible disciplinary action against responsible individuals. The Executive Director and Fiscal Officer will periodically review these procedures with legal counsel or the agency's certified public accountant to ensure that they are following new or revised regulations.

LIFT Community Action Agency, Inc.
Cost Allocation

I. GENERAL ACCOUNTING POLICIES

- A. Basis of Accounting – Accrual
- B. Fiscal Period – January 1 through December 31
- C. Allocation Basis - Direct
- D. Indirect Cost Rate Allocation Base – Direct salaries and wages not including fringe benefits
- E. Fringe Benefit Rate – Includes workers’ compensation for all employees, termination leave, and health and life insurance for regular full-time employees.
- F. Internal Controls – Adequate controls are maintained to ensure that no cost is charged both directly and indirectly to contracts or grants. Program administrative costs may be tracked within individual grants by identifying account numbers, if required by the funding source. Administrative and program costs are determined by the purpose and function of the expenditure.
- G. Indirect Cost Pool – Administrative costs are accumulated in the indirect cost pool. Revenue and expenses are identified by the chart of accounts.

II. DESCRIPTION OF COST ALLOCATION METHODOLOGY

SALARIES AND WAGES:

Direct Costs-The majority of employees directly charge their salary cost since their work is specifically identifiable to specific grants, contracts, or other activities of the organization. The charges are supported by auditable activity reports that reflect the actual activities of employees.

Indirect Costs – The following staff charge 100% of their salary cost indirectly:

Executive Director
Associate Directors
Human Resources Director
Fiscal Officer
Administrative Assistants
Planners/Public Relations Specialist
Bookkeepers
Accounting Clerks
Procurement Clerks
Receptionist
Planning/Public Relations Director
Human Resource Assistant
HR Benefits Specialist

The following staff charge 50% of their salary cost indirectly and 50% direct:
Computer Support Technician

FRINGE BENEFITS:

The agency contributes to the following fringe benefits for its employees:

All employees – unemployment insurance; workers' compensation, and FICA

Regular full-time employees – health insurance, life insurance, termination leave, and a matching contribution to a 403b pension plan for those choosing to participate.

Actual FICA, unemployment insurance, and retirement are charged directly in the same manner as salary and wage cost are recorded. The fringe benefit rate is applied as a percentage of salary and wage cost and applied directly in the same manner. The fringe benefit rate is adjusted annually based on under- or over-recovery from the previous year and the next fiscal year's estimated cost.

TRAVEL:

Travel cost are charged as either a direct or an indirect charge, according to the purpose of the travel. Cost incurred for travel are supported by auditable travel claims and cost are limited to those allowable under the Federal GSA Travel regulations.

BOARD EXPENSES:

Board expenses charged on an indirect basis are for travel to/from board meetings or for attendance at training conferences. Expenses are supported by auditable travel claims.

SUPPLIES AND MATERIAL:

To the maximum extent possible, office supplies and materials are directly charged to the contract/grant using the supplies and materials. Supplies and materials used by staff engaged in indirect activities will be charged on an indirect basis.

COMMUNICATIONS:

1. Telephone service cost is prorated to direct and indirect charges based upon the number of telephone instruments assigned to individual programs. Each telephone instrument is identified to either an indirect or a direct activity.
2. Internet service cost is prorated to direct and indirect charges based upon the number of computers assigned to individual programs. Each computer is identified to either an indirect or a direct activity.
3. Postage is processed through a metered system. All mail is specifically identified and charged directly to the program or activity incurring the cost.

PHOTOCOPYING AND PRINTING:

All cost associated with the copier in the administration office are charged to indirect cost. User identification numbers are assigned to each program using the copier, the cost of copies is charged directly to the program making copies and the indirect cost pool is reimbursed. The same procedures are used for shared copiers in other offices, with expenses and reimbursement to the building funds or nonfederal funds.

BUILDING COSTS:

Cost for buildings that are shared by several programs are allocated using square footage of the space occupied by each program within the building.

OUTSIDE SERVICES:

Cost incurred for outside services including annual audit, legal fees, and fees for staff development specialists.

1. The cost of the annual audit is charged indirectly.
2. Legal fees are charged directly to the benefiting program or activity, when allowable.
3. Legal fees that are not identifiable to specific direct programs are charged indirectly.
4. Fees for staff development are charged directly to the benefiting program or activity, when allowable. Otherwise, staff development fees are charged indirectly.

CAPITAL ITEMS:

Capital expenditures are charged directly to programs only in cases where a contract or grant specifically authorizes such charges. No capital items are charged indirectly. The cost of capital items purchased with non-federal funds are recovered through depreciation charges. The capitalization threshold aligns with what is defined in 2 CFR part 200 and applied to items at the time of purchase; once capitalized, they remain capitalized until disposal even if the rate in 2 CFR part 200 is increased.

UNALLOWABLE COSTS:

The agency recognizes that the following cost are unallowable charges to federal awards and has internal controls in place to ensure that such costs are not charged to federal awards:

Fund raising cost, the cost of entertainment/alcoholic beverages, lobbying cost, advertising cost (other than for recruitment of staff and program participants, for the disposal of property, bids, or for publishing required notices), and capital expenditures unless expressly authorized as a direct charge to a federal award.

SIGNATURE

DATE

TITLE



**Authorization to Electronically Sign and EFile
Health and Welfare Form 5500**

I hereby authorize any employee of Ascensus' Wrangle Team ("Wrangle") to electronically sign and transmit the Health and Welfare (H&W) Form 5500 on my behalf through EFAST 2.

I further understand the following in granting this authority:

I, the Plan Administrator/Plan Sponsor and signer, have the final responsibility for the information reported in the H&W Form 5500, and by signing below I acknowledge that I have reviewed and accepted the information as accurate and correct.

I am providing to Wrangle a PDF copy of the first three pages of the Form 5500 with signature(s) and date. These signed copies are required per Department of Labor (DOL) rules and will be attached to the H&W Form 5500 when transmitted.

Ascensus, LLC and the Wrangle Team are not liable for and do not have a duty to indemnify or hold the Plan Administrator/Plan Sponsor harmless from any penalties, damages, incidental charges or consequential damages imposed or caused as a result of the transmission of the H&W Form 5500 on my behalf. Wrangle is merely providing an option to me that will make the filing process easier should I elect this option. Ascensus LLC, the Wrangle Team and its employees shall not be deemed an administrator or other fiduciary with respect to any plan. I understand that I do have the option to obtain signing credentials and to directly submit the H&W Form 5500 to the DOL electronically.

I will also sign and keep a copy of the completed H&W Form 5500 in my files, per ERISA.

An electronic image of my signature will be included with the rest of the H&W Form 5500 posted by the DOL on the internet for public disclosure.

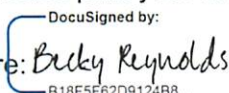
By the signature below, I am acknowledging that I am the person responsible for the H&W Form 5500 for the entity listed below and am authorizing Wrangle to submit this H&W Form 5500.

I may revoke or change authorization at any time by written notification to Wrangle.

Company/Entity Name:

Plan Administrator Name:

Please print your name clearly or type in from your computer.

Plan Administrator Signature:  B18F5F62D9124B8...

Date:

Note: A copy of this authorization must be kept in your records.

Failure to follow these instructions and complete this form in its entirety, including signature, will delay transmission of the 5500.

Form 5500 Department of the Treasury Internal Revenue Service Department of Labor Employee Benefits Security Administration Pension Benefit Guaranty Corporation	Annual Return/Report of Employee Benefit Plan This form is required to be filed for employee benefit plans under sections 104 and 4065 of the Employee Retirement Income Security Act of 1974 (ERISA) and sections 6057(b) and 6058(a) of the Internal Revenue Code (the Code). ▶ Complete all entries in accordance with the instructions to the Form 5500.	OMB Nos. 1210-0110 1210-0089 2023 This Form is Open to Public Inspection
---	--	---

Part I Annual Report Identification Information		
For calendar plan year 2023 or fiscal plan year beginning <u>04/01/2023</u> and ending <u>03/31/2024</u>		
A This return/report is for:	☐ a multiemployer plan	☐ a multiple-employer plan (Filers checking this box must provide participating employer information in accordance with the form instructions.)
	☒ a single-employer plan	☐ a DFE (specify) _____
B This return/report is:	☐ the first return/report	☐ the final return/report
	☐ an amended return/report	☐ a short plan year return/report (less than 12 months)
C If the plan is a collectively-bargained plan, check here.	☐	
D Check box if filing under:	☐ Form 5558	☐ automatic extension
	☐ special extension (enter description)	☐ the DFVC program
E If this is a retroactively adopted plan permitted by SECURE Act section 201, check here.	☐	

Part II Basic Plan Information—enter all requested information		
1a Name of plan <u>LIFT COMMUNITY ACTION AGENCY, INC. BENEFIT PLAN</u>	1b Three-digit plan number (PN) ▶	<u>501</u>
	1c Effective date of plan	<u>12/01/1987</u>
2a Plan sponsor's name (employer, if for a single-employer plan) Mailing address (include room, apt., suite no. and street, or P.O. Box) City or town, state or province, country, and ZIP or foreign postal code (if foreign, see instructions) <u>LIFT COMMUNITY ACTION AGENCY, INC.</u> <u>209 NORTH 4TH STREET</u> <u>HUGO, OK 74743</u>	2b Employer Identification Number (EIN) <u>73-0772321</u>	2c Plan Sponsor's telephone number <u>580-326-3351</u>
	2d Business code (see instructions) <u>813000</u>	

Caution: A penalty for the late or incomplete filing of this return/report will be assessed unless reasonable cause is established.

Under penalties of perjury and other penalties set forth in the instructions, I declare that I have examined this return/report, including accompanying schedules, statements and attachments, as well as the electronic version of this return/report, and to the best of my knowledge and belief, it is true, correct, and complete.

SIGN HERE	<u>Bucky Reynolds</u> B18E5F62D9124B8	<u>7/5/2024</u>	<u>Rebecca Reynolds Porter</u>
	Signature of plan administrator	Date	Enter name of individual signing as plan administrator
SIGN HERE			
	Signature of employer/plan sponsor	Date	Enter name of individual signing as employer or plan sponsor
SIGN HERE			
	Signature of DFE	Date	Enter name of individual signing as DFE

For Paperwork Reduction Act Notice, see the Instructions for Form 5500.

Form 5500 (2023)
v. 230728

Form 5500 (2023)

Page 2

3a Plan administrator's name and address ☒ Same as Plan Sponsor		3b Administrator's EIN
		3c Administrator's telephone number
4 If the name and/or EIN of the plan sponsor or the plan name has changed since the last return/report filed for this plan, enter the plan sponsor's name, EIN, the plan name and the plan number from the last return/report: a Sponsor's name c Plan Name		4b EIN 4d PN
5 Total number of participants at the beginning of the plan year		5 241
6 Number of participants as of the end of the plan year unless otherwise stated (welfare plans complete only lines 6a(1) , 6a(2) , 6b , 6c , and 6d). a(1) Total number of active participants at the beginning of the plan year a(2) Total number of active participants at the end of the plan year b Retired or separated participants receiving benefits c Other retired or separated participants entitled to future benefits d Subtotal. Add lines 6a(2) , 6b , and 6c e Deceased participants whose beneficiaries are receiving or are entitled to receive benefits. f Total. Add lines 6d and 6e g(1) Number of participants with account balances as of the beginning of the plan year (only defined contribution plans complete this item) g(2) Number of participants with account balances as of the end of the plan year (only defined contribution plans complete this item) h Number of participants who terminated employment during the plan year with accrued benefits that were less than 100% vested		6a(1) 241 6a(2) 274 6b 0 6c 0 6d 274 6e 6f 6g(1) 6g(2) 6h
7 Enter the total number of employers obligated to contribute to the plan (only multiemployer plans complete this item).....		7
8a If the plan provides pension benefits, enter the applicable pension feature codes from the List of Plan Characteristics Codes in the instructions:		
b If the plan provides welfare benefits, enter the applicable welfare feature codes from the List of Plan Characteristics Codes in the instructions:		

4A 4B 4D 4E 4F 4H 4L 4Q

9a Plan funding arrangement (check all that apply) (1) ☒ Insurance (2) ☐ Code section 412(e)(3) insurance contracts (3) ☐ Trust (4) ☐ General assets of the sponsor	9b Plan benefit arrangement (check all that apply) (1) ☒ Insurance (2) ☐ Code section 412(e)(3) insurance contracts (3) ☐ Trust (4) ☐ General assets of the sponsor
10 Check all applicable boxes in 10a and 10b to indicate which schedules are attached, and, where indicated, enter the number attached. (See instructions)	
a Pension Schedules (1) ☐ R (Retirement Plan Information) (2) ☐ MB (Multiemployer Defined Benefit Plan and Certain Money Purchase Plan Actuarial Information) - signed by the plan actuary (3) ☐ SB (Single-Employer Defined Benefit Plan Actuarial Information) - signed by the plan actuary (4) ☐ DCG (Individual Plan Information) - Number Attached _____ (5) ☐ MEP (Multiple-Employer Retirement Plan Information)	b General Schedules (1) ☐ H (Financial Information) (2) ☐ I (Financial Information - Small Plan) (3) ☒ A (Insurance Information) - Number Attached <u>5</u> (4) ☐ C (Service Provider Information) (5) ☐ D (DFE/Participating Plan Information) (6) ☐ G (Financial Transaction Schedules)

Form 5500 (2023)

Page 3

Part III Form M-1 Compliance Information (to be completed by welfare benefit plans)

11a If the plan provides welfare benefits, was the plan subject to the Form M-1 filing requirements during the plan year? (See instructions and 29 CFR 2520.101-2.) ☐ Yes ☒ No

If "Yes" is checked, complete lines 11b and 11c.

11b Is the plan currently in compliance with the Form M-1 filing requirements? (See instructions and 29 CFR 2520.101-2.) ☐ Yes ☐ No

11c Enter the Receipt Confirmation Code for the 2023 Form M-1 annual report. If the plan was not required to file the 2023 Form M-1 annual report, enter the Receipt Confirmation Code for the most recent Form M-1 that was required to be filed under the Form M-1 filing requirements. (Failure to enter a valid Receipt Confirmation Code will subject the Form 5500 filing to rejection as incomplete.)

Receipt Confirmation Code _____

SCHEDULE A (Form 5500) Department of the Treasury Internal Revenue Service Department of Labor Employee Benefits Security Administration Pension Benefit Guaranty Corporation	Insurance Information This schedule is required to be filed under section 104 of the Employee Retirement Income Security Act of 1974 (ERISA). ▶ File as an attachment to Form 5500. ▶ Insurance companies are required to provide the information pursuant to ERISA section 103(a)(2).	OMB No. 1210-0110 2023 This Form is Open to Public Inspection
---	---	---

For calendar plan year 2023 or fiscal plan year beginning 04/01/2023 and ending 03/31/2024	
A Name of plan LIFT COMMUNITY ACTION AGENCY, INC. BENEFIT PLAN	B Three-digit plan number (PN) ▶ 501
C Plan sponsor's name as shown on line 2a of Form 5500 LIFT COMMUNITY ACTION AGENCY, INC.	D Employer Identification Number (EIN) 73-0772321

Part I	Information Concerning Insurance Contract Coverage, Fees, and Commissions Provide information for each contract on a separate Schedule A. Individual contracts grouped as a unit in Parts II and III can be reported on a single Schedule A.
---------------	---

1 Coverage Information:

(a) Name of insurance carrier

BLUECROSS BLUESHIELD OF OKLAHOMA

(b) EIN	(c) NAIC code	(d) Contract or identification number	(e) Approximate number of persons covered at end of policy or contract year	Policy or contract year	
				(f) From	(g) To
36-1236610	70670	193742	169	04/01/2023	03/31/2024

2 Insurance fee and commission information. Enter the total fees and total commissions paid. List in line 3 the agents, brokers, and other persons in descending order of the amount paid.

(a) Total amount of commissions paid	(b) Total amount of fees paid
	6

3 Persons receiving commissions and fees. (Complete as many entries as needed to report all persons).

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

GALLAGHER BENEFIT SERVICES, INC. 4622 PENNSYLVANIA AVENUE, SUITE 920
KANSAS CITY, MO 64112

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	
	5	NON-MONETARY COMPENSATION	3

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

DIGITAL INSURANCE, LLC 200 GALLERIA PARKWAY, SUITE 1950
ATLANTA, GA 30339

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	
	1	NON-MONETARY COMPENSATION	3

Schedule A (Form 5500) 2023

Page 2 –

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

Part II Investment and Annuity Contract Information

Where individual contracts are provided, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.

4 Current value of plan's interest under this contract in the general account at year end	4	
5 Current value of plan's interest under this contract in separate accounts at year end.....	5	

6 Contracts With Allocated Funds:

a State the basis of premium rates ▶

b Premiums paid to carrier	6b	
c Premiums due but unpaid at the end of the year.....	6c	
d If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, enter amount. Specify nature of costs ▶	6d	

e Type of contract: (1) ☐ individual policies (2) ☐ group deferred annuity
(3) ☐ other (specify) ▶

f If contract purchased, in whole or in part, to distribute benefits from a terminating plan, check here ☐

7 Contracts With Unallocated Funds (Do not include portions of these contracts maintained in separate accounts)

a Type of contract: (1) ☐ deposit administration (2) ☐ immediate participation guarantee
(3) ☐ guaranteed investment (4) ☐ other ▶

b Balance at the end of the previous year **7b**

c Additions: (1) Contributions deposited during the year	7c(1)	
(2) Dividends and credits.....	7c(2)	
(3) Interest credited during the year	7c(3)	
(4) Transferred from separate account.....	7c(4)	
(5) Other (specify below)	7c(5)	
▶		

(6) Total additions..... **7c(6)**

d Total of balance and additions (add lines **7b** and **7c(6)**). **7d**

e Deductions:

(1) Disbursed from fund to pay benefits or purchase annuities during year	7e(1)	
(2) Administration charge made by carrier	7e(2)	
(3) Transferred to separate account.....	7e(3)	
(4) Other (specify below)	7e(4)	
▶		

(5) Total deductions..... **7e(5)**

f Balance at the end of the current year (subtract line **7e(5)** from line **7d**) **7f**

Part III Welfare Benefit Contract Information

If more than one contract covers the same group of employees of the same employer(s) or members of the same employee organizations(s), the information may be combined for reporting purposes if such contracts are experience-rated as a unit. Where contracts cover individual employees, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.

8 Benefit and contract type (check all applicable boxes)

- a** ☒ Health (other than dental or vision) **b** ☐ Dental **c** ☐ Vision **d** ☐ Life insurance
e ☐ Temporary disability (accident and sickness) **f** ☐ Long-term disability **g** ☐ Supplemental unemployment **h** ☒ Prescription drug
i ☐ Stop loss (large deductible) **j** ☐ HMO contract **k** ☒ PPO contract **l** ☐ Indemnity contract
m ☐ Other (specify) ▶

9 Experience-rated contracts:

a Premiums: (1) Amount received	9a(1)	
(2) Increase (decrease) in amount due but unpaid	9a(2)	
(3) Increase (decrease) in unearned premium reserve	9a(3)	
(4) Earned ((1) + (2) - (3))		9a(4)
b Benefit charges (1) Claims paid	9b(1)	
(2) Increase (decrease) in claim reserves	9b(2)	
(3) Incurred claims (add (1) and (2))		9b(3)
(4) Claims charged		9b(4)
c Remainder of premium: (1) Retention charges (on an accrual basis) --		
(A) Commissions	9c(1)(A)	
(B) Administrative service or other fees	9c(1)(B)	
(C) Other specific acquisition costs	9c(1)(C)	
(D) Other expenses	9c(1)(D)	
(E) Taxes	9c(1)(E)	
(F) Charges for risks or other contingencies	9c(1)(F)	
(G) Other retention charges	9c(1)(G)	
(H) Total retention		9c(1)(H)
(2) Dividends or retroactive rate refunds. (These amounts were ☐ paid in cash, or ☐ credited.)		9c(2)
d Status of policyholder reserves at end of year: (1) Amount held to provide benefits after retirement		9d(1)
(2) Claim reserves		9d(2)
(3) Other reserves		9d(3)
e Dividends or retroactive rate refunds due. (Do not include amount entered in line 9c(2).)		9e

10 Nonexperience-rated contracts:

a Total premiums or subscription charges paid to carrier	10a	1230056
b If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, other than reported in Part I, line 2 above, report amount. Specify nature of costs.	10b	

Part IV Provision of Information

- 11** Did the insurance company fail to provide any information necessary to complete Schedule A? ☐ Yes ☒ No
- 12** If the answer to line 11 is "Yes," specify the information not provided. ▶

SCHEDULE A (Form 5500) Department of the Treasury Internal Revenue Service Department of Labor Employee Benefits Security Administration Pension Benefit Guaranty Corporation	Insurance Information This schedule is required to be filed under section 104 of the Employee Retirement Income Security Act of 1974 (ERISA). ► File as an attachment to Form 5500. ► Insurance companies are required to provide the information pursuant to ERISA section 103(a)(2).	OMB No. 1210-0110 2023 This Form is Open to Public Inspection
---	---	---

For calendar plan year 2023 or fiscal plan year beginning <u>04/01/2023</u> and ending <u>03/31/2024</u>	
A Name of plan <u>LIFT COMMUNITY ACTION AGENCY, INC. BENEFIT PLAN</u>	B Three-digit plan number (PN) <u>501</u>
C Plan sponsor's name as shown on line 2a of Form 5500 <u>LIFT COMMUNITY ACTION AGENCY, INC.</u>	D Employer Identification Number (EIN) <u>73-0772321</u>

Part I	Information Concerning Insurance Contract Coverage, Fees, and Commissions Provide information for each contract on a separate Schedule A. Individual contracts grouped as a unit in Parts II and III can be reported on a single Schedule A.
---------------	---

1 Coverage Information:

(a) Name of insurance carrier
DEARBORN LIFE INSURANCE COMPANY

(b) EIN	(c) NAIC code	(d) Contract or identification number	(e) Approximate number of persons covered at end of policy or contract year	Policy or contract year	
				(f) From	(g) To
<u>36-2598882</u>	<u>71129</u>	<u>F026448</u>	<u>247</u>	<u>04/01/2023</u>	<u>03/31/2024</u>

2 Insurance fee and commission information. Enter the total fees and total commissions paid. List in line 3 the agents, brokers, and other persons in descending order of the amount paid.

(a) Total amount of commissions paid <u>8678</u>	(b) Total amount of fees paid <u>2853</u>
---	--

3 Persons receiving commissions and fees. (Complete as many entries as needed to report all persons).

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid <u>GALLAGHER BENEFIT SERVICES, INC.</u> <u>PO BOX 3009</u> <u>ARLINGTON HEIGHTS, IL 60006</u>

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	
<u>8678</u>			<u>3</u>

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid <u>DIGITAL INSURANCE, LLC</u> <u>200 GALLERIA PARKWAY, SUITE 1950</u> <u>ATLANTA, GA 30339</u>
--

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	
	<u>2853</u>	<u>ADDITIONAL COMPENSATION</u>	<u>3</u>

Schedule A (Form 5500) 2023

Page 2 –

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

Part II Investment and Annuity Contract Information

Where individual contracts are provided, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.

4 Current value of plan's interest under this contract in the general account at year end **4**

5 Current value of plan's interest under this contract in separate accounts at year end..... **5**

6 Contracts With Allocated Funds:

a State the basis of premium rates ▶

b Premiums paid to carrier **6b**

c Premiums due but unpaid at the end of the year..... **6c**

d If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, enter amount. **6d**
Specify nature of costs ▶

e Type of contract: (1) ☐ individual policies (2) ☐ group deferred annuity

(3) ☐ other (specify) ▶

f If contract purchased, in whole or in part, to distribute benefits from a terminating plan, check here ▶ ☐

7 Contracts With Unallocated Funds (Do not include portions of these contracts maintained in separate accounts)

a Type of contract: (1) ☐ deposit administration (2) ☐ immediate participation guarantee

(3) ☐ guaranteed investment (4) ☐ other ▶

b Balance at the end of the previous year **7b**

c Additions: (1) Contributions deposited during the year **7c(1)**

(2) Dividends and credits **7c(2)**

(3) Interest credited during the year **7c(3)**

(4) Transferred from separate account..... **7c(4)**

(5) Other (specify below) **7c(5)**

▶

(6) Total additions **7c(6)**

d Total of balance and additions (add lines **7b** and **7c(6)**). **7d**

e Deductions:

(1) Disbursed from fund to pay benefits or purchase annuities during year **7e(1)**

(2) Administration charge made by carrier **7e(2)**

(3) Transferred to separate account..... **7e(3)**

(4) Other (specify below) **7e(4)**

▶

(5) Total deductions **7e(5)**

f Balance at the end of the current year (subtract line **7e(5)** from line **7d**) **7f**

Part III Welfare Benefit Contract Information

If more than one contract covers the same group of employees of the same employer(s) or members of the same employee organizations(s), the information may be combined for reporting purposes if such contracts are experience-rated as a unit. Where contracts cover individual employees, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.

8 Benefit and contract type (check all applicable boxes)

- a** ☐ Health (other than dental or vision) **b** ☐ Dental **c** ☒ Vision **d** ☒ Life insurance
e ☐ Temporary disability (accident and sickness) **f** ☒ Long-term disability **g** ☐ Supplemental unemployment **h** ☐ Prescription drug
i ☐ Stop loss (large deductible) **j** ☐ HMO contract **k** ☐ PPO contract **l** ☐ Indemnity contract
m ☒ Other (specify) ▶ **ACCIDENTAL DEATH AND DISMEMBERMENT**

9 Experience-rated contracts:

a Premiums: (1) Amount received	9a(1)	
(2) Increase (decrease) in amount due but unpaid.....	9a(2)	
(3) Increase (decrease) in unearned premium reserve	9a(3)	
(4) Earned ((1) + (2) - (3)).....		9a(4)
b Benefit charges (1) Claims paid.....	9b(1)	
(2) Increase (decrease) in claim reserves	9b(2)	
(3) Incurred claims (add (1) and (2)).....		9b(3)
(4) Claims charged		9b(4)
c Remainder of premium: (1) Retention charges (on an accrual basis) --		
(A) Commissions	9c(1)(A)	
(B) Administrative service or other fees	9c(1)(B)	
(C) Other specific acquisition costs	9c(1)(C)	
(D) Other expenses	9c(1)(D)	
(E) Taxes	9c(1)(E)	
(F) Charges for risks or other contingencies.....	9c(1)(F)	
(G) Other retention charges.....	9c(1)(G)	
(H) Total retention		9c(1)(H)
(2) Dividends or retroactive rate refunds. (These amounts were ☐ paid in cash, or ☐ credited.).....		9c(2)
d Status of policyholder reserves at end of year: (1) Amount held to provide benefits after retirement		9d(1)
(2) Claim reserves		9d(2)
(3) Other reserves.....		9d(3)
e Dividends or retroactive rate refunds due. (Do not include amount entered in line 9c(2).)		9e

10 Nonexperience-rated contracts:

a Total premiums or subscription charges paid to carrier.....	10a	78349
b If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, other than reported in Part I, line 2 above, report amount..... Specify nature of costs.	10b	

Part IV Provision of Information**11** Did the insurance company fail to provide any information necessary to complete Schedule A?..... ☐ Yes ☒ No**12** If the answer to line 11 is "Yes," specify the information not provided. ▶

SCHEDULE A (Form 5500) Department of the Treasury Internal Revenue Service Department of Labor Employee Benefits Security Administration Pension Benefit Guaranty Corporation	Insurance Information This schedule is required to be filed under section 104 of the Employee Retirement Income Security Act of 1974 (ERISA). ▶ File as an attachment to Form 5500. ▶ Insurance companies are required to provide the information pursuant to ERISA section 103(a)(2).	OMB No. 1210-0110 2023 This Form is Open to Public Inspection
---	---	---

For calendar plan year 2023 or fiscal plan year beginning 04/01/2023 and ending 03/31/2024

A Name of plan LIFT COMMUNITY ACTION AGENCY, INC. BENEFIT PLAN	B Three-digit plan number (PN) ▶ 501
C Plan sponsor's name as shown on line 2a of Form 5500 LIFT COMMUNITY ACTION AGENCY, INC.	D Employer Identification Number (EIN) 73-0772321

Part I	Information Concerning Insurance Contract Coverage, Fees, and Commissions Provide information for each contract on a separate Schedule A. Individual contracts grouped as a unit in Parts II and III can be reported on a single Schedule A.
---------------	---

1 Coverage Information:(a) Name of insurance carrier
DELTA DENTAL OF OKLAHOMA

(b) EIN	(c) NAIC code	(d) Contract or identification number	(e) Approximate number of persons covered at end of policy or contract year	Policy or contract year	
				(f) From	(g) To
23-7322578	53937	4031	117	04/01/2023	03/31/2024

2 Insurance fee and commission information. Enter the total fees and total commissions paid. List in line 3 the agents, brokers, and other persons in descending order of the amount paid.

(a) Total amount of commissions paid 3131	(b) Total amount of fees paid
--	-------------------------------

3 Persons receiving commissions and fees. (Complete as many entries as needed to report all persons).(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid
GALLAGHER BENEFIT SERVICES, INC. 1300 SOUTH MAIN STREET
TULSA, OK 74119

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	
3131			3

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

Schedule A (Form 5500) 2023

Page 2 –

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

Part II Investment and Annuity Contract Information

Where individual contracts are provided, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.

4 Current value of plan's interest under this contract in the general account at year end **4**

5 Current value of plan's interest under this contract in separate accounts at year end **5**

6 Contracts With Allocated Funds:

a State the basis of premium rates ▶

b Premiums paid to carrier **6b**

c Premiums due but unpaid at the end of the year **6c**

d If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, enter amount. **6d**
Specify nature of costs ▶

e Type of contract: (1) ☐ individual policies (2) ☐ group deferred annuity

(3) ☐ other (specify) ▶

f If contract purchased, in whole or in part, to distribute benefits from a terminating plan, check here ☐

7 Contracts With Unallocated Funds (Do not include portions of these contracts maintained in separate accounts)

a Type of contract: (1) ☐ deposit administration (2) ☐ immediate participation guarantee

(3) ☐ guaranteed investment (4) ☐ other ▶

b Balance at the end of the previous year **7b**

c Additions: (1) Contributions deposited during the year **7c(1)**
(2) Dividends and credits **7c(2)**
(3) Interest credited during the year **7c(3)**
(4) Transferred from separate account **7c(4)**
(5) Other (specify below) **7c(5)**
▶

(6) Total additions **7c(6)**

d Total of balance and additions (add lines **7b** and **7c(6)**). **7d**

e Deductions:

(1) Disbursed from fund to pay benefits or purchase annuities during year **7e(1)**

(2) Administration charge made by carrier **7e(2)**

(3) Transferred to separate account **7e(3)**

(4) Other (specify below) **7e(4)**
▶

(5) Total deductions **7e(5)**

f Balance at the end of the current year (subtract line **7e(5)** from line **7d**) **7f**

Part III Welfare Benefit Contract Information

If more than one contract covers the same group of employees of the same employer(s) or members of the same employee organizations(s), the information may be combined for reporting purposes if such contracts are experience-rated as a unit. Where contracts cover individual employees, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.

8 Benefit and contract type (check all applicable boxes)

- a** ☐ Health (other than dental or vision) **b** ☒ Dental **c** ☐ Vision **d** ☐ Life insurance
e ☐ Temporary disability (accident and sickness) **f** ☐ Long-term disability **g** ☐ Supplemental unemployment **h** ☐ Prescription drug
i ☐ Stop loss (large deductible) **j** ☐ HMO contract **k** ☐ PPO contract **l** ☐ Indemnity contract
m ☐ Other (specify) ▶

9 Experience-rated contracts:

a Premiums: (1) Amount received	9a(1)	52187	
(2) Increase (decrease) in amount due but unpaid.....	9a(2)	0	
(3) Increase (decrease) in unearned premium reserve	9a(3)	0	
(4) Earned ((1) + (2) - (3)).....	9a(4)	52187	
b Benefit charges (1) Claims paid.....	9b(1)	35222	
(2) Increase (decrease) in claim reserves	9b(2)	1057	
(3) Incurred claims (add (1) and (2)).....	9b(3)	36279	
(4) Claims charged	9b(4)	36279	
c Remainder of premium: (1) Retention charges (on an accrual basis) --			
(A) Commissions	9c(1)(A)	3131	
(B) Administrative service or other fees	9c(1)(B)	3548	
(C) Other specific acquisition costs	9c(1)(C)	0	
(D) Other expenses	9c(1)(D)	0	
(E) Taxes	9c(1)(E)	0	
(F) Charges for risks or other contingencies.....	9c(1)(F)	0	
(G) Other retention charges	9c(1)(G)	0	
(H) Total retention	9c(1)(H)	6679	
(2) Dividends or retroactive rate refunds. (These amounts were ☐ paid in cash, or ☐ credited.).....	9c(2)	0	
d Status of policyholder reserves at end of year: (1) Amount held to provide benefits after retirement	9d(1)	0	
(2) Claim reserves	9d(2)	0	
(3) Other reserves	9d(3)	0	
e Dividends or retroactive rate refunds due. (Do not include amount entered in line 9c(2).)	9e	0	

10 Nonexperience-rated contracts:

a Total premiums or subscription charges paid to carrier	10a	
b If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, other than reported in Part I, line 2 above, report amount..... Specify nature of costs.	10b	

Part IV Provision of Information

11 Did the insurance company fail to provide any information necessary to complete Schedule A?..... ☐ Yes ☒ No

12 If the answer to line 11 is "Yes," specify the information not provided. ▶

SCHEDULE A (Form 5500) Department of the Treasury Internal Revenue Service Department of Labor Employee Benefits Security Administration Pension Benefit Guaranty Corporation	Insurance Information This schedule is required to be filed under section 104 of the Employee Retirement Income Security Act of 1974 (ERISA). ▶ File as an attachment to Form 5500. ▶ Insurance companies are required to provide the information pursuant to ERISA section 103(a)(2).	OMB No. 1210-0110 2023 This Form is Open to Public Inspection
--	--	---

For calendar plan year 2023 or fiscal plan year beginning 04/01/2023 and ending 03/31/2024

A Name of plan <u>LIFT COMMUNITY ACTION AGENCY, INC. BENEFIT PLAN</u>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; vertical-align: top; padding: 5px;"> B Three-digit plan number (PN) ▶ </td> <td style="width: 30%; vertical-align: top; padding: 5px;"> <u>501</u> </td> </tr> </table>	B Three-digit plan number (PN) ▶	<u>501</u>
B Three-digit plan number (PN) ▶	<u>501</u>		
C Plan sponsor's name as shown on line 2a of Form 5500 <u>LIFT COMMUNITY ACTION AGENCY, INC.</u>	D Employer Identification Number (EIN) <u>73-0772321</u>		

Part I	Information Concerning Insurance Contract Coverage, Fees, and Commissions Provide information for each contract on a separate Schedule A. Individual contracts grouped as a unit in Parts II and III can be reported on a single Schedule A.
---------------	---

1 Coverage Information:

(a) Name of insurance carrier

COMMUNITYCARE HMO

(b) EIN	(c) NAIC code	(d) Contract or identification number	(e) Approximate number of persons covered at end of policy or contract year	Policy or contract year	
				(f) From	(g) To
<u>73-1433979</u>	<u>10001</u>	<u>00</u>	<u>274</u>	<u>04/01/2023</u>	<u>03/31/2024</u>

2 Insurance fee and commission information. Enter the total fees and total commissions paid. List in line 3 the agents, brokers, and other persons in descending order of the amount paid.

(a) Total amount of commissions paid	(b) Total amount of fees paid

3 Persons receiving commissions and fees. (Complete as many entries as needed to report all persons).

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

Schedule A (Form 5500) 2023

Page 2 –

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

Schedule A (Form 5500) 2023

Page 3

Part II Investment and Annuity Contract Information

Where individual contracts are provided, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.

4 Current value of plan's interest under this contract in the general account at year end	4	
5 Current value of plan's interest under this contract in separate accounts at year end	5	

6 Contracts With Allocated Funds:**a** State the basis of premium rates ▶**b** Premiums paid to carrier**6b****c** Premiums due but unpaid at the end of the year**6c****d** If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, enter amount.
Specify nature of costs ▶**6d****e** Type of contract: (1) ☐ individual policies (2) ☐ group deferred annuity
(3) ☐ other (specify) ▶**f** If contract purchased, in whole or in part, to distribute benefits from a terminating plan, check here ▶ ☐**7 Contracts With Unallocated Funds (Do not include portions of these contracts maintained in separate accounts)****a** Type of contract: (1) ☐ deposit administration (2) ☐ immediate participation guarantee
(3) ☐ guaranteed investment (4) ☐ other ▶**b** Balance at the end of the previous year**7b****c** Additions: (1) Contributions deposited during the year**7c(1)**

(2) Dividends and credits

7c(2)

(3) Interest credited during the year

7c(3)

(4) Transferred from separate account

7c(4)

(5) Other (specify below)

7c(5)

▶

(6) Total additions

7c(6)**d** Total of balance and additions (add lines **7b** and **7c(6)**)**7d****e Deductions:**

(1) Disbursed from fund to pay benefits or purchase annuities during year

7e(1)

(2) Administration charge made by carrier

7e(2)

(3) Transferred to separate account

7e(3)

(4) Other (specify below)

7e(4)

▶

(5) Total deductions

7e(5)**f** Balance at the end of the current year (subtract line **7e(5)** from line **7d**)**7f**

Part III Welfare Benefit Contract Information

If more than one contract covers the same group of employees of the same employer(s) or members of the same employee organizations(s), the information may be combined for reporting purposes if such contracts are experience-rated as a unit. Where contracts cover individual employees, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.

8 Benefit and contract type (check all applicable boxes)

- | | | | |
|--|---|--|---|
| ☐ a Health (other than dental or vision) | ☐ b Dental | ☐ c Vision | ☐ d Life insurance |
| ☐ e Temporary disability (accident and sickness) | ☐ f Long-term disability | ☐ g Supplemental unemployment | ☐ h Prescription drug |
| ☐ i Stop loss (large deductible) | ☐ j HMO contract | ☐ k PPO contract | ☐ l Indemnity contract |
| ☒ m Other (specify) ▶ EMPLOYEE ASSISTANCE PROGRAM | | | |

9 Experience-rated contracts:

a Premiums: (1) Amount received	9a(1)	
(2) Increase (decrease) in amount due but unpaid	9a(2)	
(3) Increase (decrease) in unearned premium reserve	9a(3)	
(4) Earned ((1) + (2) - (3))	9a(4)	
b Benefit charges (1) Claims paid	9b(1)	
(2) Increase (decrease) in claim reserves	9b(2)	
(3) Incurred claims (add (1) and (2))	9b(3)	
(4) Claims charged	9b(4)	
c Remainder of premium: (1) Retention charges (on an accrual basis) --		
(A) Commissions	9c(1)(A)	
(B) Administrative service or other fees	9c(1)(B)	
(C) Other specific acquisition costs	9c(1)(C)	
(D) Other expenses	9c(1)(D)	
(E) Taxes	9c(1)(E)	
(F) Charges for risks or other contingencies	9c(1)(F)	
(G) Other retention charges	9c(1)(G)	
(H) Total retention	9c(1)(H)	
(2) Dividends or retroactive rate refunds. (These amounts were ☐ paid in cash, or ☐ credited.)	9c(2)	
d Status of policyholder reserves at end of year: (1) Amount held to provide benefits after retirement	9d(1)	
(2) Claim reserves	9d(2)	
(3) Other reserves	9d(3)	
e Dividends or retroactive rate refunds due. (Do not include amount entered in line 9c(2).)	9e	

10 Nonexperience-rated contracts:

a Total premiums or subscription charges paid to carrier	10a	3645
b If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, other than reported in Part I, line 2 above, report amount	10b	

Specify nature of costs.

Part IV Provision of Information

11 Did the insurance company fail to provide any information necessary to complete Schedule A? ☐ Yes ☒ No

12 If the answer to line 11 is "Yes," specify the information not provided. ▶

SCHEDULE A (Form 5500) Department of the Treasury Internal Revenue Service Department of Labor Employee Benefits Security Administration Pension Benefit Guaranty Corporation	Insurance Information This schedule is required to be filed under section 104 of the Employee Retirement Income Security Act of 1974 (ERISA). ▶ File as an attachment to Form 5500. ▶ Insurance companies are required to provide the information pursuant to ERISA section 103(a)(2).	OMB No. 1210-0110
		2023
		This Form is Open to Public Inspection

For calendar plan year 2023 or fiscal plan year beginning 04/01/2023 and ending 03/31/2024

A Name of plan LIFT COMMUNITY ACTION AGENCY, INC. BENEFIT PLAN	B Three-digit plan number (PN) ▶ 501
C Plan sponsor's name as shown on line 2a of Form 5500 LIFT COMMUNITY ACTION AGENCY, INC.	D Employer Identification Number (EIN) 73-0772321

Part I	Information Concerning Insurance Contract Coverage, Fees, and Commissions Provide information for each contract on a separate Schedule A. Individual contracts grouped as a unit in Parts II and III can be reported on a single Schedule A.
---------------	---

1 Coverage Information:

(a) Name of insurance carrier

AFLAC

(b) EIN	(c) NAIC code	(d) Contract or identification number	(e) Approximate number of persons covered at end of policy or contract year	Policy or contract year	
				(f) From	(g) To
82-2723296	60380	87762	162	04/01/2023	03/31/2024

2 Insurance fee and commission information. Enter the total fees and total commissions paid. List in line 3 the agents, brokers, and other persons in descending order of the amount paid.

(a) Total amount of commissions paid	(b) Total amount of fees paid
22246	874

3 Persons receiving commissions and fees. (Complete as many entries as needed to report all persons).

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

ELIZABETH L. WORTHY

PO BOX 1664
DURANT, OK 74702

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	
11618	550	FEES	3

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

KEVIN S. RIBERA

PO BO 502
BOKCHITO, OK 74726

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	
3118	145	FEES	3

For Paperwork Reduction Act Notice, see the Instructions for Form 5500.

Schedule A (Form 5500) 2023
v. 230728

Schedule A (Form 5500) 2023

Page 2 -

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

JOSHUA I. WORTHY

3700 NORTH CLASSEN BOULEVARD
SUITE 220
OKLAHOMA CITY, OK 73118

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	
2146	139	FEES	3

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

TONI KAY MILLS

194595 US HIGHWAY 271
ANTLERS, OK 74523

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	
1793			3

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

TIMOTHY WORTHY, JR. & OTHER AGENTS

2929 WEST MAIN STREET
DURANT, OK 74701

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	
1524			3

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

BRADLEY JOHN BOS

1809 WEST EVERGREEN STREET
DURANT, OK 74701

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	
1386			3

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

DAVID E. ESTEP

PO BOX 1017
HUGO, OK 74743

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	
660	40	FEES	3

Part II Investment and Annuity Contract Information

Where individual contracts are provided, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.

4 Current value of plan's interest under this contract in the general account at year end **4**

5 Current value of plan's interest under this contract in separate accounts at year end **5**

6 Contracts With Allocated Funds:

a State the basis of premium rates ▶

b Premiums paid to carrier **6b**

c Premiums due but unpaid at the end of the year **6c**

d If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, enter amount. **6d**
Specify nature of costs ▶

e Type of contract: (1) ☐ individual policies (2) ☐ group deferred annuity

(3) ☐ other (specify) ▶

f If contract purchased, in whole or in part, to distribute benefits from a terminating plan, check here ▶ ☐

7 Contracts With Unallocated Funds (Do not include portions of these contracts maintained in separate accounts)

a Type of contract: (1) ☐ deposit administration (2) ☐ immediate participation guarantee

(3) ☐ guaranteed investment (4) ☐ other ▶

b Balance at the end of the previous year **7b**

c Additions: (1) Contributions deposited during the year **7c(1)**
(2) Dividends and credits **7c(2)**
(3) Interest credited during the year **7c(3)**
(4) Transferred from separate account **7c(4)**
(5) Other (specify below) **7c(5)**
▶

(6) Total additions **7c(6)**

d Total of balance and additions (add lines **7b** and **7c(6)**). **7d**

e Deductions:

(1) Disbursed from fund to pay benefits or purchase annuities during year **7e(1)**

(2) Administration charge made by carrier **7e(2)**

(3) Transferred to separate account **7e(3)**

(4) Other (specify below) **7e(4)**
▶

(5) Total deductions **7e(5)**

f Balance at the end of the current year (subtract line **7e(5)** from line **7d**) **7f**

Part III Welfare Benefit Contract Information

If more than one contract covers the same group of employees of the same employer(s) or members of the same employee organizations(s), the information may be combined for reporting purposes if such contracts are experience-rated as a unit. Where contracts cover individual employees, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.

8 Benefit and contract type (check all applicable boxes)

- a** ☐ Health (other than dental or vision) **b** ☐ Dental **c** ☐ Vision **d** ☒ Life insurance
e ☒ Temporary disability (accident and sickness) **f** ☐ Long-term disability **g** ☐ Supplemental unemployment **h** ☐ Prescription drug
i ☐ Stop loss (large deductible) **j** ☐ HMO contract **k** ☐ PPO contract **l** ☐ Indemnity contract
m ☒ Other (specify) ▶ ACCIDENT, CRITICAL ILLNESS, HOSPITAL, CANCER

9 Experience-rated contracts:

a Premiums: (1) Amount received	9a(1)	
(2) Increase (decrease) in amount due but unpaid.....	9a(2)	
(3) Increase (decrease) in unearned premium reserve	9a(3)	
(4) Earned ((1) + (2) - (3)).....	9a(4)	
b Benefit charges (1) Claims paid.....	9b(1)	
(2) Increase (decrease) in claim reserves	9b(2)	
(3) Incurred claims (add (1) and (2)).....	9b(3)	
(4) Claims charged	9b(4)	
c Remainder of premium: (1) Retention charges (on an accrual basis) --		
(A) Commissions	9c(1)(A)	
(B) Administrative service or other fees	9c(1)(B)	
(C) Other specific acquisition costs	9c(1)(C)	
(D) Other expenses	9c(1)(D)	
(E) Taxes	9c(1)(E)	
(F) Charges for risks or other contingencies.....	9c(1)(F)	
(G) Other retention charges	9c(1)(G)	
(H) Total retention	9c(1)(H)	
(2) Dividends or retroactive rate refunds. (These amounts were ☐ paid in cash, or ☐ credited.).....	9c(2)	
d Status of policyholder reserves at end of year: (1) Amount held to provide benefits after retirement	9d(1)	
(2) Claim reserves	9d(2)	
(3) Other reserves.....	9d(3)	
e Dividends or retroactive rate refunds due. (Do not include amount entered in line 9c(2).)	9e	

10 Nonexperience-rated contracts:

a Total premiums or subscription charges paid to carrier.....	10a	116786
b If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, other than reported in Part I, line 2 above, report amount..... Specify nature of costs.	10b	

Part IV Provision of Information

11 Did the insurance company fail to provide any information necessary to complete Schedule A?..... ☐ Yes ☒ No

12 If the answer to line 11 is "Yes," specify the information not provided. ▶

Carriers' Schedules



I have reviewed the Carrier Schedules.

The following document(s) are the Schedules from the Carrier(s) of the Plan Sponsor's ERISA Plan.

These documents represent a snap shot taken on the last day of the policy period per the Carriers' systems. The data was copied and placed into the Plan Sponsor's 5500 report.

Please note: If the data was altered in any way, the liability of the data will no longer rest on the Carrier; instead, it would rest upon the Plan Sponsor/Plan Administrator.

Disclaimer: Wrangle, LLC as well as its employees and affiliates do not offer legal and accounting consultation and services. Information relayed through Wrangle-produced materials serves to provide general information only; whether expressed or implied it is not intended to constitute legal or other advice or opinions on any specific matters and is not intended to replace the advice of a qualified attorney, accountant, or other professional advisor. Wrangle applies its best effort to provide accurate and complete results and provides its service in accordance with the ERISA rules that govern Form 5500 completion. This email may contain information that is confidential. Any use, disclosure, distribution, or duplication by anyone other than an intended recipient is prohibited. This email may include the use of links to a third-party's website, and the use of these links is done at your own discretion and risk.

**FORM 5500 INFORMATION**

Customer Name: Lift Community Action Agency
Financial Arrangement: Prospective Prem
Coverage Period: 04/01/2023 through 03/31/2024

Customer Account Number: 193742

**1. APPROXIMATE NUMBER OF PERSONS COVERED AT END OF
POLICY OR CONTRACT PERIOD:**

Medical 169

2. EXPERIENCE RATED CONTRACTS

Premiums:	Amount billed	\$0.00	
	Amount due but unpaid	\$0.00	
	Total Premiums earned		\$0.00
Benefit Charges:	Net Claims paid*	\$0.00	
	Change in claim reserves	\$0.00	
	Change in other reserves	\$0.00	
	Physician Service Fees	\$0.00	
	Total Claims paid		\$0.00
Remainder Of Premium:	Commissions	\$0.00	
	Service fees	\$0.00	
	Drug Rebate Credits	\$0.00	
	Administrative expenses	\$0.00	
	Illinois Access Fees	\$0.00	
	Other (Interest credit)	\$0.00	
	Total Retention		\$0.00
Experience or retroactive rate refunds			\$0.00
Status of Policyholder Reserves at End of Year:	Amount held for benefits after retirement		\$0.00
	Claim reserves		\$0.00
	Other reserves		\$0.00

3. NON EXPERIENCE RATED CONTRACTS

Total Premiums earned \$1,230,056.03

4. COMMISSIONS AND CONSULTANT SERVICE FEES

Name Of Recipient	Amount Paid a. Base Commissions **	Amount Paid b. Other Commissions ***	Amount Paid c. Special Programs ****
-------------------	---------------------------------------	---	---

STATEMENT PREPARED BY HEALTH CARE SERVICE CORPORATION

05/21/2024

Blue Cross and Blue Shield of Oklahoma, A Division of Health Care Service Corporation, a Mutual Legal Reserve Company,
an Independent Licensee of the Blue Cross and Blue Shield Association

*Based on the terms and conditions specified in the Agreement between the Contract Holder and HCSC.

**Base commissions paid on your contract.

***Other fees/commissions paid on your contract or policy such as consulting fees or General Agent commissions.

****Amounts based on producer's/consultant's block of business. If calculation exceeds program's defined fixed limit: the capped payment is allocated 1) between new sales and retention, based on corresponding proportions of uncapped payment (if applicable) and 2) to the account, based on account's uncapped payment as a percentage of total block uncapped payment. If block payment falls within program's fixed dollar limit and is based on a graded per employee schedule, account amount is calculated based on processing order subject to any account fixed limit. Resulting figures are combined with other special program defined payments (such as flat amount per head, percent of premium, or per account not subject to block fixed limit).

The settlement applies to the group numbers referenced on the Benefit Program Application and may include canceled group numbers if applicable.

NOTE: The above information is provided from business records of BCBSOK maintained in the ordinary course of BCBSOK's business to assist the plan administrator in complying with certain reporting requirements for Form(s) 5500. BCBSOK certifies that this information is accurate and complete to the best of its knowledge and belief.

The amounts shown in sections 4b and 4c do not directly impact your overall premium and administrative fees.

FEIN (Federal Employer Identification Number): 36-1236610

FORM 5500 SUPPLEMENTAL INFORMATION REPORT

Date: 6/6/24

Group Customer Name: LIFT COMMUNITY ACTION AGENCY

Account Number: 193742

Reporting Period: 2023

HCSC:
FEIN (Federal Employer Identification Number): 36 – 1236610
NAIC Company Code: 70670

Table of Indirect Non-Monetary Compensation

Provided By:	Estimated Value:*	Purpose:	Provided To:	Address: Line 1	Address: Line 2	City	State:	Zip:
HCSC	\$ 4.70	Miscellaneous gifts, meals, entertainment and meetings	LIFT COMMUNITY ACTION AGENCY	209 N. 4TH ST		HUGO	OK	74743-3809
HCSC	\$ 0.78	Miscellaneous gifts, meals, entertainment and meetings	DIGITAL INSURANCE LLC	200 GALLERIA PARKWAY	SUITE 1950	ATLANTA	GA	30339
HCSC	\$ 5.28	Miscellaneous gifts, meals, entertainment and meetings	GALLAGHER BENEFIT SERVICES INC	4622 PENNSYLVANIA AVE	STE 920	KANSAS CITY	MO	64112

* The non-monetary compensation in the form of meals, entertainment, gifts and meetings provided by Health Care Service Corporation including Dental Network of America, Inc. to Group Customers and Producers in relation to Group Customer business was estimated as the sum of:

1) The 2023 calendar year expenses provided by Dental Network of America to that Group Customer or a Producer associated with that Group Customer. Producer expenses that relate to the Producer's total Group Customer business were allocated based on the weighted amount that the Group Customer's number of subscribers represented to the Producer's total Group Customer business number of subscribers. Any amounts provided by Dental Networks of America, Inc. were added to the HCSC estimate described below.

2) The 2023 calendar year expenses provided by HCSC. Expenses with unit values greater than or equal to \$10 for meals, entertainment, gifts, and meetings were allocated to Group Customers and Producers based on the type of recipient and split by line of business (small group, large group, national accounts, government, etc.). For each line of business the expense amount was divided by the total number of subscribers to develop a Group Customer and Producer estimate factor. The estimate factor was then multiplied by the number of subscribers for each Group Customer to determine the estimated non-monetary compensation provided by HCSC to the Group Customer and the Producers associated with that Group Customer. In the event that more than one Producer was associated with the Group Customer during the calendar year, the Producer estimate amount was equally allocated to each Producer when the producers were active for the same number of subscriber months. For expenses where the recipient type was unknown, they were prorated between Group Customer and Producer based on the resulting allocation of expenses where the recipient type was known.

Meetings with a unit value per attendee that exceeded \$500 for Group Customers were considered of high value and evaluated separately for purposes of the estimate factors. These expenses were reviewed to determine the specific Group Customer to which the expense related and added to that specific Group Customer's estimate. Meals, entertainment, and gifts with a unit value per recipient that exceeded \$350 for Group Customers were considered of high value and evaluated separately for purposes of the estimate factors. These expenses were reviewed to determine the specific Group Customer to which the expense related and was added to that specific Group Customer's estimate.

PLEASE NOTE: The amounts allocated above may be more or less than the amount actually provided and, in fact, the amount of indirect non-monetary compensation actually provided to the Group Customer or Producer could be as little as \$0.00.



BlueCross BlueShield of Oklahoma

701 E. 22nd Street, Suite 300 – Lombard, IL 60148

Insurance Information for SCHEDULE A (Form 5500)Name of Plan: **LIFT COMMUNITY ACTION AGENCY, INC.**Name of Carrier: **Dearborn Life Insurance Company**Tax ID: **36-2598882**NAIC Company Code: **71129**Group Number(s) **F026448**

Account Number:

Report Period: **From: 4/1/2023 To: 3/31/2024**

Approximate Number of Persons covered at the end of the Reporting Period

247

Insured Welfare Plans - Premium Earned During Report Period

[This Policy is classified as a Non Experience rated Contract.]

Type of Coverage	Premium
<u>ADD</u>	<u>6,486.07</u>
<u>ADDSUP1</u>	<u>879.58</u>
<u>ADDSUPC</u>	<u>78.00</u>
<u>ADDSUPS</u>	<u>206.70</u>
<u>DEPSUPC</u>	<u>612.00</u>
<u>DEPSUPS</u>	<u>5,028.72</u>
<u>LIFE</u>	<u>24,322.42</u>
<u>LIFSUP1</u>	<u>15,796.23</u>
<u>LTDVOL</u>	<u>5,357.20</u>
<u>VISV</u>	<u>19,581.83</u>
Total Premium:	\$78,348.75

Insurance Fees and Commissions

Name and Address of each Broker, Agent or Agency Receiving Compensation	Sales Commission	Additional Compensation
GALLAGHER BENEFIT SERVICES PO BOX 3009 ARLINGTON HEIGHTS IL 60006	8,678.34	0.00
DIGITAL INSURANCE INC 200 GALLERIA PKWY, STE 1950 ATLANTA GA 30339	0.00	2,853.32

Statement prepared by Dearborn Life Insurance Company

Date 6/21/2024

NOTE: The above information is provided from business records of Dearborn Life Insurance Company obtained in the ordinary course of Dearborn Life Insurance Company's business to assist the plan administrator in complying with certain plan reporting requirements for Schedule A or C of Form 5500. Dearborn Life Insurance Company certifies that this information is accurate and complete to its knowledge and belief.

(1) **Sales Commissions** includes basic commission paid as a percent of premium on your policy;

(2) **Additional Compensation** could include, but is not limited to, incentive plan payouts, overrides, third party administration fees and non-cash compensation. Such as gifts, meals, entertainment and meetings. If applicable, this compensation is determined based on premium and/or persistency levels. This additional compensation is allocated to your policy based on its percentage relationship to all premium and/or standard commissions generated by the receiving entity.

Please note, even though the Additional Compensation may be associated with your policy for reporting purposes, the expenses associated with incentive payments and non-cash compensation are not allocated on the same basis in setting premium rates for your policy.



SCHEDULE A (FORM 5500) INFORMATION
DDPO TAX ID# 23-7322578
DDPO NAIC # 53937

GROUP NAME: LIFT COMMUNITY ACTION AGENCY, INC.
209 N 4TH ST
HUGO, OK 74743
ATTN: BECKY REYNOLDS

GROUP CONTRACT NUMBER: 4031

BROKER NAME: GALLAGHER BENEFIT SERVICES INC.
04/01/2023 - CURRENT 1300 S MAIN ST
TULSA, OK 74119
ATTN: KATHERINE KNAPP

01/01/2023 - 03/31/2023 DIGITAL INSURANCE AGENCY, INC.
200 GALLERIA PARKWAY SUITE 1950
ATLANTA, GA 30339
ATTN: CRYSTAL BLACK

NUMBER OF PERSONS COVERED: 117

CONTRACT PERIOD: 04/01/2023 - 03/31/2024

TYPE OF BENEFIT: DENTAL

PREMIUM RATE:
EMPLOYEE ONLY \$28.98
EMPLOYEE & FAMILY \$76.28

BILLED PREMIUM: \$52,187.12

CLAIMS PAID: \$35,222.22

COMMISSIONS PAID:
GALLAGHER BENEFIT SERVICES IN \$3,131.23
DIGITAL INSURANCE AGENCY, INC. \$0.00

CLAIMS RESERVES INC/DEC: \$1,056.67

ADMINISTRATION FEES: \$3,548.26

UNDERWRITING DEPARTMENT
Confidential



CommunityCare™

Data for Schedule A (Form 5500)

Note: Do not send this form to the federal government. Data from this form is to be transcribed onto the Form 5500 as required.

Group Name:	LIFT CAA EAP
Contract or Identification Number:	LITTLE DIXIE
Approximate # of Persons Covered at End of Policy:	274
Policy/Contract Year:	April 01, 2023 thru March 31, 2024
Total Premiums Paid:	\$3,644.55-(\$0.00)=\$3,644.55
Broker Name and Address:	
Service Fee Paid to Broker by CommunityCare HMO:	\$0.00

CommunityCare HMO is a fully insured health plan

EIN#: 73-1433979

NAIC CODE: 10001

*Amounts provided under the "Commissions Paid" column include all earned commission paid on all lines of business relative to your account during this reporting period.

**Amounts provided under the "Fees Paid" column include the total value of any fees, awards, prizes, bonuses or other forms of non-monetary compensation paid relative to your account. These amounts are calculated based on a calendar year. Some bonuses, fees, and contests are paid based on the aggregate amount of sales for all accounts throughout the calendar year. To determine the value of these items relative to your account, the amount of sales for your account is divided by the total amount of sales during the reporting period. This percentage is then multiplied by the value of the bonus, fee or contest.

SCHEDULE A EARNINGS REPORT		
Group Number	Total Premium Collected	Group Covered Count
87762	\$116,785.54	162
Group Address		Name of Insurance Carrier
LIFT CAA		AFLAC
ATTN ADINA HILL		1932 WYNNTON ROAD
209 N 4TH ST		COLUMBUS, GA 31999
HUGO, OK 74743		PLAN YEAR 04/01/2023 to 03/31/2024
CONTRACT NUMBER		NAIC CODE
82-2723296		60380
Agent Address Block w/ Full Name	Commissions Paid	Fees Paid
ELIZABETH L WORTHY PO BOX 1664 DURANT, OK 74702	\$11,618.14	\$549.76
KEVIN S RIBERA PO BOX 502 BOKCHITO, OK 74726	\$3,118.21	\$144.74
JOSHUA I WORTHY 3700 N CLASSEN BLVD STE 220 OKLAHOMA CITY, OK 73118	\$2,145.97	\$139.30
TONI KAY MILLS 194595 US HIGHWAY 271 ANTLERS, OK 74523	\$1,792.91	\$0.00
BRADLEY JOHN BOS 1809 W EVERGREEN ST DURANT, OK 74701	\$1,386.05	\$0.00

DAVID E ESTEP PO BOX 1017 HUGO, OK 74743	\$660.24	\$40.03
TIMOTHY W WORTHY JR 2929 W MAIN ST DURANT, OK 74701	\$561.84	\$0.00
HOLLY J FRED 562 E 2060 RD BOSWELL, OK 74727	\$359.75	\$0.00
TIMOTHY W WORTHY 2929 W MAIN ST DURANT, OK 74701	\$128.29	\$0.00
JAMES LEE SWINK 355 ROLLING WOOD HILLS DR DURANT, OK 74701	\$122.46	\$0.00
- JOHN A WILLIAMS COMPANY INC 20316 N COUNTY ROAD 3240 PAULS VALLEY, OK 73075	\$69.89	\$0.00
AIMIE ELLEN SHERIFF 9588 TEXOMA PARK RD KINGSTON, OK 73439	\$42.67	\$0.00
BILL G DUNCAN 3883 TERRACE HILLS CT PIEDMONT, OK 73078	\$41.47	\$0.00
HEATHER HAMMER 208 FANNIE MAE DR BROKEN BOW, OK 74728	\$40.07	\$0.00
DAVID H JOHNSON 3377 BRYAN RD DURANT, OK 74701	\$28.44	\$0.00
CHARLES E CABANISS 1420 S SEVEN SPRINGS RD TISHOMINGO, OK 73460	\$18.00	\$0.00
F WADE ALLEN 3616 FAR WEST BLVD # 117303 AUSTIN, TX 78731	\$16.50	\$0.00
RICHARD C DEFALCO 4704 CRYSTAL LAKE RD NORMAN, OK 73072	\$15.36	\$0.00
LARRY D DENNY PO BOX 306 WETUMKA, OK 74883	\$14.54	\$0.00
FLOYD W ALLEN JR 7504 S ELM AVE BROKEN ARROW, OK 74011	\$10.45	\$0.00

REBECCA ELLIOTT 677 ROSS RD BROKEN BOW, OK 74728	\$7.81	\$0.00
HARVEY L JACKS 3111 VENICE CT NORMAN, OK 73071	\$7.56	\$0.00
JACY COUTURE 4616 GLOVER GOLDEN RD BROKEN BOW, OK 74728	\$7.56	\$0.00
RAYMOND M WYLIE 10734 ERIN VALE AVE BATON ROUGE, LA 70810	\$5.76	\$0.00
LESTER RAY BLACKSHEAR 9192 SE 168TH COOK PL THE VILLAGES, FL 32162	\$5.16	\$0.00
HAL W MOFFATT 1221 LAMPLIGHTER LN EDMOND, OK 73034	\$4.58	\$0.00
JAMES D GRACE 4401 HIGHLAND HILLS DR NORMAN, OK 73026	\$4.32	\$0.00
JARRELL K PRENTICE 1113 EAST DR EDMOND, OK 73034	\$3.87	\$0.00
JOSHUA L JACKS 23291 LEWKIE LN PURCELL, OK 73080	\$3.72	\$0.00
STEPHEN W SIMPSON 540 CELTIC CT EDMOND, OK 73025	\$1.68	\$0.00
SHANE M OWEN 8413 NW 106TH ST OKLAHOMA CITY, OK 73162	\$0.96	\$0.00
JOSHUA C ROLAN 704 SEMINOLE DR PAULS VALLEY, OK 73075	\$0.72	\$0.00
PAUL B BROUCHOUD 604 MARK DR DEL CITY, OK 73115	\$0.72	\$0.00
Sum:	\$22,245.67	\$873.83

The Summary Annual Report...SAR

^{DS}
BR I have reviewed the SAR.

The Summary Annual Report, also known by its acronym, the SAR, is, generally speaking, a one-page summary of the ERISA Plan's Form 5500 report. ERISA mandates for the SAR to be distributed to Plan Participants within two months from the Form 5500's due date (the SAR is not required to be issued if the plan is 100% self-funded such as a Health FSA plan).

The SAR's purpose is to inform the Plan Participants of the carriers and the policies included within the Form 5500 report. Additionally, funding is noted as well as the financials including the total premium spent and the claim total, if applicable.

Disclaimer: Wrangle, LLC as well as its employees and affiliates do not offer legal and accounting consultation and services. Information relayed through Wrangle-produced materials serves to provide general information only; whether expressed or implied it is not intended to constitute legal or other advice or opinions on any specific matters and is not intended to replace the advice of a qualified attorney, accountant, or other professional advisor. Wrangle applies its best effort to provide accurate and complete results and provides its service in accordance with the ERISA rules that govern Form 5500 completion. This email may contain information that is confidential. Any use, disclosure, distribution, or duplication by anyone other than an intended recipient is prohibited. This email may include the use of links to a third-party's website, and the use of these links is done at your own discretion and risk.

SUMMARY ANNUAL REPORT

For Lift Community Action Agency, Inc. Benefit Plan

This is a summary of the annual report of the Lift Community Action Agency, Inc. Benefit Plan, EIN 73-0772321, Plan No. 501, for period 04/01/2023 through 03/31/2024. The annual report has been filed with the Employee Benefits Security Administration, U.S. Department of Labor, as required under the Employee Retirement Income Security Act of 1974 (ERISA).

Insurance Information

The plan has contracts with Bluecross Blueshield of Oklahoma, Dearborn Life Insurance Company, Delta Dental of Oklahoma, CommunityCare HMO, and Aflac to pay Medical, Dental, Vision, Life Insurance, Short-term Disability, Long-term Disability, Accidental Death and Dismemberment, Employee Assistance Program, Accident, Cancer, Critical Illness, and Hospital claims incurred under the terms of the plan. The total premiums paid for the plan year ending 03/31/2024 were \$1,481,022.

Because they are so called "experience-rated" contracts, the premium costs are affected by, among other things, the number and size of claims. Of the total insurance premiums paid for the plan year ending 03/31/2024, the premiums paid under such "experience-rated" contracts were \$52,187 and the total of all benefit claims paid under these contracts during the plan year was \$36,279.

Your Rights To Additional Information

You have the right to receive a copy of the full annual report, or any part thereof, on request. The items listed below are included in that report:

- insurance information, including sales commissions paid by insurance carriers;

To obtain a copy of the full annual report, or any part thereof, write or call the office of Lift Community Action Agency, Inc. at 209 North 4th Street, Hugo, OK, 74743 or by telephone at 580-326-3351.

You also have the legally protected right to examine the annual report at the main office of the plan (Lift Community Action Agency, Inc., 209 North 4th Street, Hugo, OK, 74743) and at the U.S. Department of Labor in Washington, D.C., or to obtain a copy from the U.S. Department of Labor upon payment of copying costs. Requests to the Department should be addressed to: Public Disclosure Room, Room N1513, Employee Benefits Security Administration, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

Paperwork Reduction Act Statement

According to the Paperwork Reduction Act of 1995 (Pub. L. 104-13) (PRA), no persons are required to respond to a collection of information unless such collection displays a valid Office of Management and Budget (OMB) control number. The Department notes that a Federal agency cannot conduct or sponsor a collection of information unless it is approved by OMB under the PRA, and displays a currently valid OMB control number, and the public is not required to respond to a collection of information unless it displays a currently valid OMB control number. See 44 U.S.C. 3507. Also, notwithstanding any other provisions of law, no person shall be subject to penalty for failing to comply with a collection of information if the collection of information does not display a currently valid OMB control number. See 44 U.S.C. 3512.

The public reporting burden for this collection of information is estimated to average less than one minute per notice (approximately 3 hours and 11 minutes per plan). Interested parties are encouraged to send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Office of the Chief Information Officer, Attention: Departmental Clearance Officer, 200 Constitution Avenue, N.W., Room N-1301, Washington, DC 20210 or email DOL_PRA_PUBLIC@dol.gov and reference the OMB Control Number 1210-0040.

OMB Control Number 1210-0040 (expires 03/31/2026)

Self-Assessment 2023-2024

Discoveries:	Recommendations:	Completed:
Enrollment in the Early Head Start-Child Care and Head Start programs has not met funded enrollment.	Outreach Specialist analyzes social media data to confirm targeted outreach campaigns are working and reaching the appropriate audiences.	Complete
	Expand scholarship opportunities.	Complete
	Discuss under-enrollment with the regional office.	Complete
	Submit change of scopes for HS/EHS and EHS-CC.	Complete
Program has analyzed tracking reports to fortify efforts in maintaining exact data trends.	Add check box that indicates if volunteers are “father figures” in a child’s life.	Complete
	Child plus features added and or modified to increase data efficiency when entered into modules.	Complete
	Education team extracts data from Child Plus prior to entering on-site folder checks.	Complete
	An updated “One Drive” system will be implemented for staff to receive the most accurate and up to date forms instantly.	Complete

Program will continue to streamline health and safety practices at every opportunity.	Nutrition staff will utilize additional tracking modalities when logging food allergies and special dietary needs. Hire Christy Roberts, Conscious Discipline trainer, during EHS/EHC-CC June 2024 In-Service. Ms. Roberts speaks to the causes of children biting, thus increasing staff awareness and resources in decreasing incidents of biting.	Complete Complete
Expand resources when assisting staff in obtaining CDA credentials.	Staff will be spoken with at orientation about a plan for obtaining credentials required for their positions. Professional Development Specialist will strategize efforts to implement more time in-person assisting staff with CDA courses and or any resources needed to obtain credentials.	Complete Complete

LIFT CASA Program Goals

Goal #1: To increase the capacity of qualified, trained, dependable staff to manage growth, maintain program quality, and support program volunteers and cases.

Goal #2: To educate the community on their responsibility to abused and neglected children, as well as enhance recruitment efforts to gain additional new volunteers and increase program diversity.

Goal #3: To increase the total number of CASA volunteers available for court appointment to deprived cases.

Goal #4: Provide volunteer support to achieve high retention rates of volunteers.

Goal #5: To increase the number of cases served by a CASA volunteer.

Goal #6: To improve overall program capacity to appropriately respond to the needs of abused and neglected children within Choctaw, McCurtain, and Pushmataha Counties.

Victim Advocacy Services Program Goals

Goal #1: To enhance and more efficiently deliver appropriate services to crime victims and their families in Choctaw, McCurtain, and Pushmataha Counties, in order to meet their emotional/mental health and physical needs, as well as ensure victim safety and security.

Goal #2: To raise victim, Provider, and community awareness of crime victims' services, rights, and resources available in Choctaw, McCurtain, and Pushmataha Counties.

Goal #3: To enhance collaboration and accountability among victim service providers within Choctaw, McCurtain, and Pushmataha Counties.

Safe Place Healing Hearts Program Goals

The overall aim of the Safe Place Healing Hearts Program will be to enhance the safety of rural victims of sexual assault, domestic violence, dating violence, and stalking. To accomplish this, the project will work towards the goal of expanding and more efficiently delivering appropriate services to victims of sexual assault, domestic violence, dating violence, and stalking in Choctaw, McCurtain, and Pushmataha Counties, in order to meet their emotional and physical needs, as well as ensure victim safety and security. Secondly, the project will work towards the goal of enhancing collaboration between and building the capacity of service providers in the target rural communities to appropriately respond to, improve the rate of prosecution, coordinate service delivery, and assist victims in cases of domestic violence, dating violence, sexual assault, and stalking.

Safe Place Healing Hearts Too Program Goals

The overall aim of Safe Place Healing Hearts Too will be to support comprehensive, community-based efforts to address the needs of children impacted by domestic violence, dating violence, sexual assault, and stalking in southeast Oklahoma. To accomplish this, the project will work towards the goal of developing, expanding and strengthening prevention strategies, intervention services and treatment targeting children ages 0-10 years who are victims of and/or exposed to domestic violence, dating violence, sexual assault, and stalking in Choctaw, McCurtain, and Pushmataha Counties. The project will work towards another goal of supporting a coordinated community response, by enhancing collaboration between and building the capacity of service providers in the target counties to appropriately respond to and assist child victims or those exposed to domestic violence, dating violence, sexual assault, and stalking.

LIFT Community Action Agency, Inc.

209 N 4th Hugo, OK 74743 | 580-326-3351 | www.liftca.org

Victim Services Programs Policies and Procedures Manual



**APPROVED BY THE BOARD OF DIRECTORS
July 9, 2024**

David Hawkins, Board Chairman

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.

The purpose of this Policies and Procedures Manual is to establish operating procedures that are standard throughout LIFT Community Action Agency's Victim Services Programs (hereafter referred to as LIFT CAA), to protect the employees and to preserve the integrity of the programs. This manual shall serve as one document to be used by all persons. As the agency grows, it may become necessary to amend the plan. When this occurs, staff members will be informed of the amendments. It is the responsibility of each Victim Services Program employee, volunteer, and LIFT CAA Board Member to read this manual and to become familiar with the provisions.

MISSION

The mission of LIFT CAA's Victim Services Programs is to provide relief and support for persons who have suffered physical or emotional abuse as a result of domestic violence, sexual assault, and stalking; to empower those who have lived in violent relationships and those who are survivors of sexual assault and stalking by utilizing the concepts of individual worth, choice, self-determination and independence; to assist those persons to utilize community resources for the establishment of healthy familial relationships and self-growth; to eradicate the myths and ignorance by enlightening and educating the communities served; and to advocate unceasingly for a non-violent society. In accordance with this mission, LIFT CAA serves and is served by persons of all age, economic, ethnic, lifestyle, racial, religious and social groups.

The mission of the LIFT CAA's Court Appointed Special Advocates (CASA) Program is to provide a volunteer to serve as advocate for every abused or deprived child who comes before our District Court. A further mission of the CASA program is to raise community awareness of the needs of abused children, and to develop ways the community can participate in meeting those needs.

Philosophy

The philosophy for service provision for victims of domestic violence, sexual assault is that: All persons have the right to live without fear, abuse, oppression, violence, and child abuse. There should be equality in relationships and survivors of domestic violence, sexual assault and stalking should be helped to assume power over their own lives. Survivors should be treated with dignity and respect; all people involved in violent crimes are affected – victims, children, families, partners, friends, the community, and perpetrators. Offending is a choice, and perpetrators of domestic violence, sexual assault and stalking are solely responsible for their behavior, and they should be held accountable for their behavior. A coordinated community response is the best approach to eliminating domestic violence, sexual assault and stalking in Oklahoma; intervention and services shall be based upon the safety and well-being of individuals and communities. Services shall be provided in a non-judgmental, voluntary, non-coercive manner and take place in a safe, trauma-informed environment. Services should encourage self-determination, autonomy, physical and emotional safety, and provide information that will enable independence. Services shall respect cultural diversity by recognizing the spectrum of differences that exists among groups of people with definable and unique cultural backgrounds. Services shall be delivered from an approach that recognizes the impact of trauma and acknowledges the role of trauma in the lives of victims/survivors and their dependents.

LIFT CAA VICTIM SERVICES PROGRAMS

I. CORE SERVICES

- a. It is the policy of LIFT CAA's Victim Services Programs to serve residential and non-residential victims of domestic violence, sexual assault, and stalking, and their dependents or family members. The Court Appointed Special Advocates (CASA) Program utilizes trained volunteers to be the voice of children (from birth to age 18) who have been victims of abuse and/or neglect. The Safe Place Healing Hearts Program directly serves and works to enhance the safety of rural victims of sexual assault, domestic violence, dating violence, and stalking. The Victim Advocacy Services Program provides direct, supportive services to all types of victims, including domestic violence and/or sexual assault. All aspects of the service components within these programs are completed through the work of agency staff and volunteers, as detailed in this Manual.
- b. LIFT CAA shall provide safe, accessible, and trauma-informed services for victims of domestic violence, sexual assault, and stalking, and their dependents or family members.
- c. LIFT CAA shall have a philosophy of service provision based upon voluntary services and individual self-determination. The written statement of the philosophy of services shall be approved by the governing Board of Directors and made available to the community, staff, volunteers and clients.
- d. LIFT CAA shall have policies and procedures to maintain facilities, staffing, and operational methods, including a policy for recruitment of board members, staff and volunteers who are representative of diversity in the local community and of clients served.
- e. LIFT CAA shall provide sexual assault services.
- f. LIFT CAA shall offer crisis intervention services (see Section II).
- g. LIFT CAA shall offer danger assessment, safety planning, counseling or support, support groups, and advocacy in a trauma-informed environment.
- h. LIFT CAA shall maintain an atmosphere of and offer services that are free from all forms of unlawful discrimination based on race, gender, religion, color, age, national origin, and/or disability (i.e., physical, mental illness, and substance abuse). Services to immigrant women will not be denied or diminished on the basis of immigration status.
- i. LIFT CAA shall provide public education to increase the community's awareness and understanding of domestic violence, sexual assault and stalking, available and needed resources, and to identify the role community can play in eliminating domestic violence, sexual assault, and stalking.
- j. The programs, in compliance with 75:15-9-2 Program Management, shall maintain written policies procedures which describe each program service component, the rules clients are expected to follow for each component, and staff or volunteer duties. Policies shall include but not be limited to: physical punishment of children shall not be allowed; length of stay limitations (if any); and participation in housekeeping, food preparation or other activities (if applicable). Rules shall be visibly posted in client areas. Clients shall be given a copy of program rules and the provision of such shall be documented in the client record. The programs shall

have a written policy of the intent to comply with the Americans with Disabilities Act of 1990. Compliance with 75:15-9-2 shall be determined by a review of the program's written policy and procedures rules; client interviews/record documentation, and on-site observation.

II. CRISIS INTERVENTION SERVICES

LIFT CAA shall offer trauma-informed crisis intervention services, to include the following:

- a. Crisis telephone services staffed twenty-four (24) hours per day by trained staff or volunteers, and 24-hour immediate, direct access to crisis advocates. Pagers, answering machines or answering services shall not be used.
- b. Emergency housing such as hotel or motel available for victims and their dependent(s).
- c. Arrangement for safe shelter, food, clothing, and incidentals as needed by victims and dependents.
- d. Twenty-four (24) hour emergency transportation or access to transportation for necessary and emergency services (i.e. shelter, to and from SANE exams, etc.). This provision shall not require service providers to be placed in a situation that could result in injury.
- e. Cooperation with law enforcement to offer assistance to the victim and accompanying dependent(s). LIFT CAA will ensure victims are educated about participating in the legal prosecution of their offender and that an appropriate release or waiver may be necessary.
- f. Provision of advocacy and referral to assist victims in obtaining needed services or resources.
- g. Foreign language interpretation.
- h. Follow-up services to all victims, if victim safety is not compromised. Clients who give permission for follow-up services will be contacted within two (2) weeks of initial contact.
- i. Group and/or individual counseling or support services, made available before or after normal business hours (8 am to 5 pm), if needed by clients. These services shall minimally offer the following:
 - 1) A facility with offices, and individual and group counseling space to offer services.
 - 2) Advocacy services, both in person and by telephone, either in the locations of other community services and systems, or in the program's offices. Other locations include, but are not limited to, those necessary to provide court advocacy services to clients.
 - 3) Service approaches shall focus on the empowerment of victims to access needed resources and to make healthy and safe decisions for themselves and dependents.
- j. LIFT CAA shall maintain at a minimum the following client resources:
 - 1) Service agreements with community service providers for client services, which shall be renewed every three (3) years; if unable to establish a service agreement, attempts shall be documented;
 - 2) A resource document of local, area, or state resources to facilitate referrals for clients;
 - 3) An updated list of identified behavioral health professionals in the community who treat clients with related trauma and need mental health or substance abuse services, since LIFT CAA does not have a behavioral health professional on staff.

III. SEXUAL ASSAULT SERVICES

- a. LIFT CAA is and shall continue to serve as an active member of the Sexual Assault Response Team/Coordinated Community Response Team in each county of its service area (Choctaw, McCurtain, and Pushmataha Counties). In addition, LIFT CAA collaborates with other certified DVSA providers in the service area. At a minimum, LIFT CAA shall offer the following services:
 - 1) Counseling or advocacy and support services offered at any safe and appropriate site (LIFT CAA offices, law enforcement, legal, medical or social service setting), as needed by the client.
 - 2) A twenty-four (24) hour crisis line, crisis intervention, in-person advocacy, active listening, and support by trained staff or volunteers with a knowledge of the issues and processes of sexual assault, rape trauma recovery, assessment, referral when indicated, and family involvement when chosen by the victim.
 - 3) Clothing, if needed, for the sexual assault victims.
 - 4) Follow-up contact that does not compromise privacy and safety needs of the victim shall be offered to all sexual assault clients seen in the medical setting.
- b. If written permission is granted by the client for follow-up contact, it shall be done no later than fourteen (14) business days after face-to-face crisis intervention. Follow-up will offer agency services or other available resources needed by the client.
- c. When appropriate staff or volunteers are available, LIFT CAA shall assist the Council on Law Enforcement Education and Training (CLEET) by providing appropriate staff or volunteers to assist in sexual assault and sexual violence training to law enforcement.
- d. Since LIFT CAA does not have a behavioral health professional on staff, the agency shall maintain an updated list of identified behavioral health professionals within the service area who treat clients with sexual assault-related trauma.

IV. CHILDREN SERVICES

LIFT CAA client records for children shall contain, at a minimum, the following information:

- a. Intake and screening information
 - 1) Client's name
 - 2) Date of initial contact/intake
 - 3) Age
 - 4) Pertinent medical information
 - 5) Mother's name
 - 6) Father's name
 - 7) Adult client's abuser (if different from child's biological father)
- b. Custody
 - 1) Has a court entered a custody order? If yes, what does the order provide?
 - 2) With whom does the child physically reside?
 - 3) Does the child have contact with the adult client's abuser?
 - 4) Is visitation court ordered with the abuser?
- c. Safety (including but not limited to)
 - 1) History of child abuse or neglect

- 2) Exposure or witnessing violence
- 3) Child's response to witnessing violence
- 4) History of involvement in the child welfare system, including the presence of current child welfare involvement
- d. Service notes, which shall minimally include:
 - 1) Date
 - 2) Location
 - 3) Start time
 - 4) Duration
 - 5) Description of services provided delineated by time spent and service code, if applicable, or documentation of referral to other services or case management.
- e. Within five (5) business days of entry into residential services (excluding advocacy, children's activities or crisis intervention), LIFT CAA shall offer to assess the risk and needs of the children accompanying primary victims as well as offer children's services to address the impact of violence and trauma in their lives and to facilitate healing. A risk and needs screening and assessment on each child, when accepted, shall minimally include:
 - 1) Brief trauma screening to assess the impact of trauma;
 - 2) Developmental history to include speech and language, hearing and visual;
 - 3) Medical or physical health history;
 - 4) Social history to include interactions with peers;
 - 5) History of use of tobacco, alcohol or other drugs;
 - 6) Parent/guardian custodial status;
 - 7) Community referral needs.
- f. Services provided to each child shall be culturally sensitive while addressing the identified risks and needs, and shall minimally include:
 - 1) safety planning that is appropriate with respect to the child or adolescent's age, development, and education;
 - 2) a specific safe, protected play area for children;
 - 3) advocacy with community systems;
 - 4) referral to community resources for needed services;
 - 5) linkage and advocacy with the local school system to provide for ongoing educational needs;
 - 6) parenting support for clients, if applicable; and
 - 7) Children's groups using age-appropriate topics and based on established best practices.
- g. Pursuant to Title 10A O.S. § 1-2-101, any person having reason to believe that a child under the age of eighteen (18) years is a victim of abuse or neglect shall report the matter promptly to the Department of Human Services.

V. CLIENT RECORDS

- a. LIFT CAA shall have and maintain a master client index system containing the client's name and the victim services program's discreet numerical or letter identifier.

- b. No identifying information such as initials, age, year of birth, or gender shall be part of the client ID. The same discreet identifier shall be the client ID that is entered into the Oklahoma Office of Attorney General database without further encryption.
- c. In accordance with Oklahoma Office of Attorney General standards, LIFT CAA shall correct errors on record material by lining through, initialing the error, and inserting the correct material either above the error or at the end of the entry. LIFT CAA forbids the use of "white-out" or any action which obliterates the error.

VI. RECORD CONTENT – GENERAL

LIFT CAA client records shall contain, at a minimum, the following information:

- a. Intake and screening information
 - 1) Client's name
 - 2) Date of initial contact/intake
 - 3) Pertinent medical information
 - 4) Emergency contact information
 - 5) History/nature of abuse, including an evidence-based, dangerousness assessment and screening for stalking and trauma, including a description of the event that precipitated the request for services and safety planning
 - 6) Screening for strangulation and head trauma, if applicable, information shall be given to client
 - 7) Perpetrator information, if known.
- b. Service notes, which shall minimally include:
 - 1) Date
 - 2) Location
 - 3) Start time
 - 4) Duration
 - 5) Description of services provided delineated by time spent and service code, if applicable, or documentation of referral to other services or case management.
 - 6) Signature of staff and volunteer providing the services.
- c. The service plan, which shall focus on victim safety and well-being, and shall minimally include:
 - 1) Goals and objectives of the client, which shall be agreed upon between the client and staff or volunteer.
- d. Exit information, which shall minimally include:
 - 1) Documentation that the client participated in planning for the client's exit
 - 2) The reasons for the client's exit or departure
 - 3) Client and staff or volunteer dated signatures or an explanation if staff or the volunteer were unable to obtain the client's signature.
- e. Each client record entry shall be legible.
- f. Each client record entry shall be dated by the staff member or volunteer making the entry.

VII. RECORD CONTENT – SERVICE SPECIFIC

LIFT CAA client records for specific services shall conform to the following:

a. Crisis Intervention Services

- 1) All face-to-face contacts with active clients are documented and contacts with persons not receiving additional services shall be offered and documented. Documentation shall minimally include:
 - i. Staff/Volunteer Name and signature;
 - ii. Date, time, length, and location of intervention;
 - iii. Safety planning based on risk;
 - iv. Client's name, age, race, county of residence, and contact number if given;
 - v. Protective order information if applicable;
 - vi. Personnel involved such as police, hospital, etc.;
 - vii. Summary of contact, including injuries observed and services requested;
 - viii. Outcome.
- 2) All telephone contacts shall be documented. Documentation shall minimally include:
 - i. Staff/Volunteer name;
 - ii. Date, time and length of call;
 - iii. Safety planning based on risk;
 - iv. Caller's name and contact number, if given; however, no caller shall be required to give a name, phone number or any other identifying information as a condition to receive information or domestic violence, sexual assault or stalking services;
 - v. Summary of the call, including services needed and offered;
 - vi. Outcome.
- 3) Contact information is kept by the program.
- 4) Clients to be transported to shelter facilities shall be screened before the shelter referral is made. If the client is in immediate danger, or no safe housing is available, this screening may be initially waived. If the screening is waived, documentation shall reflect the reason(s) and the notification of such to the shelter.

b. Counseling, Support, and Advocacy

- 1) LIFT CAA does not employ a counselor(s). Referrals are made to local counseling services. LIFT CAA does provide Support and Advocacy Services, with documentation to include:
 - i. An assessment of the client's needs, completed by the third (3rd) advocacy session; if a client declines to participate, staff or volunteer shall document offer of services;
 - ii. A service plan, completed by the fifth (5th) advocacy session; if a client declines to participate, staff or volunteer shall document offer of services;
 - iii. A service plan review and update shall be completed at a minimum of once every six (6) months; if a client declines to participate, staff or volunteer shall document offer of services.

c. Sexual Assault Services

- 1) For victims who continue in support sessions, a service plan shall be developed by the fifth (5th) visit; If a client declines to participate, staff or volunteer shall document offer of services; and
- 2) Service plans shall be reviewed and updated at a minimum of once every ninety (90) days; if a client declines to participate, staff or volunteer shall document offer of services.

VIII. CLIENT CONFIDENTIALITY

LIFT CAA's Victim Services Programs must comply with both State and Federal laws governing confidentiality and any exceptions to those laws.

- a. State Law: Case or client records, files or notes, of a DVSA program shall be confidential and shall only be released under certain prescribed conditions (74 O.S. § 18p-3).
 - 1) The case records, case files, case notes, client records, or similar records of LIFT CAA or of any employee or trained volunteer of a program regarding an individual who is residing or has resided in such program or who has otherwise utilized or is utilizing the services of any domestic violence or sexual assault program or counselor shall be confidential and shall not be disclosed.
 - 2) For purposes of this subsection, the term "client records" shall include, but not be limited to, all communications, records, and information regarding clients of domestic violence and sexual assault programs.
 - 3) The case records, case files, or case notes of programs specified in paragraph 1 of this subsection shall be confidential and shall not be disclosed except with the written consent of the individual, or in the case of the individual's death or disability, of the individual's personal representative or other person authorized to sue on the individual's behalf or by court order for good cause shown by the judge in camera.
- b. Federal Law:
 - 1) VAWA- 42 U.S.C. § 13925 (b)(2). Federally, the U.S. Violence Against Women Act January, 2006 and mandates that programs that receive VAWA funds may not reveal personally identifying information about victims without "reasonably time-limited," written, and informed consent.
 - 2) Under this provision, VAWA-funded programs are prohibited from disclosing personally identifying victim information to any third party, including to any database operated by any party outside of the domestic violence program.
 - 3) "Reasonably time-limited" is not defined in the statute, but it is determined by the circumstances and the purposes for which the client is requesting the release of information. It could be a few minutes, a few hours, or a few days. In no event should it be for more than 60 days.
 - 4) FVPSA U.S. Family Violence Prevention and Services Act (FVPSA) each have specific confidentiality protections that apply to many domestic violence and sexual assault programs. (42 U.S.C. 10402(a) (2) (E)). Grantees and subgrantees under this title shall

protect the confidentiality and privacy of persons receiving services. Subgrantees shall not:

- i. Disclose any personally identifying information or individual information collected in connection with services requested, utilized, or denied through grantees' and subgrantees' programs; or
- ii. Reveal individual client information without the informed, written, reasonably time-limited consent of the person (or in the case of an unemancipated minor, the minor and the parent or guardian or in the case of persons with disabilities, the guardian) about whom information is sought, whether for this program or any other Federal, State, tribal, or territorial grant program, except that consent for release may not be given by the abuser of the minor, person with disabilities, or the abuser of the other parent of the minor.

IX. WAIVER OF CONFIDENTIAL INFORMATION

- a. For a waiver of confidentiality to be valid, it must:
 - 1) Be voluntary;
 - 2) Relate only to the participant or the participant's dependents;
 - 3) Clearly describe the scope and any limitations of the information to be released;
 - 4) Include an expiration date; and
 - 5) Inform the participant that consent can be withdrawn at any time, orally or in writing.
- b. LIFT CAA may only share the specific information the client allows in the release. The client chooses when, how and what personal information will be shared or not shared, and with whom.
- c. Even when a court mandate requires LIFT CAA to disclose or release information about the client, the program may only share the minimum information necessary to meet the statutory or court mandate.
- d. The program/LIFT CAA shall notify the victim of any disclosure and continue taking steps to protect the victim's safety and privacy.
- e. A valid written release form for disclosure of client information shall have, at a minimum, the following elements:
 - 1) the specific name or general designation of the program or person permitted to make the disclosure;
 - 2) the name and title of the individual within the organization to which disclosure is to be made;
 - 3) the name of the client whose records are to be released;
 - 4) the purpose of the disclosure;
 - 5) a description of the information to be disclosed;
 - 6) the dated signature of the client or authorized representative or both when required;
 - 7) a statement of the right of the client to revoke the release in writing and a description of how the client may do so; and

- 8) an expiration date, specified event or condition which, if not revoked before, shall ensure the release will last no longer than reasonably necessary to serve the purpose for which it is given. In no event shall the waiver extend for longer than sixty (60) days.
- f. Clients choosing to allow disclosure or sharing of information with police, prosecutors, the Oklahoma Fatality Review Board, or others indicated in the event that the client dies (due or not due to domestic violence) shall sign an "in the event of my death" exception.
- g. LIFT CAA will ensure confidentiality of client information and identity and govern the disclosure of information, including verbal disclosure contained in client records. When a client record is established, the program shall discuss the confidentiality requirements with each client and maintain documentation in the client record that they have reviewed the circumstances under which confidential information may be revealed.

X. PHYSICAL SAFETY AND INTEGRITY OF CLIENT RECORDS

- a. LIFT CAA shall safeguard client records and information contained therein against loss, theft, defacement, tampering, or unauthorized access or use. Information databases will be password-protected and client records will be stored in a secure, locking cabinet in the staff office, which will be locked whenever left unattended. No files will be left in public view.
- b. Only those program staff members and volunteers who have completed required training shall have access to client files.
- c. Client identifying information will not be released without written consent as described under Section IX.

XI. CLIENT RECORD, HANDLING, RETENTION, AND DISPOSAL

- a. LIFT CAA's policies and procedures addressing the storage, retention period, and method of disposal of client records shall be compatible with protecting clients' rights against unauthorized confidential information disclosures.
 - 1) Client records shall be stored in a manner in which they are easily retrieved by staff or volunteers as need for providing and documenting services.
 - 2) All client files shall be maintained in a locked cabinet for a period of seven (7) years after the date of discharge.
 - 3) The client's file in its entirety shall be shredded in a manner as to maintain client confidentiality seven (7) years after the client's discharge. The Executive Director will assign the job of shredding the files to appropriate staff.

XII. PHYSICAL PLANT, PRIMARY ROLE

- a. The primary role of LIFT CAA's Victim Services Programs is to offer safety as well as protect the confidentiality and privacy of victims of domestic violence, sexual assault or stalking and their dependent family members. All physical plants of LIFT CAA shall not be utilized in any manner that fails to guarantee the confidentiality, safety, and protection of the victims, their dependents and staff or volunteers.

- b. LIFT CAA's Victim Services Programs do not currently serve batterers. In the event that LIFT CAA begins to provide services to batterers, the agency will develop written procedures to ensure that those services do not jeopardize the safety and psychological well-being of victims.
- c. LIFT CAA's facilities shall meet the safety, zoning, and building code regulations required by local, state, and Federal authorities.
- d. LIFT CAA's facilities shall each have a first aid kit and fire extinguishers, maintained annually.

XIII. DISASTER PROCEDURES

- a. There shall be written procedures describing the emergency plans in case of a disaster, whether internal or external, or in case of threat to the safety of any client, staff or volunteer. Evacuation routes, inside sheltering sites, and fire extinguisher locations shall be posted.
- b. An annual fire and safety inspection shall be conducted at all locations by State Fire Marshall. A record of the inspections will be kept at the administrative offices.
- c. Fire extinguishers, Alarm panel and sprinkler system are to be inspected by a certified inspector annually and maintained as necessary.
- d. Staff/volunteers shall know the exact location, contents and use of first aid kits.
- e. Battery powered exit signs will indicate egress route at each location as determined by the fire marshal.
- f. Battery powered emergency egress lights are mounted at various locations throughout the facilities as determined by the Fire Marshal. In the event that the emergency backup lighting fails, flashlights shall be placed in various accessible areas of the facilities.
- g. Disaster Procedures have been created. All staff will be trained during orientation and yearly in these procedures.
- h. Fire, tornado, bomb threat and intruder drills shall be conducted annually. The date, time, and type of drill shall be documented.

XIV. PERSONS WITH SPECIAL NEEDS

- a. Pursuant to the Americans with Disabilities Act of 1990, LIFT CAA shall ensure that persons with disabilities are not excluded from services. Programs are required to integrate a person with a disability into agency services, unless providing separate services is the only way to offer equal opportunities for services.
- b. Referrals will be offered when necessary; the following are written procedures for referrals of disabled persons who cannot be served on-site.
 - 1) Referrals for deaf or hearing impaired clients:
 - i. A deaf or hearing-impaired individual will be admitted to the program following the standard intake procedure to the best of the agency's ability.
 - ii. Sign language interpretation will be offered as services are available or, if applicable, by the person accompanying the client.
 - iii. Staff shall consult the appropriate services that are hearing impaired accessible and present options to clients.

- iv. Staff will initiate the referral process, providing assistance in accessing referred services as well as follow-up to help ensure needs are met.
 - v. In special cases involving domestic violence and the deaf and hearing-impaired, staff shall work with Adult Protective Services through the Department of Human Services in order to offer assistance to the client.
- 2) Referrals for physically and/or mentally handicapped clients:
- i. A physically and/or mentally handicapped individual would be admitted to the program following the standard intake procedure to the best of the agency's ability.
 - ii. Staff shall consult the appropriate services that are handicapped accessible and present options to clients.
 - iii. Staff will initiate the referral process, providing assistance in accessing referred services as well as follow-up to help ensure needs are met.
 - iv. In special cases involving domestic violence and the physically and/or mentally handicapped, staff shall work with Adult Protective Services through the Department of Human Services in order to offer assistance to the client.
- 3) Referrals for blind or visually impaired clients:
- i. A blind or visually impaired individual will be admitted to the program following the standard intake procedure to the best of the agency's ability.
 - ii. The agency will provide large print materials to clients who may be visually impaired.
 - iii. Staff shall consult the appropriate services that are visually impaired accessible and present options to clients.
 - iv. Staff will initiate the referral process, providing assistance in accessing referred services as well as follow-up to help ensure needs are met.
 - v. In special cases involving domestic violence and the blind or visually impaired, staff shall work with Adult Protective Services through the Department of Human Services in order to offer assistance to the client.

LIFT CAA Victim Services Programs will maintain current service agreements (to be renewed every three years) with available community services to offer access to a continuum of needed services for clients with special needs. If unable to establish a current service agreement with all appropriate resources in the community, efforts to do so or reasons/ opinions why this is not or cannot be done will be documented. The programs will utilize existing Resource Guides as well as other available local, area, or state information to facilitate referrals for clients.

- c. Service and companion animals should be allowed in facilities unless the animal poses a direct threat to the health/safety of others.
- d. Auxiliary aids/services should be offered as necessary to ensure effective communication unless doing so would cause an undue burden (i.e., significant difficulty or expense) or fundamental alteration in services.
- e. Alterations to existing buildings must be accessible to the maximum extent feasible. All newly constructed facilities must be accessible to persons with disabilities unless it is structurally impractical.

XV. PROGRAM ENVIRONMENT

The program environment shall meet the following conditions:

- a. LIFT CAA's facilities shall have heating and air conditioning equipment adequate to maintain the temperature in areas utilized by clients at between 65°F and 85°F.
- b. Smoking shall not be allowed in any indoor portion of any facility.
- c. LIFT CAA's facilities shall have adequate space in which to carry out the Victim Services Programs' goals and objectives, including outdoor areas and equipment when appropriate.
- d. Toxic materials and dangerous substances, such as toxic cleaners, insecticides, and matches shall be stored in a non-client area, locked space where they are not accessible to children.
- e. Combustible materials shall be stored in locked non-flammable containers.
- f. The Poison Control Center's toll-free telephone number shall be posted and visible to staff and clients at all times.

XVI. ADMISSION CRITERIA

- a. The only criterion for admission into LIFT CAA's Victim Services Programs is victimization. Appropriate referrals will be made. Exit criteria will be contingent on the survivor's need for services or lack of participation. The survivor is free to leave the program at any time.
- b. The criterion for admission of a minor child is that the child is admitted to the program with the parent/guardian when either or both is in need of safety due to domestic violence, sexual assault or stalking.
- c. Exclusion criteria are that the victim is violent and/or abusive to staff, volunteer, parent, or other clients.

XVII. PROGRAM MANAGEMENT, POLICY AND PROCEDURES

- a. LIFT CAA shall maintain written policies and procedures that describe each program service component, the rules clients are expected to follow for each component, and staff or volunteer duties.
- b. Clients shall be given a copy of program rules and the provision of such shall be documented in the client record.
- c. The programs shall have a written policy of the intent to comply with the Americans with Disabilities Act of 1990.

XVIII. ANNUAL PROGRAM EVALUATION

- a. LIFT CAA shall conduct an annual evaluation of its Victim Programs services, facilities, and policies and procedures. The evaluation shall include an assessment to identify special populations of victims who are underserved or have special needs (included on the Advocacy and Supportive Services Feedback form). This annual evaluation shall be carried out according to the following plan of evaluation:

- 1) Data to be reviewed shall include: the number of clients served, type of victimization, services provided, annual staff evaluations, and compilation/trending of responses to the Advocacy and Supportive Services Feedback form, surveys, and other programmatic information (such as reports submitted to funding sources, progress reporting, financial statements, etc.).
- 2) The Victim and Youth Programs Director will compile the data collected by staff. This evaluation data will be submitted to the Executive Director and Board of Directors for review and approval. Upon review and approval by the Board of Directors, the evaluation will be made available to staff and volunteers, who will be able to ask questions and address any concerns.

XIX. CRITICAL INCIDENTS

All staff and volunteers are required to provide documentation and report all critical incidents.

- a. A Critical Incident is defined as one occurrence or set of events that is not consistent with the routine care of a client, the routine services provided by or operations of LIFT CAA, or the safety/security of the facility. Incidents include accidents, unusual occurrences, or situations that might result in injury to a person or damage the property or equipment. Incidents may involve clients, employees, visitors and other persons. An incident may involve multiple individuals and or results. Critical incidents which shall be reported include, but are not limited to: adverse drug events; self-destructive behavior; deaths and injuries to clients, staff, volunteers, and visitors; incidents involving medication; neglect or abuse of a client; fire; unauthorized disclosure of information; damage to or theft of property belonging to a client or the facility; other unexpected occurrences; or events potentially subject to litigation.
- b. Each critical incident shall be recorded and monitored as follows:
 - 1) agency name;
 - 2) name and signature of the person(s) reporting the critical incident;
 - 3) Client ID(s) or staff member(s), volunteers and/ or property, involved in the critical incident;
 - 4) the date;
 - 5) time of the critical incident;
 - 6) physical location of the critical incident, if known;
 - 7) the name of the staff or volunteer the incident was reported to;
 - 8) a description of the incident;
 - 9) severity of each injury, if applicable, which shall be indicated as follows:
 - i. no off-site medical care required or first aid care administered on-site;
 - ii. medical care by a physician or nurse or follow-up attention required; or
 - iii. hospitalization or immediate off-site medical attention was required.
 - 10) resolution or action taken, date action taken and signature of the agency director or authorized designee.
- c. Critical incidents that shall be reported to the Office of the Attorney General are reported as follows:

- 1) Critical incidents requiring medical care by a physician or nurse or follow-up attention and incidents requiring hospitalization or immediate off-site medical attention shall be delivered via fax or mail, including electronic mail, to the Office of the Attorney General Victims Services within forty-eight (48) hours, or if the incident occurs on the weekend or holiday, the next business day of the incident being documented.
- 2) Incidents involving disaster at a facility, death or client abuse shall be reported to the Safeline at 1-800-522-7233 immediately via telephone. The notification shall be followed with a written report from the reporting agency within twenty-four (24) hours of the incident and delivered via fax or mail, including electronic mail, to the Office of the Attorney General Victims Services Unit.

XX. PERSONNEL POLICIES AND PROCEDURES

- a. LIFT CAA has written policies and procedures governing the conditions of agency employment, to include appropriate screening and background inquiries to ensure client safety and confidentiality.
- b. Prior to employment and at least annually, LIFT CAA shall conduct a name search of employees against the registries maintained pursuant to the Oklahoma Sex Offenders Registration Act and the Mary Rippey Violent Crime Offenders Registration Act.
- c. LIFT CAA's policies and procedures shall be accessible to all personnel and each shall be informed of personnel policies and procedures, and any other materials regulating or governing the conditions of their employment. Staff will complete an attestation of receipt of the policies and procedures upon hire/beginning work within the Victim Services Programs, as well as any revisions to the policies and procedures that may occur.
- d. Written policies and procedures shall ensure personnel are informed of any changes to these aforementioned materials.

XXI. NON-DISCRIMINATION

The agency's policies and procedures shall include provisions for non-discrimination with regard to the agency's relationship with personnel in accordance with applicable state and federal laws.

XXII. SELECTION OF PERSONNEL

The methods for selecting personnel shall be described in the policies and procedures manual, and shall include, but not be limited to:

- a. The processes for recruitment, selection and appointment; and
- b. Written criteria demonstrably related to the position being filled.

XXIII. JOB DESCRIPTIONS, PERSONNEL

LIFT CAA shall have written job descriptions for personnel defining the duties of, and minimum qualifications for, each position. Job descriptions will be reviewed and revised as appropriate.

XXIV. SUPERVISION OF PERSONNEL

LIFT CAA has established in writing lines of supervision for all personnel.

XXV. PERFORMANCE EVALUATION OF PERSONNEL

LIFT CAA shall have policies and procedures mandating the evaluation of personnel employment and service performance. These policies and procedures shall minimally include:

- a. performance evaluations shall be completed at least annually, to include an evaluation of the Executive Director;
- b. define the reason(s) for any evaluation other than annual;
- c. performance evaluations shall be in writing and based on the staff's or volunteer's job description;
- d. each evaluation shall be individually discussed with the staff or volunteers ;
- e. personnel shall have a documented opportunity to respond, in writing, to each of their individual performance evaluations;
- f. both staff or volunteer and supervisor shall sign and date the performance evaluation; however, the evaluation document shall state the staff's or volunteer's signature does not necessarily constitute agreement with the evaluation content.

XXVI. VOLUNTEER POLICIES AND PROCEDURE

- a. LIFT CAA shall have written policies and procedures governing volunteer utilization to include appropriate screening and background inquiries to ensure client safety and confidentiality. The agency's policies and procedures will be accessible to all personnel and each shall be informed of such, and any other materials regulating or governing the conditions of their volunteer service. There are no specific criteria such as related experience or education required to become a volunteer; the programs accept all concerned citizens who would like to be of service in their community. To be accepted into the program(s) and prior to providing services, volunteers must first undergo a thorough screening process consisting of an intensive interview and comprehensive background check through the Oklahoma State Bureau of Investigation and AmericanChecked – which includes a check for any traffic violations, social security number verification, criminal offenses nationwide, sexual offenders list, and warrants for arrest. The interview process begins with a brief overview of the program such as program goals, expectations, and volunteer responsibilities. Volunteers who pass the screening process must then complete mandatory pre-service training.
- b. LIFT CAA's policies and procedures shall include provisions for non-discrimination with regard to the agency's relationship with volunteers in accordance with applicable state and federal laws. All personnel shall have access to the Policies and Procedures and be informed of any changes. It is the policy of LIFT Community Action Agency, Inc. that no volunteer shall on the basis of race, color, national origin, religion, sex (including pregnancy and sexual harassment), age (40 or older), disability, political affiliation, protected veteran status, genetic information and testing, sexual orientation, gender identity, Family Medical Leave, participation in protected activity, or

any other characteristic protected by law, be excluded from participation in or be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which the agency operates or is applying for funding. The agency shall recruit volunteers who are representative of the diversity in the local community and clients served.

- c. Volunteers shall be utilized to offer direct or indirect services. The program shall ensure each volunteer has the knowledge appropriate to the volunteer's job duties and is appropriately supervised.
- d. The programs shall maintain record(s) for each volunteer selected and utilized. Documentation will minimally include:
 - 1. Duty or work assignment;
 - 2. Record of hours worked or hours of service performed;
 - 3. Record of participation in training; and
 - 4. Emergency notification information.

XXVII. SUPERVISION OF VOLUNTEERS

- a. LIFT CAA shall have in writing lines of supervision for all volunteers.
- b. LIFT CAA shall ensure each volunteer has the knowledge appropriate to the volunteers' job duties and is appropriately supervised.

XXVIII. ORIENTATION – GENERAL, PERSONNEL AND VOLUNTEERS

- a. LIFT CAA Victim Services Programs shall provide a minimum of thirty (30) hours orientation training that incorporates the use of adult learning techniques, (i.e., scenarios, role playing, shadowing) to familiarize new personnel and volunteers providing direct services with the program which includes, but is not limited to:
 - 1) Program goals and services of each service component;
 - 2) Program policies and procedures;
 - 3) Confidentiality, to include verbal confidentiality whether inside or outside the facility and client records;
 - 4) Facility safety and disaster plans;
 - 5) First aid kits and fire extinguishers, their location, contents and use;
 - 6) Universal precautions;
 - 7) Client rights;
 - 8) Domestic violence and its effects on victims and children;
 - 9) Power and control tactics of abuse;
 - 10) Dangerousness and lethality assessment including strangulation and head trauma;
 - 11) Crisis intervention techniques;
 - 12) Sexual assault;
 - 13) Stalking;
 - 14) Victim advocacy;
 - 15) Parenting and disciplinary techniques for children who have been exposed to domestic violence and trauma;

- 16) Active and empathetic listening techniques including hotline skills;
 - 17) Accessing resources needed by victims and their families including how to ensure services and access resources for persons with special needs including cognitive disabilities or who are deaf or hard of hearing, non-English speaking persons, or undocumented immigrants to include basic information on U Visas and T Visas;
 - 18) Safety planning for adults and age appropriate safety planning for children;
 - 19) Basic child development;
 - 20) Legal and ethical issues;
 - 21) Cultural Sensitivity;
 - 22) Effects of Trauma including posttraumatic stress disorder;
 - 23) Victim's use of force; and
 - 24) Documentation of services.
- b. Staff and volunteers providing indirect services and children's activities are required to complete orientation as prescribed by the Executive Director and Victim and Youth Programs Director, which shall include training on confidentiality and facility safety and disaster plans.
 - c. Orientation for personnel must take place within thirty (30) days of employment or prior to unsupervised direct client contact and services.
 - d. Volunteer orientation must occur within six (6) months or prior to unsupervised, direct client contact and services. The Executive Director of a facility may waive orientation training if documented that the staff or volunteer has completed the requisite program training within the past year.
 - e. Program Directors shall attend New Director Orientation and training offered by the Oklahoma Office of the Attorney General, within the first six (6) months of employment.

XXIX. IN-SERVICE AND ONGOING TRAINING FOR PERSONNEL AND VOLUNTEERS

- a. LIFT CAA shall mandate, at the minimum, sixteen (16) hours of annual training of all staff, to include:
 - 1) Confidentiality, to include verbal confidentiality whether inside or outside the facility and client records;
 - 2) Facility safety and disaster plans;
 - 3) First aid kits and fire extinguishers, their location, contents and use;
 - 4) Universal precautions;
 - 5) Client rights; and
 - 6) Legal and ethical issues.
- b. The remaining hours of annual training shall be related to domestic violence, sexual assault, stalking, batterers intervention and administration as prescribed and approved by the Executive Director.
- c. LIFT CAA shall mandate a minimum of four (4) hours annual training of all volunteers providing direct services, related to domestic violence, sexual assault, and stalking as prescribed and approved by the Executive Director.

- d. Staff and volunteers who provide indirect services and do not meet the requirements for staff and volunteers providing direct services as defined in OAC 75:15-1-2 shall receive annual training as prescribed by the Executive Director, but do not have a minimum number of training hours required.
- e. Documentation of training must include the topic of the training, the name of the trainer(s), the date of the training, the length of the training session, the sponsor of the training, and approval of the training by the Executive Director of the agency.
- f. A Certified Domestic and Sexual Violence Response Professional in good standing with the Oklahoma Coalition Against Domestic Violence and Sexual Assault (OCADVSA) shall be deemed to be current with annual training requirements upon completion of required annual training set forth above under subsection (a). A copy of the current certification card issued by the OCADVSA shall be evidence of good standing.

XXX. PERSONNEL TRAINING, CHILDREN'S SERVICES

Prior to providing any direct services, children's services personnel shall receive the prescribed orientation training and minimally have one (1) year employment or volunteer experience in a child care or service related field, or an equivalent combination of education, training and experience in child care or development issues.

XXXI. PERSONNEL TRAINING, SEXUAL ASSAULT SERVICES

Prior to providing any direct services or CLEET training, all sexual assault services staff or volunteers shall receive a minimum of six (6) hours classroom training in addition to basic orientation which shall include but not be limited to:

- 1) Sexual abuse within the family (i.e., incest, sibling abuse, marital and domestic relationship rapes)
- 2) Sexual assault outside the family (i.e., stranger, non-stranger, abuse by professionals, sexual harassment and bullying)
- 3) Sexual assault within institutions (i.e., nursing homes, residential facilities, prisons, military)
- 4) Commercial sexual exploitation (i.e., prostitution, trafficking, pornography, escort services)
- 5) Non-traditional client populations (i.e., males, same sex, bisexual or transgender victims, non-English speaking, undocumented immigrants, victims with cognitive disabilities or who are deaf or hard of hearing)
- 6) Other topics to increase skills such as post-traumatic stress syndrome as it relates to rape trauma, rape trauma syndrome, self-injury and alcohol and drug use.

XXXII. PERSONNEL TRAINING, COURT ADVOCATES

Prior to providing services, Court Advocates shall receive the prescribed orientation training, and training in the following:

- 1) protective orders (i.e. the requirements for obtaining an ex-parte emergency protective order and permanent protective order and an understanding of what happens after a protective order is issued);
- 2) full faith and credit;
- 3) the court process, including safety planning during this time;
- 4) at least three (3) hours of accompanied court time with a trained court advocate that includes observation of an ex parte emergency protective order hearing and a final protective order hearing.

XXXIII. GOVERNING AUTHORITY, ORIENTATION

- a. LIFT CAA shall provide a minimum of two (2) hours orientation training to members of the governing authority which includes, but is not limited to:
 - 1) Program goals and services of each service component;
 - 2) Program policies and procedures;
 - 3) Underlying philosophy [OAC 75:15-1-1.1];
 - 4) Confidentiality, to include verbal confidentiality whether inside or outside of the facility and client records;
 - 5) Client rights and grievance procedure;
 - 6) Legal and ethical issues;
 - 7) Overview of domestic violence, sexual assault and stalking;
 - 8) Open Meeting Act and recording of meeting minutes;
 - 9) Open Records Act;
 - 10) Rules, including standards and criteria, used in certifying to ensure multi-cultural needs of clients are met, used in certifying programs;
 - 11) Roles and responsibilities of the Executive Director; and
 - 12) Roles and responsibilities of the governing Board of Directors.
- b. Orientation training shall take place within ninety (90) days of election to the governing Board.
- c. Members of the governing Board providing volunteer direct or indirect services to clients shall receive the prescribed orientation and training required for program personnel in addition to the orientation set forth in this section.

XXXIV. CLIENT RIGHTS

- a. Each client shall be afforded all constitutional and statutory rights of all citizens of the State of Oklahoma and the United States, unless abridged through due process of law by a court of competent jurisdiction. Each program shall ensure each client has the rights which are listed below:
 - 1) Each client has the right to be treated with respect and dignity. This shall be construed to protect and promote human dignity and respect for individual dignity.
 - 2) Each client has the right to a safe, sanitary, and humane living environment.
 - 3) Each client has the right to a humane psychological environment protecting the client from harm, abuse, and neglect.

- 4) Each client has the right to an environment that provides reasonable privacy, promotes personal dignity, and provides physical and emotional safety.
- 5) Each client has the right to receive services suited to the client's needs without regard to race, religion, gender, ethnic origin, age, degree of disability or legal status.
- 6) Each client, on admission, has the absolute right to communicate with a relative, friend, clergy, or attorney, by telephone or mail, at the expense of the program if the client is indigent.
- 7) Each client shall have and retain the right to confidential communication with an attorney, personal physician, or clergy.
- 8) Each client has the right to uncensored, private communications including, but not limited to, letters and telephone calls. Copies of any personal letter, sent or received, by a client shall not be kept in the client's record without the written consent of the client.
- 9) No client shall be neglected or sexually, physically, verbally, or otherwise abused.
- 10) Each client shall have the right to practice free exercise of religious beliefs, and be afforded the opportunity for religious worship that does not infringe on the health or safety of others. No client shall be coerced into engaging in, or refraining from, any personal religious activity, practice, or belief.
- 11) Each client has the right to be provided with prompt, competent, appropriate services and an individualized service plan.
 - i. The client shall be afforded the opportunity to participate in the creation of the client's service plan.
 - ii. The client may consent, or refuse to consent, to the proposed services.
- 12) The records of each client shall be treated as confidential. This confidentiality remains intact even after the client's death.
- 13) Each client has the right to refuse to participate in any research project or medical experiment without informed consent of the client, as defined by law. A refusal to participate shall not affect the services available to the client.
- 14) Each client has the right to assert grievances with respect to any alleged infringement of these stated rights of clients, or any other subsequently statutorily granted rights.
- 15) No client shall ever be retaliated against, or subject to, any adverse conditions or services solely or partially because of having asserted her or his rights as stated in this section.
- 16) Upon request, each client has the right to review and receive a copy of the client's own records or authorize an attorney or other person to do so. However, records regarding mental health or substance abuse treatment shall be released pursuant to the provisions of 43A O.S. § 1-109 and 42 CFR shall apply.
- 17) Each client has the right to know why services are refused and can expect an explanation concerning the reason why the client was refused particular services.
- 18) Each client has the right to voluntary services that are self-determined.
- 19) Each client has the right to decide whether or not to participate in supportive services offered by the program.

- b. Each client shall be given a copy of these rights and the provision of such shall be documented in the client record.
- c. Clients will sign an attestation of receipt with regards to the explanation of these rights, which are visibly posted in client areas of the facility.

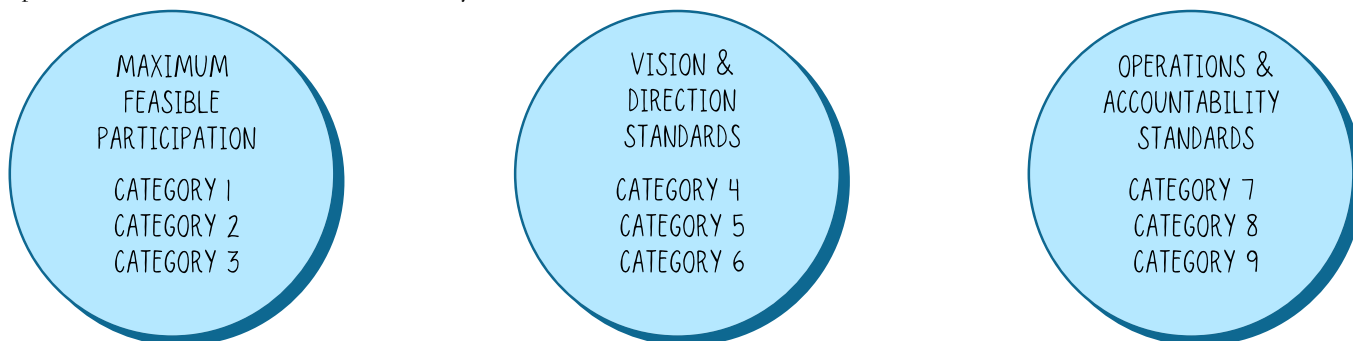
XXXV. CLIENT GRIEVANCE POLICY AND PROCEDURES

- a. LIFT CAA has a written client grievance policy providing for, but not limited to, the following:
 - 1) Written notice of the grievance and appeal procedure provided to the client; and, if involved with the client, to family members or significant others;
 - 2) Time frames for the grievance policy's procedures, which allow for an expedient resolution of client grievances;
 - i. Non-transitional living and non-shelter services timeframes for resolution of grievances by program staff or volunteers shall be fourteen (14) days unless appealed;
 - 3) Name(s) of the individual(s) who are responsible for coordinating the grievance policy and the individual responsible for or authority to make decision(s) for resolution of the grievance. In the instance where the decision maker is the subject of a grievance, decision-making authority shall be delegated;
 - i. The LIFT CAA Executive Director (Rebecca Reynolds) is responsible for coordinating the grievance policy. The Victim and Youth Programs Director (Doris Long) and/or the Executive Director are responsible for and have the authority to make decision(s) for the resolution of the grievance.
 - ii. If the Victim and Youth Programs Director (Doris Long) is the subject of the grievance, decision-making authority will fall directly to the Executive Director (Rebecca Reynolds). If a grievance is raised against the Executive Director that cannot be resolved through the informal and formal action process with the Program Director, the grievance will be directed to the Chairman of LIFT CAA's Board of Directors (David Hawkins). The Board Chairman (with assistance as needed by the Board Personnel Committee) shall have the responsibility for hearing grievances on matters involving the Executive Director.
 - 4) Provide for notice to the client that he or she has a right to make a complaint to the Office of Attorney General's Victims Services Unit;
 - 5) Clients shall be given a copy of the grievance policy including the right to make a complaint to the OAG and the provision of such shall be documented in the client record including the phone number, mailing address, and email address of the Victims Services Unit of the Office of the Attorney General.
 - 6) Annual review of the grievance policy and procedures, with revisions as needed.
 - 7) The mechanism to monitor the grievance process and improve performance based on outcomes will consist of an internal feedback loop. The Victim and Youth Programs Director, who will be responsible for documenting all program grievances and steps taken during the process, will regularly report to the Executive Director, supervising Associate

Director, and Human Resources Director regarding all grievances reported. The Director will detail the circumstances concerning the grievance, process, and outcome (including staff and client input), facilitating discussion over improvements that could be made to garner more positive outcomes or even avoid the situation in the first place. These reports will be used to inform the annual review of the grievance policy and procedures, including whether revisions are needed.

Organizational Standards Overview

The CSBG Organizational Standards are a comprehensive set of standards developed with input from the entire CSBG Network through a three year-multi phase process. The Organizational Standards are organized in three thematic groups comprising nine categories and totals of 58 standards for private, nonprofit entities. The purpose of the organizational standards is to ensure that all agencies have appropriate organizational capacity, in both critical financial and administrative areas, as well as areas of unique importance to the mission of the Community Action network.



Category One: CONSUMER INPUT & INVOLVEMENT

Category Two: COMMUNITY ENGAGEMENT

Category Three: COMMUNITY ASSESMENT

Category Four: ORGANIZATIONAL LEADERSHIP

Category Five: BOARD GOVERNANCE

Category Six: STRATEGIC PLANNING

Category Seven: HUMAN RESOURCE MANAGEMENT

Category Eight: FINANCIAL OPERATIONS & OVERSIGHT

Category Nine: DATA & ANALYSIS



CATEGORY FIVE – BOARD GOVERNANCE

O.S. 5.1 - THE ORGANIZATION'S GOVERNING BOARD IS STRUCTURED IN COMPLIANCE WITH THE CSBG ACT: (1) AT LEAST ONE THIRD DEMOCRATICALLY-SELECTED REPRESENTATIVES OF THE LOW-INCOME COMMUNITY; (2) ONE-THIRD LOCAL ELECTED OFFICIALS (OR THEIR REPRESENTATIVES); AND (3) THE REMAINING MEMBERSHIP FROM MAJOR GROUPS/INTERESTS IN THE COMMUNITY.

O.S. 5.2 - THE ORGANIZATION'S GOVERNING BOARD HAS WRITTEN PROCEDURES THAT DOCUMENT A DEMOCRATIC SELECTION PROCESS FOR LOW-INCOME BOARD MEMBERS ADEQUATE TO ASSURE THAT THEY ARE REPRESENTATIVE OF THE LOW-INCOME COMMUNITY.

O.S. 5.3 - THE ORGANIZATION'S BYLAWS HAVE BEEN REVIEWED BY AN ATTORNEY WITHIN THE PAST FIVE YEARS.

O.S. 5.4 - THE ORGANIZATION DOCUMENTS THAT EACH GOVERNING BOARD MEMBER HAS RECEIVED A COPY OF THE BYLAWS WITHIN THE PAST TWO YEARS.

O.S. 5.5 - THE ORGANIZATION'S GOVERNING BOARD MEETS IN ACCORDANCE WITH THE FREQUENCY AND QUORUM REQUIREMENTS AND FILLS BOARD VACANCIES AS SET OUT IN ITS BYLAWS.

O.S. 5.6 - EACH GOVERNING BOARD MEMBER HAS SIGNED A CONFLICT OF INTEREST POLICY WITHIN THE PAST TWO YEARS.

O.S. 5.7 - THE ORGANIZATION HAS A PROCESS TO PROVIDE A STRUCTURED ORIENTATION FOR GOVERNING BOARD MEMBERS WITHIN SIX MONTHS OF BEING SEATED.

O.S. 5.8 - GOVERNING BOARD MEMBERS HAVE BEEN PROVIDED WITH TRAINING ON THEIR DUTIES AND RESPONSIBILITIES WITHIN THE PAST TWO YEARS.

O.S. 5.9 - THE ORGANIZATION'S GOVERNING BOARD RECEIVES PROGRAMMATIC REPORTS AT EACH REGULAR BOARD MEETING.

STANDARDS



COE DEVELOPED CSBG ORGANIZATIONAL STANDARDS

Calendar of Board Actions

Community Action Partnership
1140 Connecticut Avenue, NW, Suite 1210
Washington, DC 20036
202.265.7546 | FAX 202.265.5048
WWW.COMMUNITYACTIONPARTNERSHIP.COM

Introduction

The CSBG organizational standards provide a standard foundation of organizational capacity for all CSBG Eligible Entities (CEEs) across the United States. The Federal Office of Community Services' [Information Memorandum \(IM\) 138](#) provides direction to States and CEEs on establishing organizational standards by FY 2016 and includes the final wording of the standards developed by the OCS-funded organizational standards Center of Excellence (COE).

The COE-developed organizational standards are comprehensive and were developed by and for the CSBG Network through the work of the CSBG Working Group. They work together to characterize an effective and healthy organization while reflecting the vision and values of Community Action and the requirements of the CSBG Act.

The CSBG Act places significant responsibility on governing boards stating that they must fully participate in the development, planning, implementation, and evaluation of programs supported by CSBG. This call to action for boards is a core element of Community Action and is thus reflected strongly in the COE-developed organizational standards throughout the nine categories, not just Board Governance. For more information on Community Action Agency Boards of Directors and the CSBG Organizational Standards, please see this short [two page introduction](#).

This tool, in conjunction with the [Assessment Tools](#) and [Glossary](#), are intended to give you practical places to start assessing and ramping up for the implementation of organizational standards. This “Calendar of Required Actions” in particular is intended to help you internally plan and track what actions must be taken and when. Of the 58 organizational standards for Private (nonprofit) CEEs, the ones that specifically require review, approval, or other action by the governing board are noted below. Each standard is categorized into one of six categories and has box next to it to easily turn this tool into a checklist. The standards fall into one of seven categories:

- Maintained
- More Frequent Than Annual/As Needed
- Annually
- Every 2 years
- Every 3 years
- Every 5 years
- Related Standards

Many Standards have a time frame in the text of the Standard. For example:

5.6 - Each governing board member has signed a conflict of interest policy within the past 2 years.

Some Standards, however, do not state an exact time frame but refer to something that does happen on a routine basis such as:

8.4 - The governing board formally receives and accepts the audit.

In this case the audit happens annually so the board receiving and accepting the audit would happen in conjunction with that process and is thus put into the same “Annually” category.

Other Standards are statements that are would always be true to be in compliance, or once adopted there is no requirement for when it would be revisited. These Standards fall under the category of “Maintained”. For example:

4.2 The organization's Community Action plan is outcome-based, anti-poverty focused, and ties directly to the community assessment.

or

8.13 The organization has a written policy in place for record retention and destruction.

Are there ways this tool can be improved? Let the Organizational Standards Center of Excellence know! You can contact Jarle Crocker at jcrocker@communityactionpartnership.com or Cashin Yiu at cuiu@communityactionpartnership.com.

This publication was created by National Association of Community Action Agencies – Community Action Partnership in the performance of the U.S. Department of Human Services, Administration for Children and Families, Office of Community Services Grant Numbers 90ET0434 and 90ET0445. Any opinion, findings, and conclusions, or recommendations expressed in this material are those of the authors and do not necessarily reflect the views of the U.S. Department of Health and Human Services, Administration for Children and Families.

Maintain

- ☐ **1.3** The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing board.
- ☐ **4.5** The organization has a written succession plan in place for the CEO/ED, approved by the governing board, which contains procedures for covering an emergency/unplanned, short-term absence of 3 months or less, as well as outlines the process for filling a permanent vacancy.
- ☐ **5.1** The organization's governing board is structured in compliance with the CSBG Act: 1. At least one third democratically-selected representatives of the low-income community; 2. One-third local elected officials (or their representatives); and 3. The remaining membership from major groups and interests in the community.
- ☐ **5.2** The organization's governing board has written procedures that document a democratic selection process for low-income board members adequate to assure that they are representative of the low-income community.
- ☐ **7.7** The organization has a whistleblower policy that has been approved by the governing board.

As Needed/More Frequent than Annually

- ☐ **5.5** The organization's governing board meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its bylaws.
- ☐ **5.7** The organization has a process to provide a structured orientation for governing board members within 6 months of being seated.
- ☐ **5.9** The organization's governing board receives programmatic reports at each regular board meeting.
- ☐ **8.7** The governing board receives financial reports at each regular meeting that include the following:
 - 1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and
 - 2. Balance sheet/statement of financial position.

Annually

- ☐ **4.4** The governing board receives an annual update on the success of specific strategies included in the Community Action plan.
- ☐ **6.5** The governing board has received an update(s) on progress meeting the goals of the strategic plan within the past 12 months.
- ☐ **7.4** The governing board conducts a performance appraisal of the CEO/executive director within each calendar year.
- ☐ **7.5** The governing board reviews and approves CEO/executive director compensation within every calendar year.
- ☐ **8.2** All findings from the prior year's annual audit have been assessed by the organization and addressed where the governing board has deemed it appropriate.
- ☐ **8.3** The organization's auditor presents the audit to the governing board.
- ☐ **8.4** The governing board formally receives and accepts the audit.
- ☐ **8.6** The IRS Form 990 is completed annually and made available to the governing board for review.
- ☐ **8.9** The governing board annually approves an organization-wide budget.
- ☐ **9.3** The organization has presented to the governing board for review or action, at least within the past 12 months, an analysis of the agency's outcomes and any operational or strategic program adjustments and improvements identified as necessary.

Every 2 Years

- ☐ **4.6** An organization-wide, comprehensive risk assessment has been completed within the past 2 years and reported to the governing board.
- ☐ **5.4** The organization documents that each governing board member has received a copy of the bylaws within the past 2 years.
- ☐ **5.6** Each governing board member has signed a conflict of interest policy within the past 2 years.
- ☐ **5.8** Governing board members have been provided with training on their duties and responsibilities within the past 2 years.
- ☐ **8.10** The fiscal policies have been reviewed by staff within the past 2 years, updated as necessary, with changes approved by the governing board.

Every 3 Years

- ☐ **3.5** The governing board formally accepts the completed community assessment.

Every 5 Years

- ☐ **4.1** The governing board has reviewed the organization's mission statement within the past 5 years and assured that:
1. The mission addresses poverty; and 2. The organization's programs and services are in alignment with the mission.
- ☐ **6.1** The organization has an agency-wide strategic plan in place that has been approved by the governing board within the past 5 years.
- ☐ **7.1** The organization has written personnel policies that have been reviewed by an attorney and approved by the governing board within the past 5 years.
- ☐ **8.11** A written procurement policy is in place and has been reviewed by the governing board within the past 5 years.

Related Standards

These are standards that do not specifically call on the governing board in the standard itself to perform an action, but are part of a larger organizational process that involves the governing board (such as the required elements in an approved strategic plan or community assessment).

- ☐ **3.1** The organization conducted a community assessment and issued a report within the past 3 years.
- ☐ **3.2** As part of the community assessment, the organization collects and includes current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for their service area(s).
- ☐ **3.3** The organization collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the community assessment.
- ☐ **3.4** The community assessment includes key findings on the causes and conditions of poverty and the needs of the communities assessed.
- ☐ **4.2** The organization's Community Action plan is outcome-based, anti-poverty focused, and ties directly to the community assessment.
- ☐ **4.3** The organization's Community Action plan and strategic plan document the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle or comparable system (assessment, planning, implementation, achievement of results, and evaluation). In addition, the organization documents having used the services of a ROMA-certified trainer (or equivalent) to assist in implementation.
- ☐ **5.3** The organization's bylaws have been reviewed by an attorney within the past 5 years.
- ☐ **6.2** The approved strategic plan addresses reduction of poverty, revitalization of low-income communities, and/or empowerment of people with low incomes to become more self-sufficient.
- ☐ **6.3** The approved strategic plan contains family, agency, and/or community goals.
- ☐ **6.4** Customer satisfaction data and customer input, collected as part of the community assessment, is included in the strategic planning process.

TSGOLD Outcomes

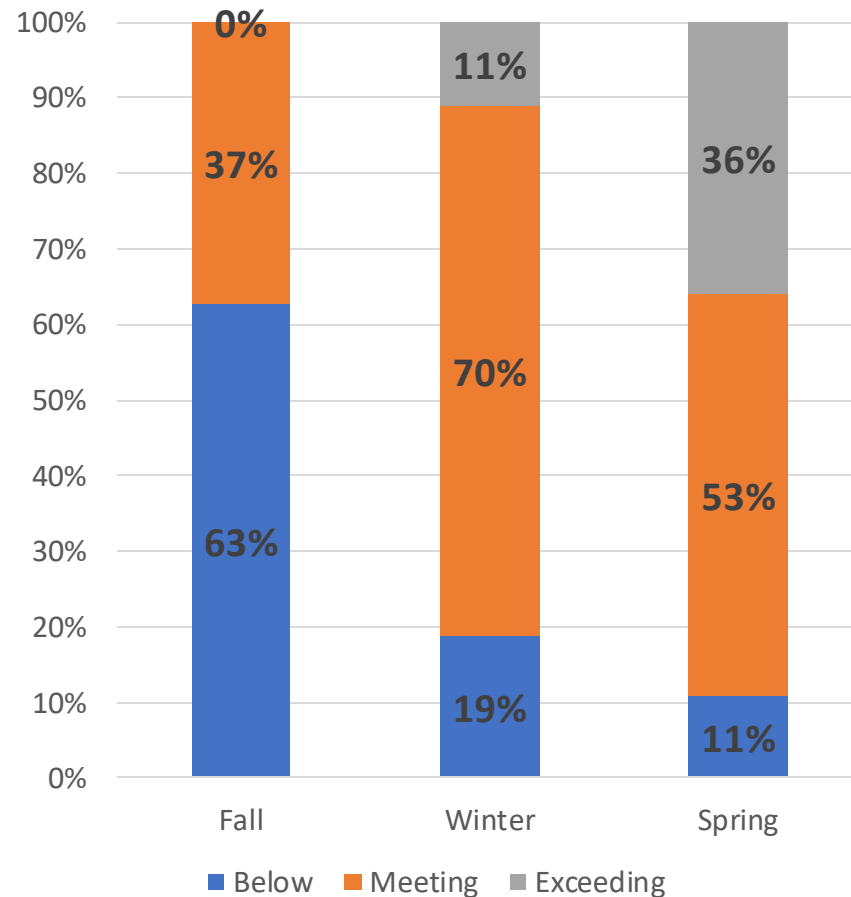
Fall, Winter, Spring

2023-2024

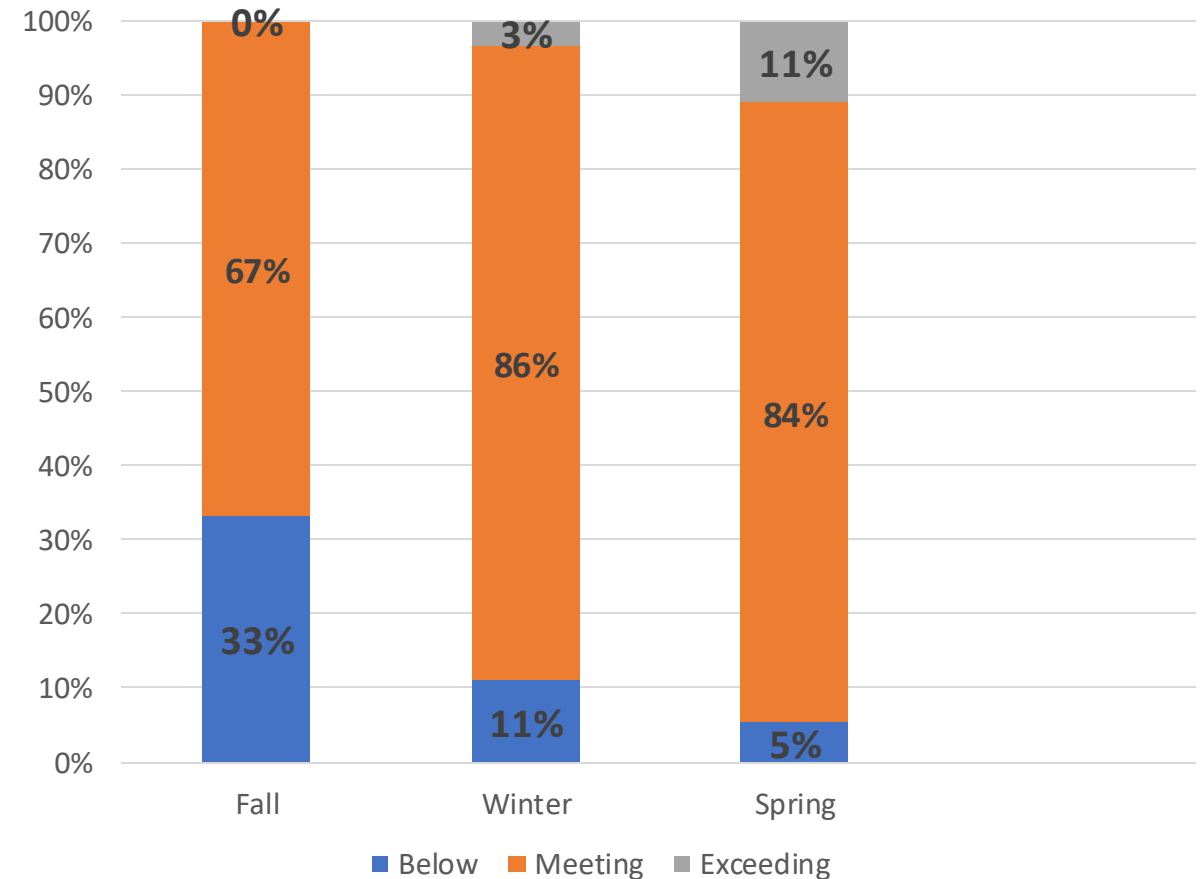
Fall-Winter-Spring Outcomes 2023-24

4 years (Children: 78-Fall, 90-Winter, 92-Spring)

Social Emotional



Physical

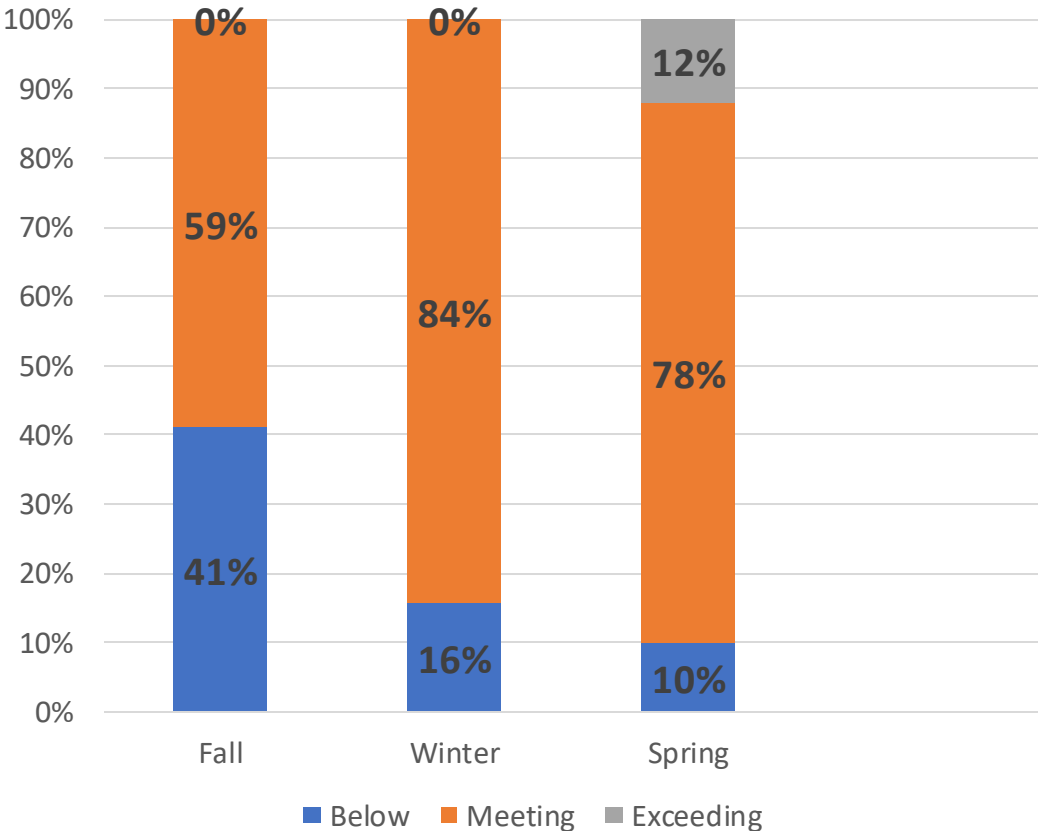


Fall-Winter-Spring Outcomes 2023-24

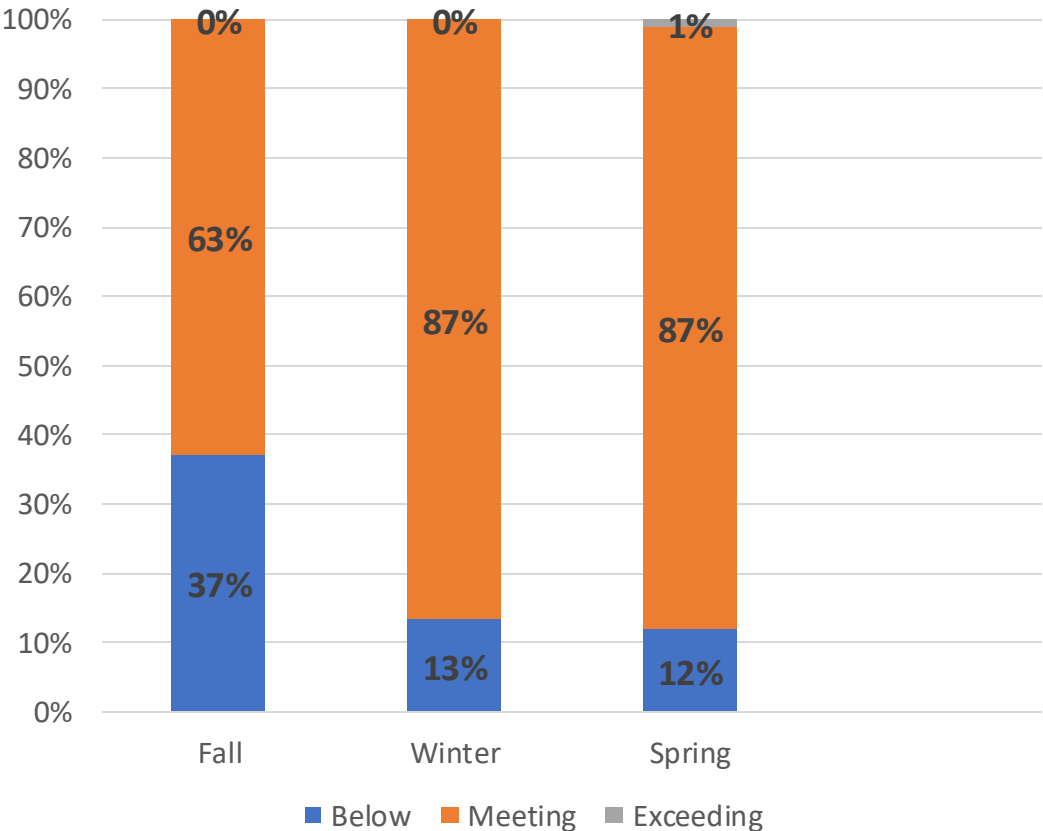
4 years

(Number of Children: 78-Fall, 90-Winter, 92-Spring)

Language



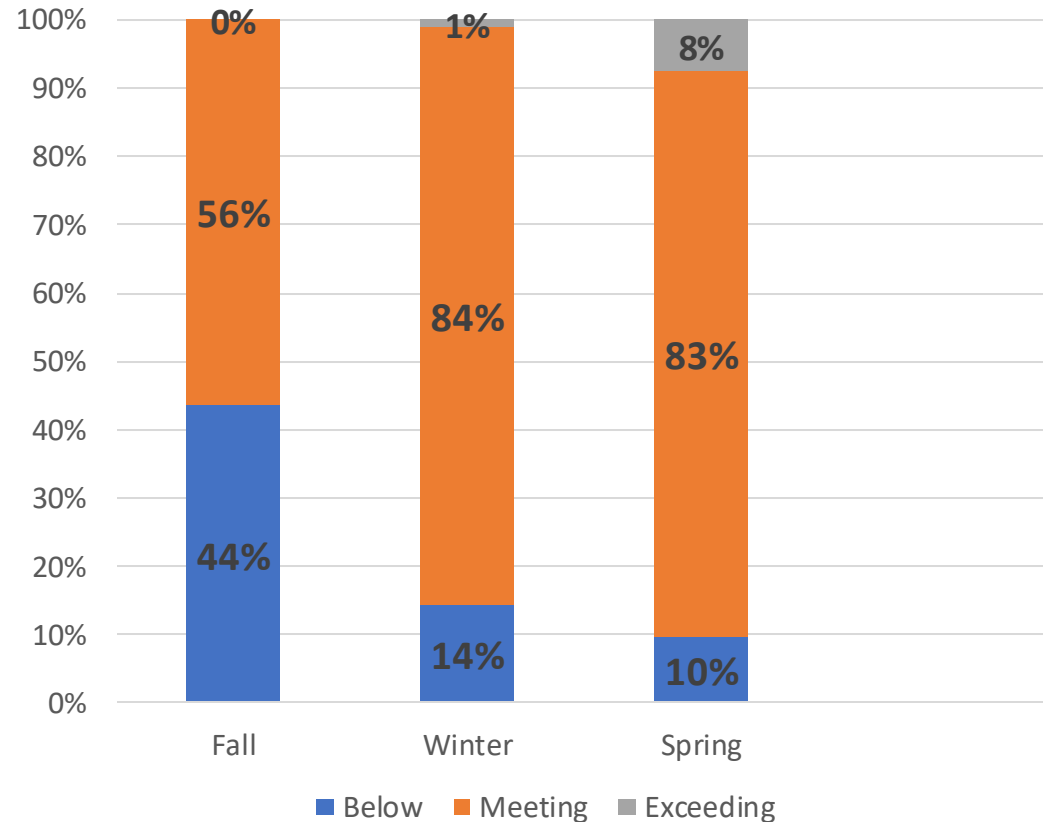
Cognitive



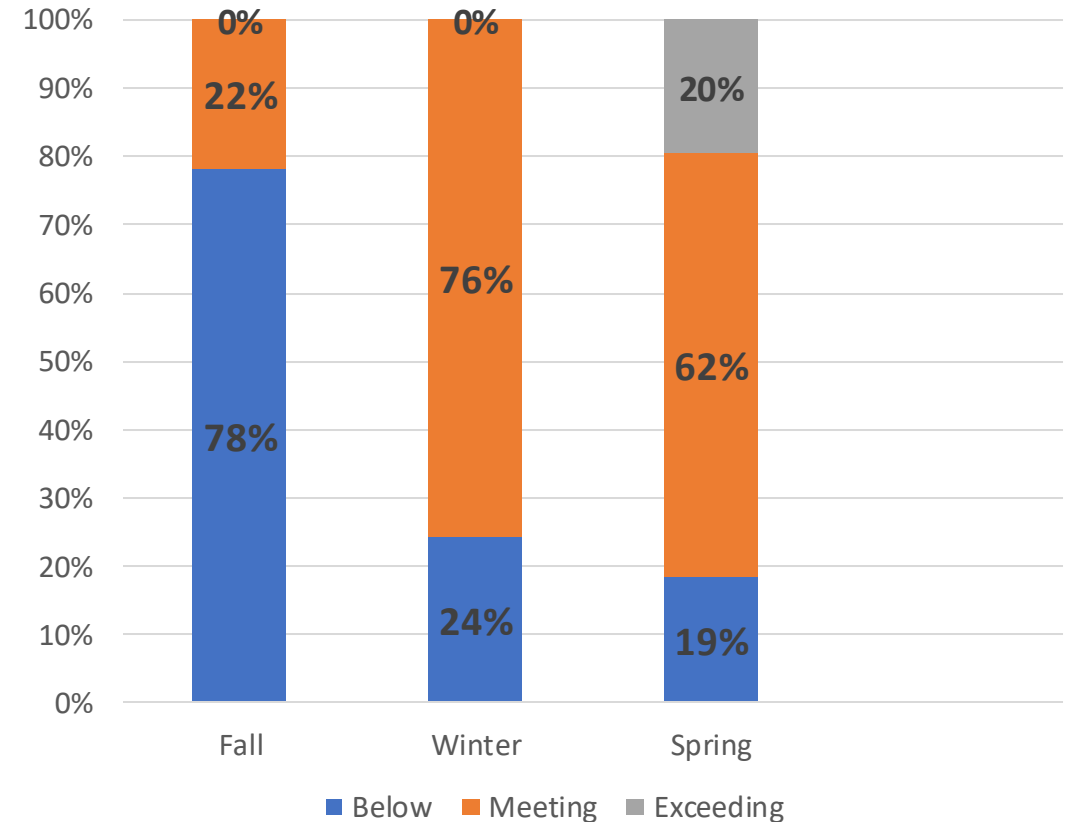
Fall-Winter Spring Outcomes 2023-24

4 years (Number of Children: 78-Fall, 90-Winter, 92-Spring)

Literacy



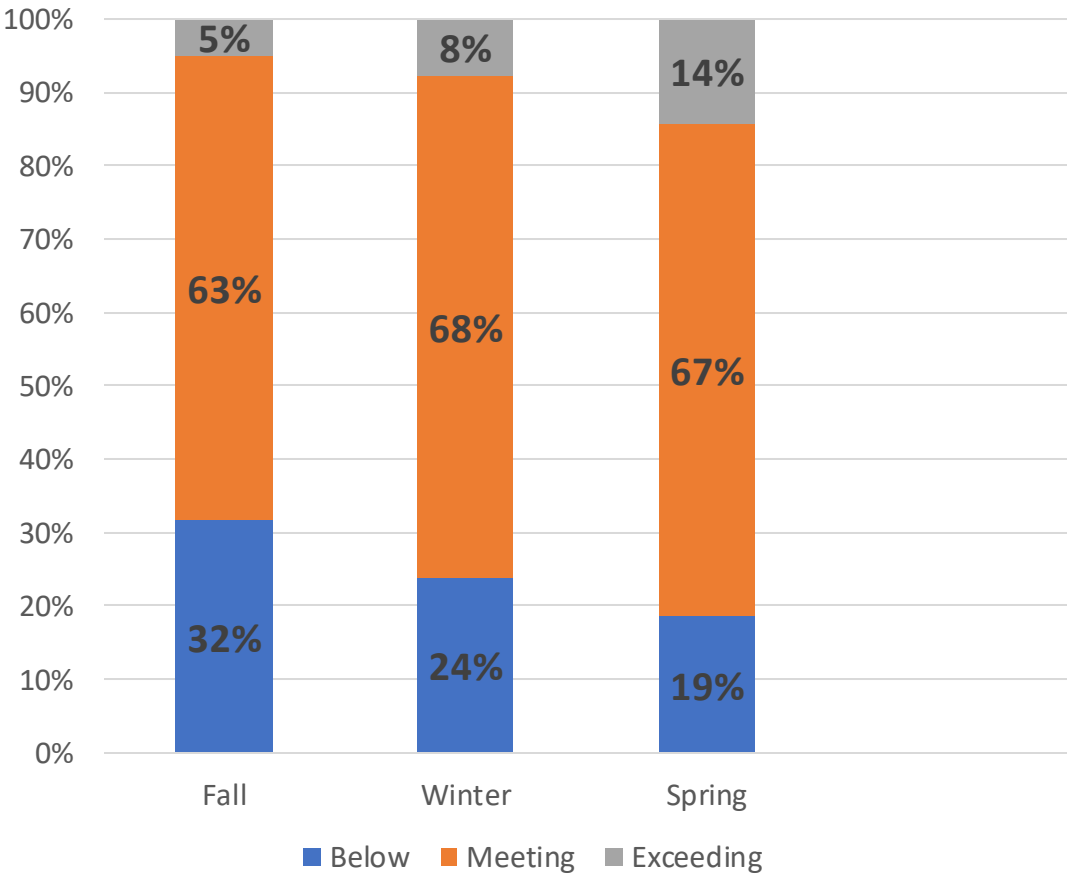
Mathematics



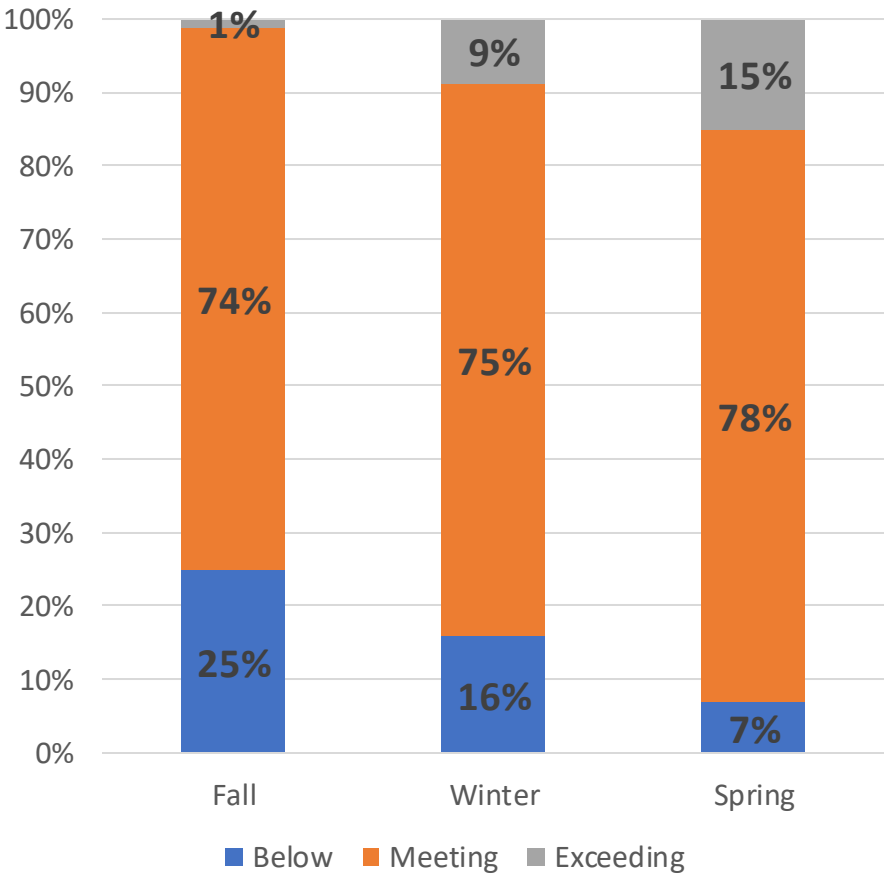
Fall-Winter-Spring Outcomes 2023-24

3 years (Number of Children: 159-Fall, 182-Winter, 205-Spring)

Social Emotional



Physical

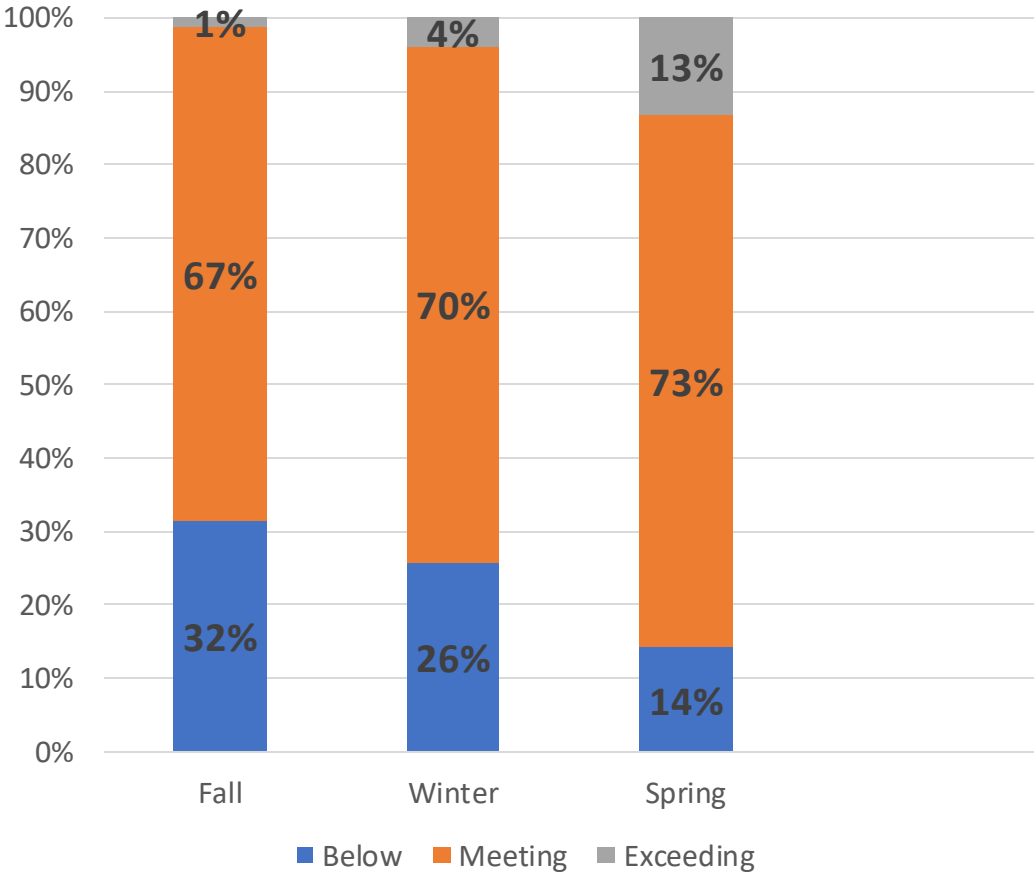


Fall-Winter-Spring Outcomes 2023-24

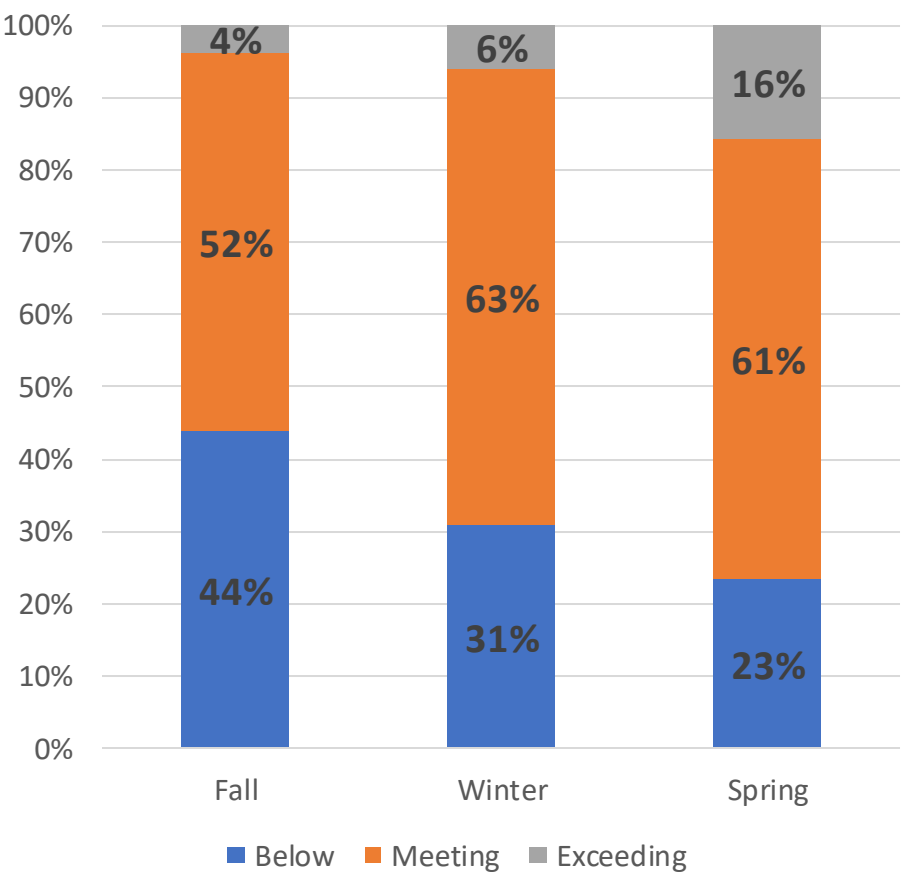
3 years

(Number of Children: 159-Fall,182-Winter,205-Spring)

Language



Cognitive

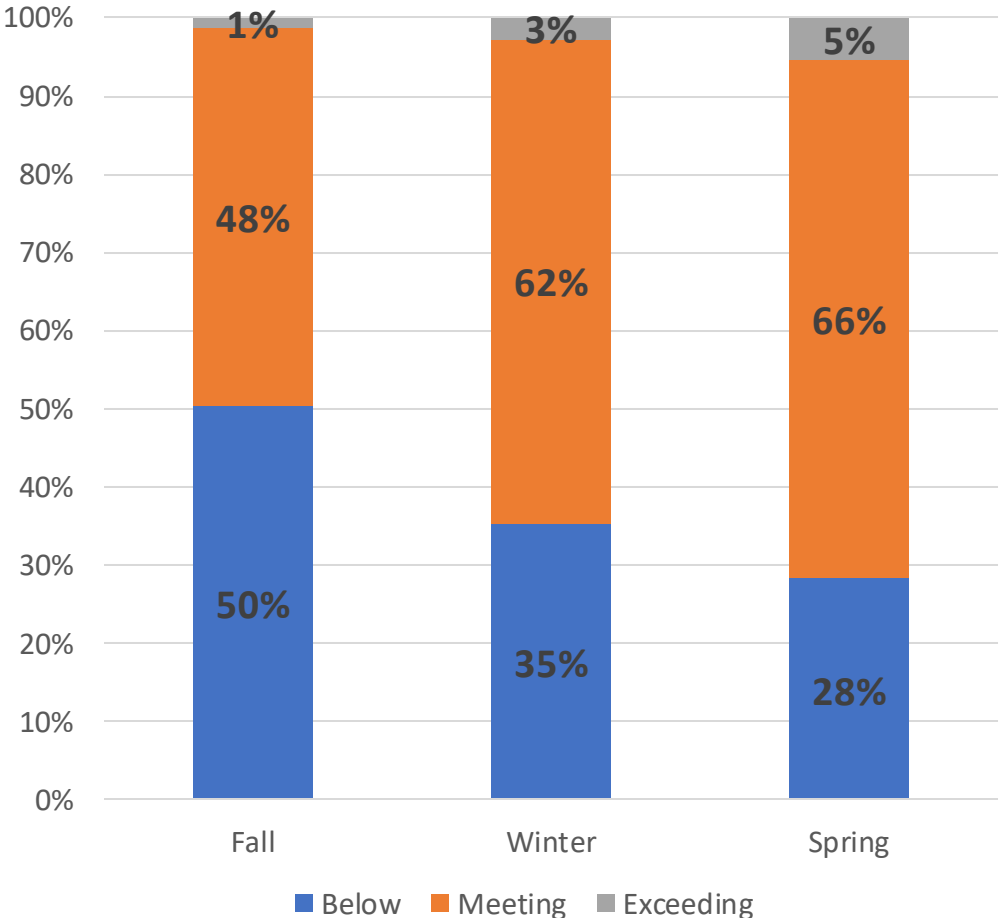


Fall-Winter-Spring Outcomes 2023-24

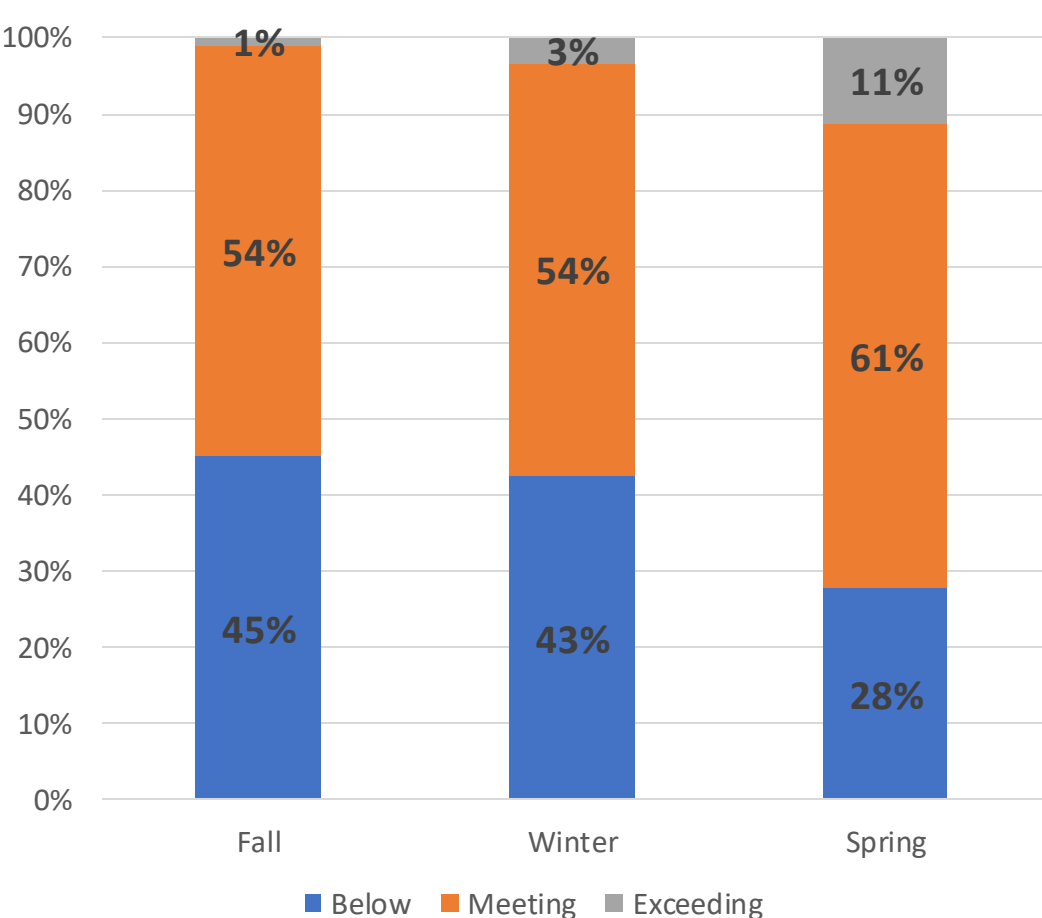
3 years

(Number of Children: 159-Fall,182-Winter,205-Spring)

Literacy

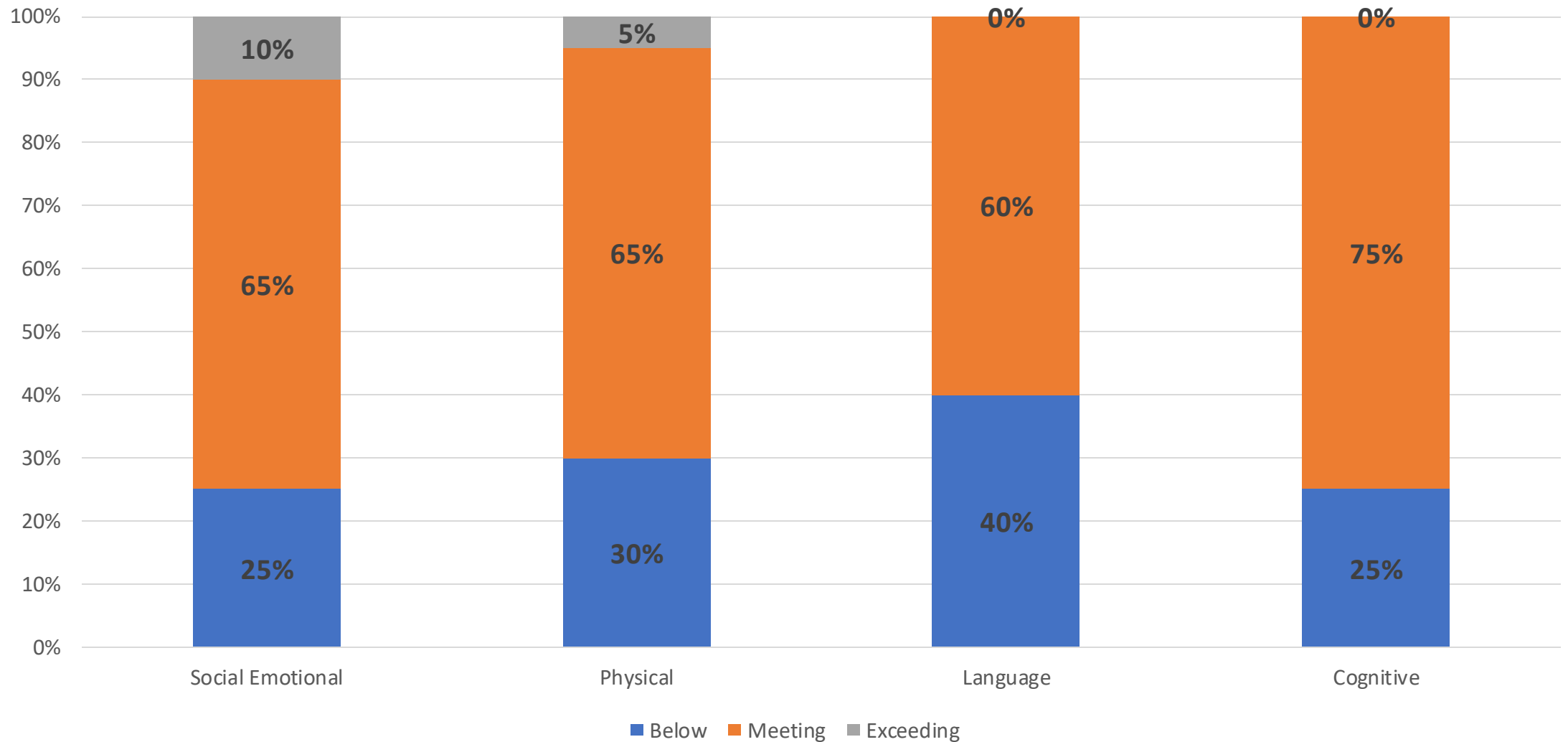


Mathematics



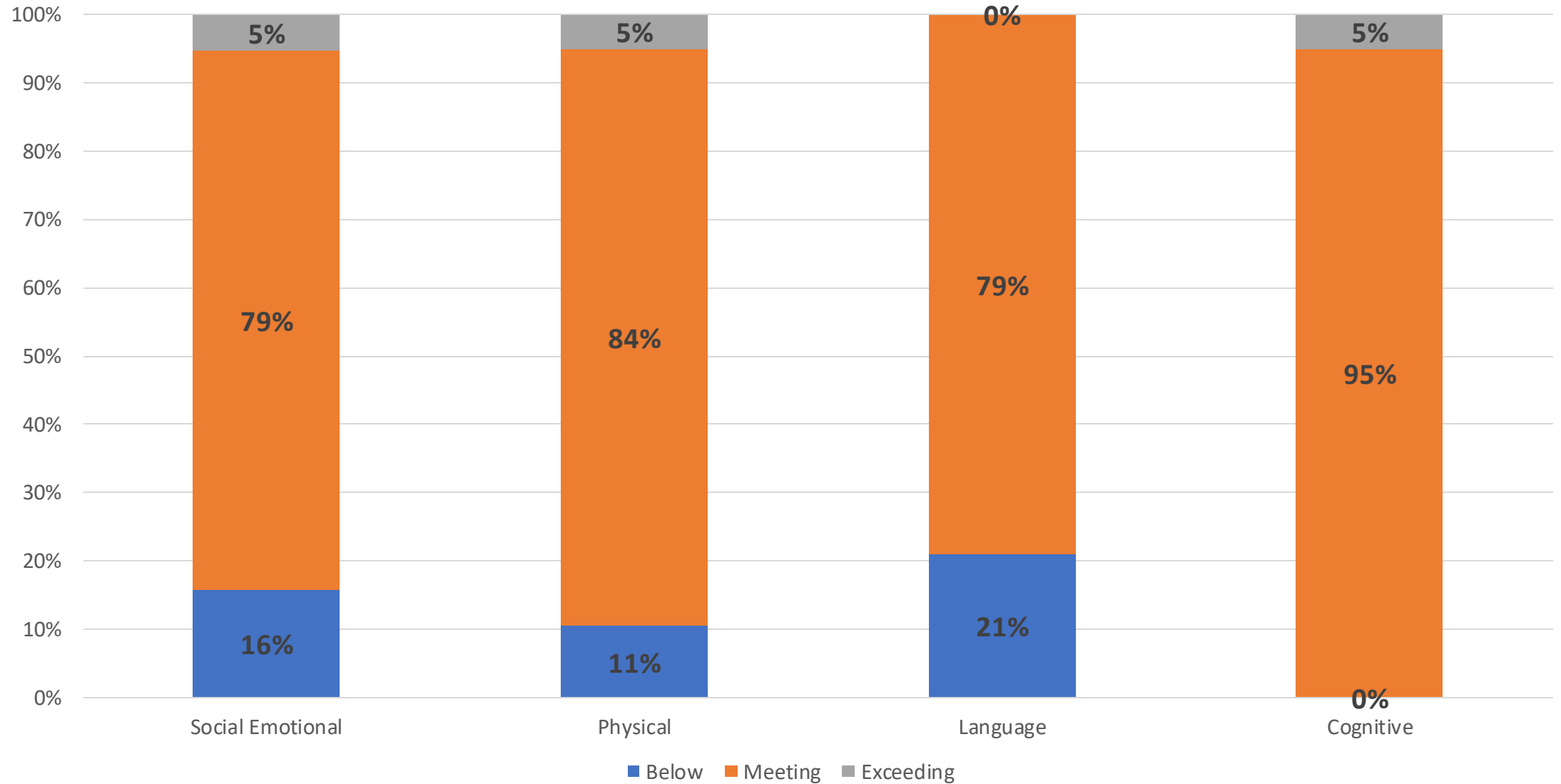
Spring Outcomes

Early Head Start 2-3 years (20 children)



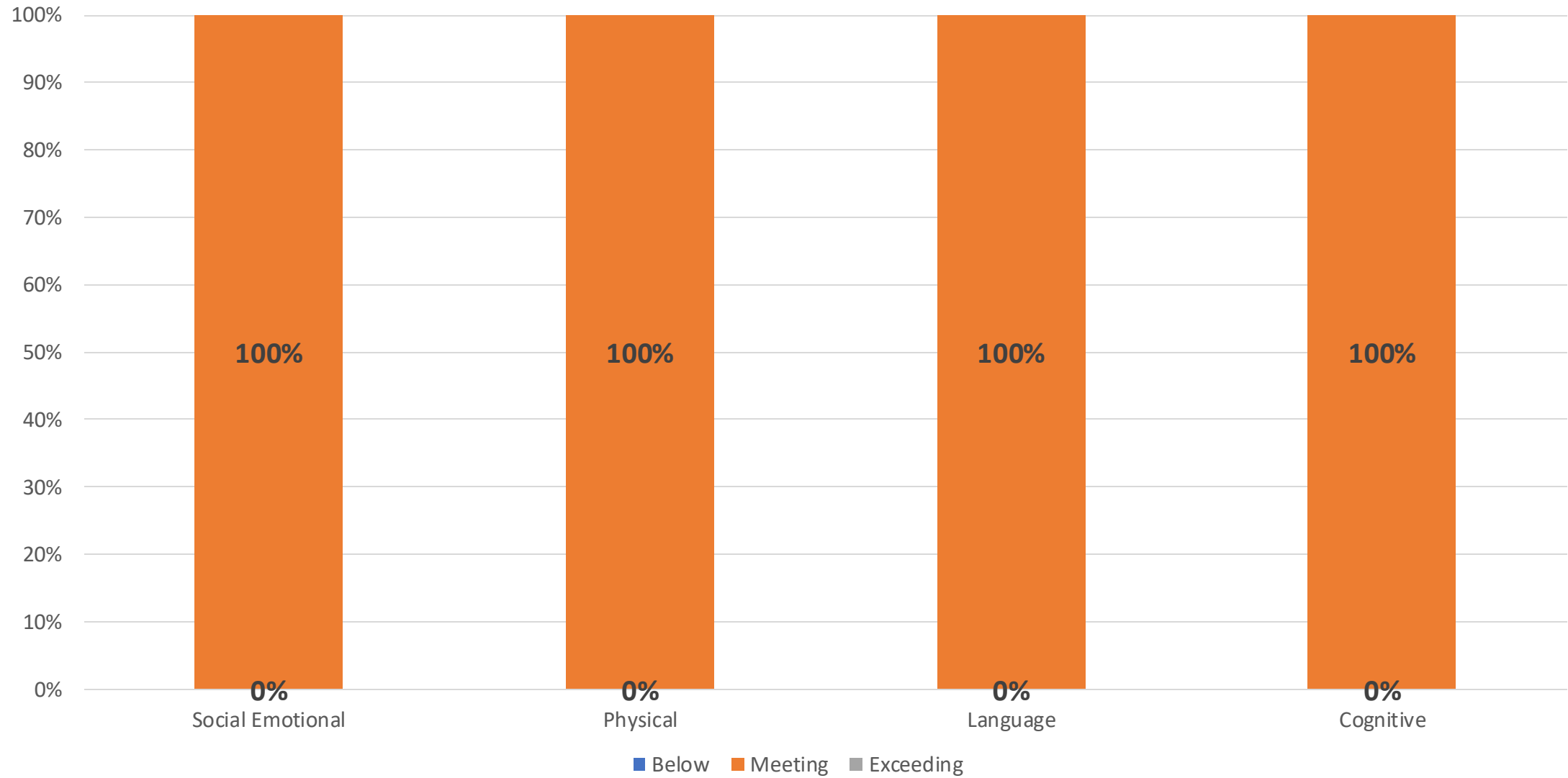
Spring Outcomes

Early Head Start 1-2 years (19 Children)



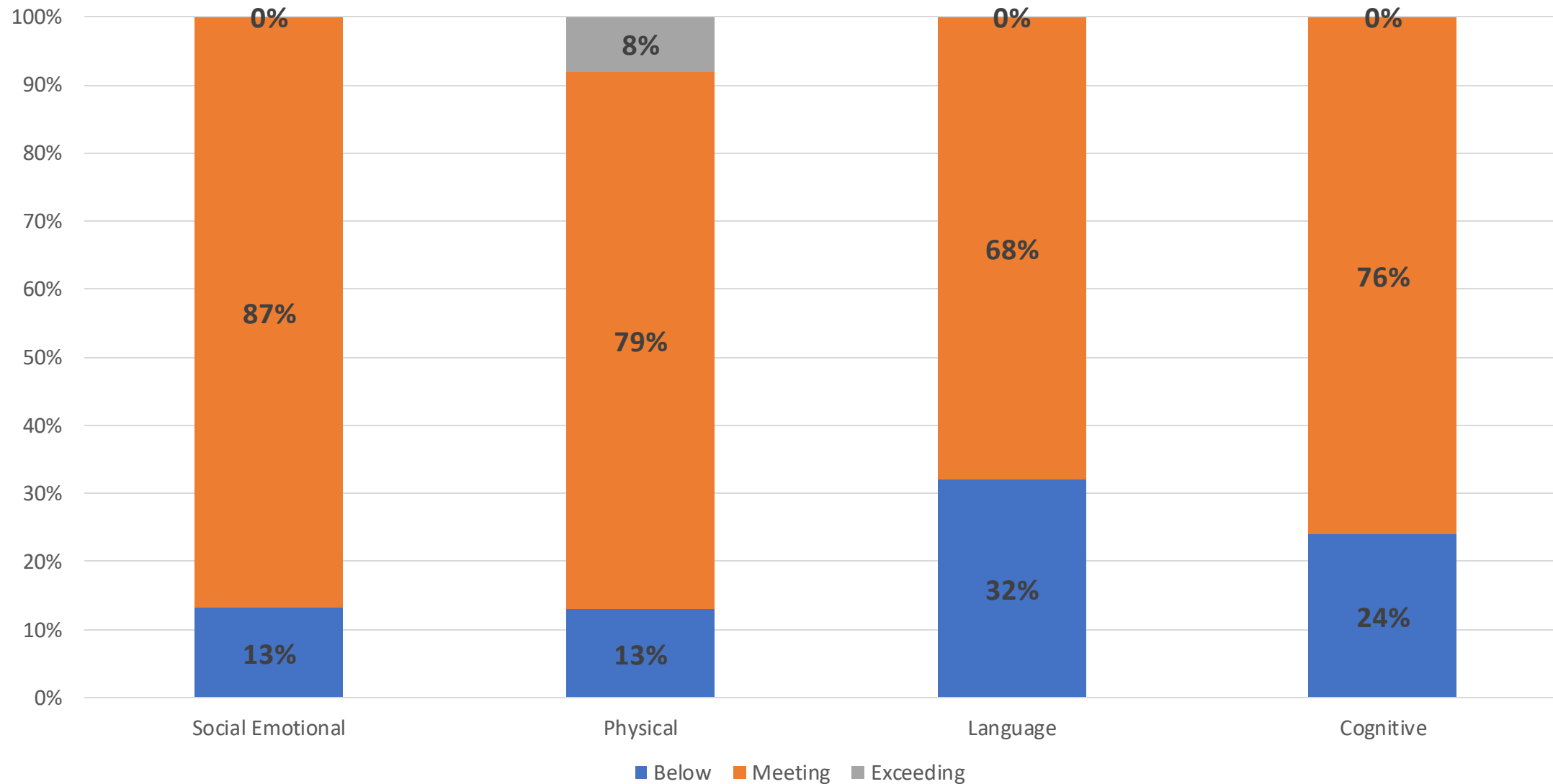
Spring Outcomes

Early Head Start Birth-1 year (6 Children)



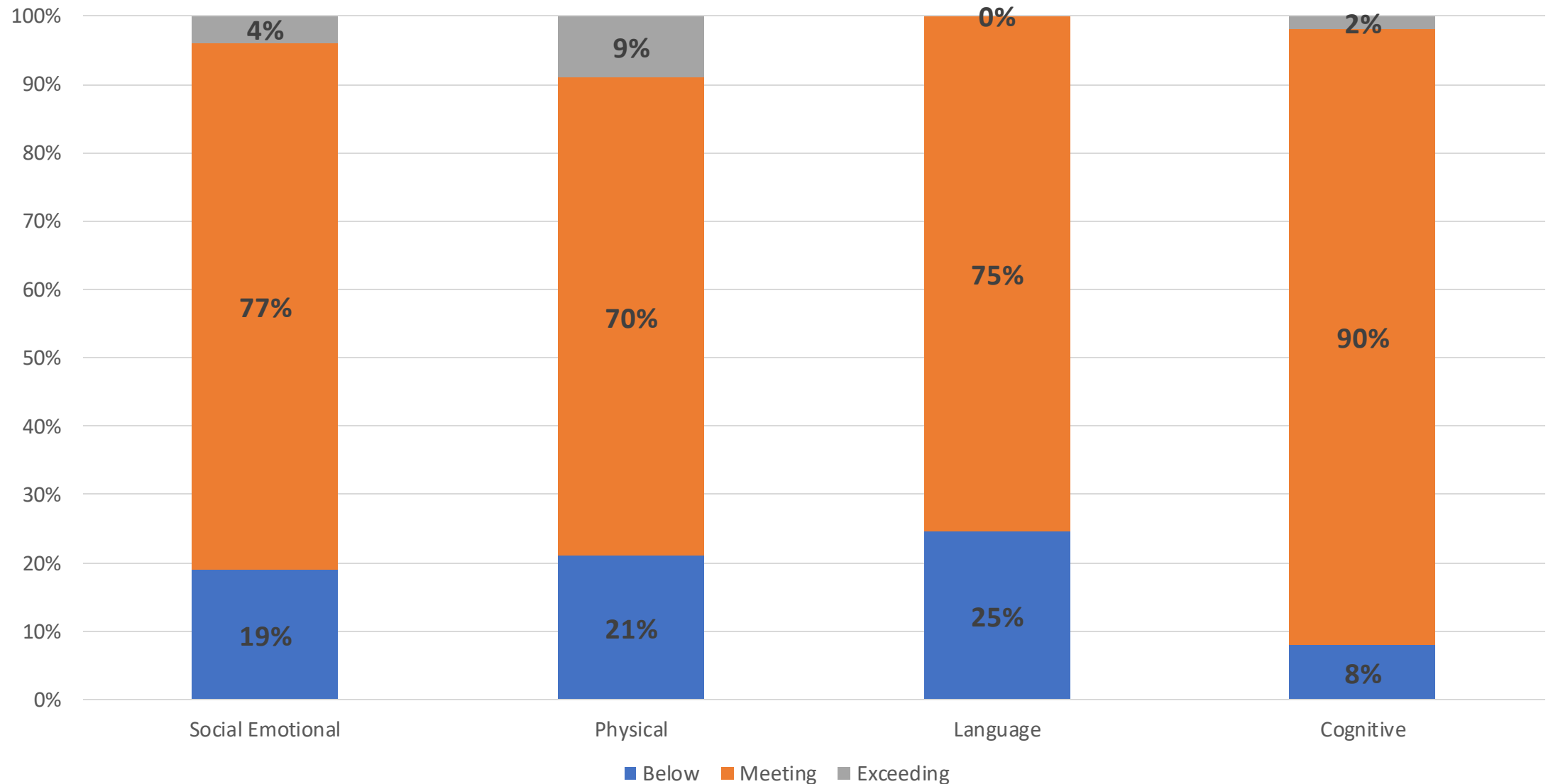
Spring Outcomes

Early Head Start-Child Care 2-3 years (38 children)



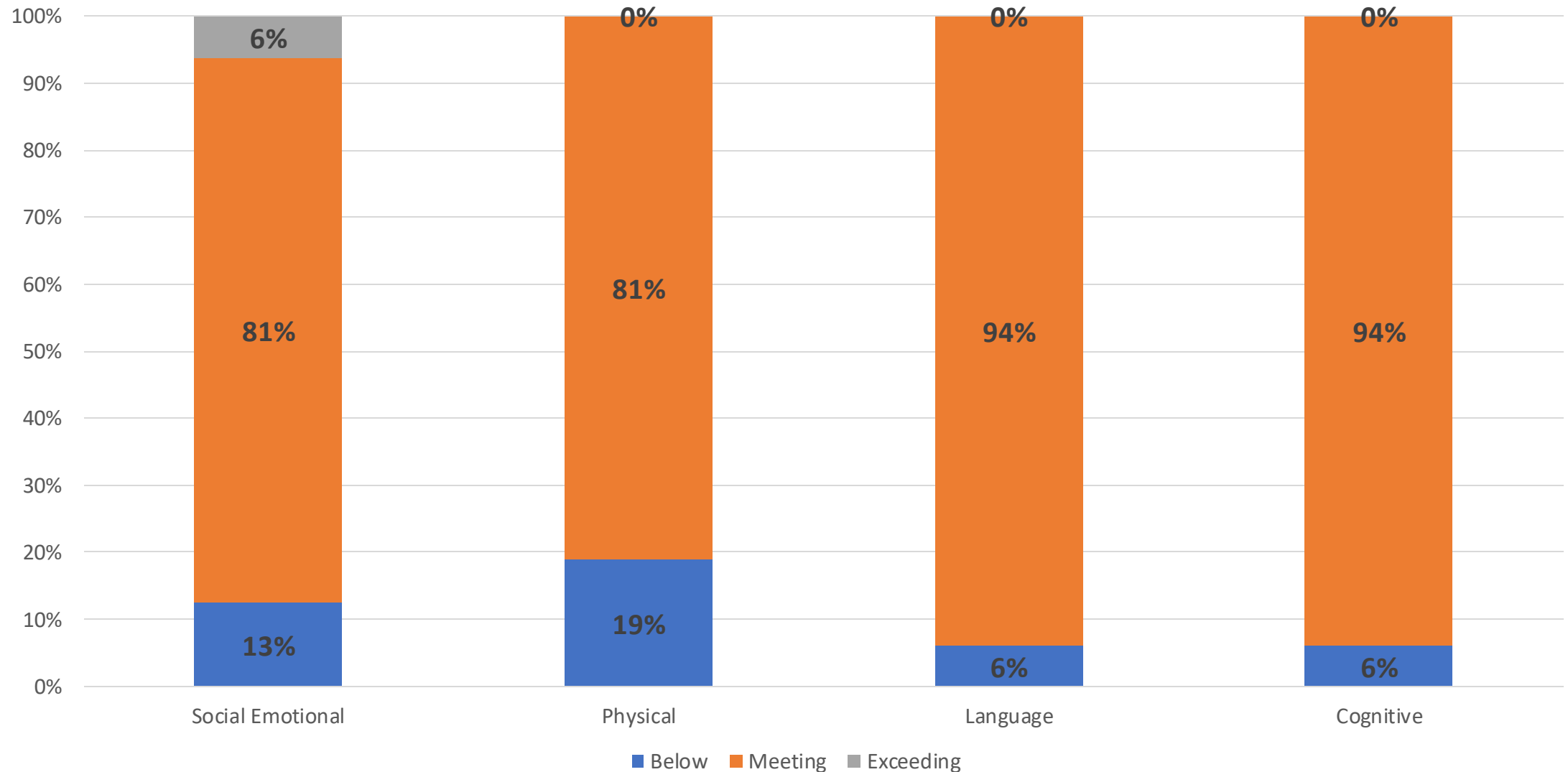
Spring Outcomes

Early Head Start-Child Care 1-2 years (53 children)



Spring Outcomes

Early Head Start-Child Care Birth-1 year (16 children)



**LIFT C.A.A., Inc.
Head Start/Early Head Start/Early Head Start-Child Care
Policy Council
1005 South 5th Street
Hugo, OK 74743**

**June 18, 2024
MINUTES**

LIFT Community Action Agency's Head Start/Early Head Start/EHS-CC Policy Council met on Tuesday, June 18, 2024 at 10:30 a.m. at 1005 S. 5th Street in Hugo, Oklahoma. Notice of time, place and agenda of meeting was posted within prominent view at 1005 S 5th Street, Hugo, Oklahoma twenty-four (24) hours prior to the meeting.

A quorum was met, members present were Key'Sha Jone; Cabbage Patch, Steve Woldanski; Hugo EHS, Lindsey Kent; Idabel III, Amber Moose; Valliant I, Lisa Heady, Kara Maness and Clinton Crawley; Community Representatives.

HS/EHS/EHS-CC staff present included: Darla Galyon; HS/EHS/EHS-CC Director, Jordan Mack; HS/EHS/EHS-CC Assistant Director, Mattie McKee; HS/EHS/EHS-CC Assistant Director, Lori Henry; HS/EHS/EHS-CC Secretary, Lauren Barger; Nutrition Specialist, Johonna House, Nutrition Assistant, Susie Mashburn; Education Specialist, Sommer Springfield; Assistant Education Specialist, Sara Moore; Professional Development Specialist, Christina Merritt; FCE/Disability/Mental Health Assistant, Ashley Gaddy; Outreach Specialist and Taryn Creasman; FCE Specialist.

Consideration, Discussion and Vote to Accept the minutes from the April 16, 2024 and May 21, 2024 meeting (s). Copies of the minutes were provided to the council for review. Kara Maness made a motion to approve the minutes as written and Steve Woldanski seconded. The motion carried.

Consideration, Discussion, and Vote to Enter into Executive Session to Discuss the employment, transfer, hiring, appointment, promotion, demotion or disciplining of employees: Shanaya Davie-Idabel EHS Caregiver; Keuna Willis-Substitute; Melissa Greenlee-Substitute; Stomy Kennedy-Substitute; Makennah Smith from Idabel EHS Caregiver to Idabel II Teacher Assistant, Savanna Eskue, Ashly Ray and Gabrielle Brown, pursuant LIFT, CAA Okla. Stat. title 25§ 307 (b) (1). No motion was made.

Consideration, Discussion, and Vote to Adjourn Out of the Executive Session and the Regular Board Meeting Be Reconvened. Did not enter into Executive Session, therefore no vote was needed.

Consideration, Discussion and Vote to Approve New Hires, Transfers and Terminations Recommended by the Personnel Committee. Lisa Heady made a motion to approve and Lindsey Kent seconded the motion. The motion carried.

Consideration, Discussion and Vote to Approve Resolution for Schools and Libraries Universal Services (E-Rate) for 2024-2025 (This Resolution authorizes filing of the Form 471 applications for funding year 2024-25 and the payment of the applicant's share upon approval of funding and receipt of services.) Mattie Ferguson, Assistant HS/EHS/EHS-CC Director stated that this resolution authorizes filing for Form 471 applications for funding year 2024-2025 and the payment of the applicant's share upon approval of funding and receipt of services. The Federal Communication Commission's E-Rate program makes telecommunications and information services more affordable for schools and libraries. With funding from the Universal Service Fund, E-Rate provides discounts (from 20-90% based on poverty level and rurality) for telecommunications, Internet access, and internal connections to eligible schools and libraries. Kara Maness made a motion to approve and Lisa Heady Seconded the motion. The motion carried.

Consideration, Discussion, and Vote to Approve EHS-Child Care Program Training and Technical Assistant Plan: Mattie McKee provided a copy along with an overview of the plan for council members present. Key'Osha Jones made a motion to approve and Lindsey Kent seconded the motion. The motion carried.

Consideration, Discussion and Vote to Approve HS/EHS/EHS-CC 2023-2028 Strategic Plan Jordan Mack, HS/EHS/EHS-CC Assistant Director provided a copy of the 2023-2028 Strategic Plan along with an overview and discussion on how and why the plan is updated every 5 years by the program. Lisa Heady made a motion to approve and Amber Moose seconded the motion. The motion carried.

Consideration, Discussion and Vote to Approve the HS, EHS, SAF, Community Facilities, OECP, USDA, and Non-Fed March, 2024 Financial Statements and Credit Card Distribution Reports: Darla Galyon, HS/EHS/EHS-CC Director provided copies and an overview of the March, 2024 financial statements and Credit Card Distribution Report for the Council and it was reviewed and recommend by the Finance Committee to vote for approval. Kara Maness made a motion to approve and Lindsey Kent seconded the motion. The motion carried.

Consideration, Discussion and Vote to Approve the HS, EHS, SAF, Community Facilities, OECP, USDA, and Non-Fed April, 2024 Financial Statements and Credit Card Distribution Reports: Darla Galyon, HS/EHS/EHS-CC Director provided copies and an overview of the April, 2024 financial statements and Credit Card Distribution Report for the Council and it was reviewed and recommend by the Finance Committee to vote for approval. Lindsey Kent made a motion to approve and Kara Maness seconded the motion. The motion carried.

Consideration, Discussion and Vote to Approve the 2024-2025 Head Start Integrated Services Policies and Procedures (O. S. 5.7, 5.9): Each of the HS/EHS/EHS-CC Specialist provided copies and an overview of their component area along with changes, if any that were made to their specific policy. Policy Council members were asked to review the policies and if they had any suggestions/feedback to get with that specialist with any suggestions/feedback. With there only being a few grammatical suggestions, Lisa Heady made a motion to approve and Kara Maness seconded the motion. The motion changed.

Consideration, Discussion and Vote to Approve to Submit the 2024-2025 Head Start Transportation Waiver Request: Darla Galyon, HS/EHS/EHS-CC Director explained to the council that this was an annual renewal for the mandated use of child restraint systems and the requirement that each bus have a least one bus monitor. This would be a waiver for Head Start's compliance with these requirements. Without this waiver, it would result in a significant disruption to the program and wouldn't be in the best interest of the children. Lindsey Kent made a motion to approve and Amber Moose seconded. There was 1 vote who sustained and the motion carried.

Presentation of May, 2023 Financial Statements and Credit Card Distribution Reports: Darla Galyon, HS/EHS/EHS-CC Director presented the May, 2024 Financial Statements and Credit card Distribution Reports and gave an overview of them along with an explanation of where non-fed monies come from for members present to review and vote on at the July 16, 2024 meeting. Copies will be mailed to members not present.

Other Reports/Announcements:

Recruitment & Enrollment Update/Enrollment and Attendance Report-Brittany Bailey, ERSEA Specialist: Darla Galyon, HS/EHS/EHS-CC Director reported that as of today, 6/18//2024 295 children have been enrolled in the Head Start classrooms. Head Start attendance was 87.9%. Early Head Start currently has 45 children enrolled and attendance was 83.1%. Early Head Start-CC currently has 108 children enrolled and attendance was 84.6%.

Recruitment is on-going and applications are still be accepted and processed.

Governing Board Report: Mattie McKee- Mattie McKee, HS/EHS/EHS-CC Assistant Director stated that the Governing Board Met on June 11, 2024. An Agenda was provided along with an overview of the meeting for council members present. She stated that all HS/EHS/EHS-CC items had been approved

USDA Meals and Snack Report-Lauren Barger, Lauren Barger, Nutrition Specialist provided a copy and an overview summary of meals and snacks served for May, 2024.

Data Analysis-Jordan Mack-Jordan Mack gave an overview of the data assessed for April, 2024

OHS Communications and Guidance-Darla Galyon presented and reviewed all OHS Communications and Guidance received since the last council meeting.

Program Summary Report-Darla Galyon presented the HS/EHS/EHS-CC Program Summary for the council to review.

Consideration, Discussion, and Vote on New Business (Not known about or which could not have been reasonably foreseen prior to time of posting the agenda. Okla. Stat. Title 25 § 311):

Consideration, Discussion and Vote to submission of a Change in Scope – Enrollment Reduction Amendment Application for the EHS-Child Care Program to the Office of Head Start. Darla Galyon, HS/EHS/EHS-CC explained that LIFT CAA Early Head Start-Child Care is requesting the Funded Federal Enrollment to change from 120 EHS-Child Care Partnership slots to 112 slots without reducing the amount of grant funding received (\$2,399,533 in total). The program has faced enrollment issues for over five years, which stems from competition with other early childhood programming in the area as well as the requirement for child care subsidy to be eligible. LIFT's EHS-Child Care Program is currently under enrolled and was on an Under-

Enrollment Plan as part of the Full Enrollment Initiative. The Under-Enrollment Plan began on June 10, 2023, comprising a period of 12 months. An enrollment reduction was identified as a step within the corrective action plan as it will be impossible to obtain full enrollment due to the factors described. The proposed changes are sustainable: the program is requesting a reduction from 120 EHS-Child Care slots to 112 slots (a change of 8 slots, or 6.7%); as enrollment is at 113 (as of April 2024) and the program has been able to average near this number (107) for the last nine months, it feels like an obtainable goal. With this enrollment reduction, the program is expected to be able to meet the goal of 112 slots in the future and remain fully enrolled and in compliance with the Full Enrollment Initiative. The majority of the budgetary changes will be within the Personnel category due to reallocation of the Management Team's time distribution, as well as an increase in funding for partner center reimbursement (due to rising operations costs). Kara Maness made a motion to approve submission and Lindsey Kent seconded the motion. The motion carried.

There being no other business to come before the board Kara Maness made a motion to adjourn and Amber Moose seconded the motion. The motion carried and the meeting ended at 11:10a.m.

Lindsey Kent-Chairperson
Key'Osha Jones-Vice-Chairperson
Titeuna Mitchell-Secretary



Employee of the Month Nomination

Please place an X beside all of the qualities that apply to the person you are nominating, and then write a few words about how each characteristic applies to the person being nominated.

Example: X --Has good customer service--Mary always smiles and says hi to everyone who comes in the office.

Not all qualities will apply to every person. You may also add additional good qualities that the person has in the "other" blanks on the back side of this form. If you would like to elaborate, you can use the empty square on the second page of this form to provide more details of the good work habits of the person you are nominating. Or, you can use the empty space to describe something really good that the person has done.

Date: 07/01/2024

Name of Person being nominated for Employee of the Month: Jacqueline Batson

Name of Person submitting the nomination: Kimberly Wright

- | | | |
|----------|--|---|
| <u>X</u> | Is a hard worker | <u>Jacque is the first to volunteer for any job or activity, works diligently to maintain an orderly office.</u> |
| <u>X</u> | Respects others | <u>She is the kindest person, she strives to make everyone feel welcome and at ease.</u> |
| <u>X</u> | Is on time | <u>She is very time oriented.</u> |
| <u>X</u> | Is organized | <u>She keeps her office area very organized and is efficient at filing all paperwork and updating information.</u> |
| <u>X</u> | Keeps a positive attitude | <u>She is always in a good spirits.</u> |
| <u>X</u> | Encourages other people | <u>She is the person to go to when you need words of encouragement.</u> |
| <u>X</u> | Is willing to help others | <u>She very rarely has to be asked to do something, she tries to complete task ahead of time.</u> |
| <u>X</u> | Makes a good first impression | <u>She is the first person to greet every person and she is always put together and very professional.</u> |
| <u>X</u> | Follows all workplace rules | <u>She is very good at staying with the rules set forth by the agency.</u> |
| <u>X</u> | Uses resources wisely | <u>Jacque is very thrifty and doesn't ever over use any supplies.</u> |
| <u>X</u> | Has good work attendance | <u>She is always at work unless prearranged.</u> |
| <u>X</u> | Represents the agency well | <u>Jacque is someone that is proud to work at Lift. She is very vocal about how this organization helps the community</u> |
| <u>X</u> | Is a loyal employee | <u>There isn't anyone that is more loyal.</u> |
| <u>X</u> | Handles crisis well | <u>She stays very calm and is able to handle situations in a good manner.</u> |
| <u>X</u> | Goes above and beyond the call of duty | <u>I've never met someone that is as warm and happy as she is.</u> |
| <u>X</u> | Works well with others (team player) | <u>She causes no issues and never argues.</u> |



- X Is creative She is always coming up with new ideas for our center.
- X Likes to learn new things She loves to find out about new ideas.
- X Is a good listener A very good sounding board for our participants, she is compassionate.
- X Communicates well She is able to get information across in a respectful manner.
- X Dependable If she says she will do it, the task will get done.
- X Respectful, considerate of others Very respectful, she is the most warm hearted person I know.
- X Safety conscious She does her best to be safe in all aspects.
- X Good problem solving skills Works hard to handle all tasks.
- Other _____
- Other _____
- Other _____

Use this space if you have anything additional that you would like to say about the person being nominated.

Jacque is one of the warmest, kindest people I know. She goes above and beyond to make all who enter feel welcome and at home. She is a hard worker that will do all tasks set before her, not just the ones that have been assigned to her. I'm very proud and grateful that she works at this center. There isn't anyone better to meet and she is the best fit for the front office. There is no task too big or small for her and most of the time we have to ask her to stop doing all of the work!

Submit nominations by the 30th of the month for consideration. Submit nominations to Kathy James at the Administration Office, by mail (209 N. 4th St., Hugo, OK 74743), by fax (580-326-2305), or by email (kathy.james@liftca.org). Nominations are judged by a five-member committee. If the person you nominate is not selected, it is okay to nominate that person again the following month if you feel he/she is deserving of the award.

LIFT Community Action Agency, Inc.
209 North 4th Street, Hugo, OK 74743
Telephone (580) 326-3351 Fax (580) 326-2305
www.liftca.org



Employee of the Month Nomination

Please place an X beside all of the qualities that apply to the person you are nominating, and then write a few words about how each characteristic applies to the person being nominated.

Example: X --Has good customer service--Mary always smiles and says hi to everyone who comes in the office.

Not all qualities will apply to every person. You may also add additional good qualities that the person has in the "other" blanks on the back side of this form. If you would like to elaborate, you can use the empty square on the second page of this form to provide more details of the good work habits of the person you are nominating. Or, you can use the empty space to describe something really good that the person has done.

Date: June 3, 2024

Name of Person being nominated for Employee of the Month: Jacqueline Batson

Name of Person submitting the nomination: Kelly Thomas

- X Is a hard worker Jacque keeps the place spic and span
- X Respects others She is amazing at this
- X Is on time is on time
- X Is organized extremely organized
- X Keeps a positive attitude Jacque has a great attitude
- X Encourages other people This her innate gift
- X Is willing to help others another gift she has
- X Makes a good first impression She is beautiful inside and out
- X Follows all workplace rules she does follow rules
- X Uses resources wisely yes
- X Has good work attendance yes, rarely misses
- X Represents the agency well Jacque is one of the first faces you see upon entering the building and its always a pleasant one
- X Is a loyal employee very loyal
- Handles crisis well we really havent had a crisis at this poing
- X Goes above and beyond the call of duty Jacque will do what no one else want to do and does it with a smile
- X Works well with others (team player) Jacque is fun and plays well with others

LIFT Community Action Agency, Inc.
209 North 4th Street, Hugo, OK 74743
Telephone (580) 326-3351 Fax (580) 326-2305
www.liftca.org



- X Is creative yes
- X Likes to learn new things She loves to learn and is learning the WRO ways
- X Is a good listener she is a good listener
- X Communicates well excellent! again another gift, she is amazing with our participants and visitors
- X Dependable very dependable, you can count on her for anything
- X Respectful, considerate of others extremely, you should see her interact with our participants
- X Safety conscious yes
- X Good problem solving skills yes
- Other _____
- Other _____
- Other _____

Use this space if you have anything additional that you would like to say about the person being nominated.

Jacque is a very important part of the WRO team. She is not only a beautiful person she is extremely sweet and kind. She makes sure the building is well supplied and clean especially during training weeks. If she isn't at her desk you can find her with cleaning rag in one hand and cleaner in the other going about the building wiping down surfaces. If she sees you carrying something or getting the vacuum she will come and try to take it from you so she can do what needs to be done and she will every time ask you if you need help or do you want me to do that. Jacque is also fun to work with she has an amazing sense of humor and provides us with good entertainment. She makes an amazing connection with our participants by being extremely kind and helpful. When I hear her talking to them my heart smiles. I believe she deserves to be the June employee of the month because I know how amazing she is.

Submit nominations by the 30th of the month for consideration. Submit nominations to Kathy James at the Administration Office, by mail (209 N. 4th St., Hugo, OK 74743), by fax (580-326-2305), or by email (kathy.james@liftca.org). Nominations are judged by a five-member committee. If the person you nominate is not selected, it is okay to nominate that person again the following month if you feel he/she is deserving of the award.

LIFT Community Action Agency, Inc.
209 North 4th Street, Hugo, OK 74743
Telephone (580) 326-3351 Fax (580) 326-2305
www.liftca.org

Program Summary
Head Start/Early Head Start/Early Head Start-Child Care Programs
June 2024

Eligibility, Recruitment, Selection, Enrollment & Attendance

During the month of June there were 44 children, age birth to 3, that were provided services in the Early Head Start centers and 106 children served, age birth to 3, in the Early Head Start – Child Care locations. Services were provided for 0 children, age 3 to 4 years old in the Head Start centers within the tri-county service area due to summer vacation.

The Outreach Specialist prepared and sent out radio ads that reached across our service area. Our ad was included on local restaurant menus. Daily social media posts are also made on our LIFTCA Facebook page.

Family Advocates and other Head Start, Early Head Start, and Early Head Start Child Care staff have been placing recruitment flyers, recruitment apple signs, recruitment cards and other recruitment items in and around various businesses within the tri-county service area, along with placing recruitment items online, to ensure all enrollment opportunities are filled as they occur. Partnering childcare facilities are also actively recruiting children for the program.

Family & Community Engagement

For the Month of May, we had 117 parents that participated in Parent Meetings. Family Advocates are working on closing out goals with families who have Family Partnership Agreement's. The centers continue to invite parents and community members in to participate in Parent Ready to Read by having a story time with the children; there were 33 participants, with 7 of them being father figures.

Father Involvement

The dad's day activities for the month of May were mainly watermelon crafts. There were also an umbrella and kite craft, and one Head Start did a family gross motor day. For the May Dad's Day, there were 158 people that participated in dads day activities with 55 being father figures. In addition, 22 dads/father figures participated in parent meetings for May. Since the beginning of the 2023-2024 school year, we have had 1,069 father figures participate in family engagement activities.

Nutrition

In the month of June, the nutrition team has started the 2nd quarter EHS & EHS-CC folder checks. We have received our HS and EHS menus back from being reviewed from our dietician we are in contract with. We just had our annual pre-service training, we went over CACFP and guidelines, we also had our annual cook breakouts where we go over updates with our cooks. We have updated our cook binders for the new upcoming school year. We are continuing to make preparations for next school year.

Health

During the month of June employee physical tracking continued with reminder phone calls and emails to staff on past dues and upcoming. Health reports to Jordan Mack is provided on the 15th of each month. Two CPR classes were held. We continue to receive updates for Child Plus immunizations and Physicals received from centers for entry into Child Plus on a daily basis. EHS & ELC centers were called to let parents know about past due immunizations.

Education

The excitement of Spring Break, the Solar Eclipse, and Week of the Young Child were big events for children and teachers. Many 4-year-old classrooms have participated in visits to public school kindergarten classrooms. Along with various stories and learning activities, teachers prepare children to make the transition for next year. Field trips included Ft. Towson Fort, libraries, petting zoos, theatrical presentations, and the Beaver's Bend train ride. For many children, these are first time experiences that help promote awareness and new learning opportunities.

Professional Development

June was a busy month in Professional Development. Early Head Start and Early Head Start Child Care's Annual Pre-Service was held on June 10th, 11th, 12th, and 13th at the Head Start Event Center in Hugo. The décor this year was centered around a Country and Western theme. The event center was decorated with various Western items, such as bandana colored table clothes, streamers, and western table décor. Annual required training topics were presented along with HS/EHS/EHS-CC Specialist giving component area overviews of policies and procedures with updates and changes for the upcoming year.

The staff received a one-day Conscious Discipline workshop presented by Cristy Roberts, a Certified Conscious Discipline Instructor. Staff learned how to create a compassionate culture and facilitate an intentional shift in adult understanding of behavior via the Conscious Discipline Brain State Model. The training provided specific brain-friendly, research-backed strategies for responding to each child's individual needs with wisdom. This highly effective approach is proven to increase self-regulation, a sense of safety, connection, empathy, and intrinsic motivation in both children and adults.

During the month of June, several LIFT employees received or renewed their Adult/Infant CPR and First Aid certification taught by instructors Tori Williams, Ronda Spear, and/or Taryn Creasman. An ELCCT class was scheduled by the Professional Development Specialist in which several newly hired LIFT Head Start/Early Head Start employees participated. Also, the Professional Development Specialist helped several employees renew their Professional Development Ladders and Oklahoma Directors Credentials in June.

Professional Development has been busy ensuring that all staff members are on track to meet any education requirements in the proper timeframe. Staff members have been making progress and are on track to be completed within requirement deadlines.

We have been working on ensuring all new staff meet requirements for the programs they work for including any required trainings. We strive for excellence and want to make the new staff as well seasoned and informed as possible.

Disabilities/Mental Health/Transition

Sooner Start has an online process for referrals that goes directly to the Oklahoma State Department of Education. This process has streamlined the referral process. In Early Head Start, two children who have an IFSP and three others have been referred to Sooner Start through the online process.

In the EHS-Child Care program, there are two children that have been identified to receive Sooner Start services and five others are in the referral process.

In Head Start for the school year 2023-2024, fifty-eight students were evaluated and had an IEP and will received special education services from the staff/consultants from the public schools. Early Head Start-Child Care Center Staff and the Early Head Start Center staff have been providing transition activities for children ages 2 ½ to 3 years old to promote a smoother transition to the next level. In the month of May our Head Start 4-year-olds completed transition visits to their next school setting.

Recruitment/Outreach

The following recruitment and outreach strategies/activities were implemented or held during the month of June 2024.

Worklahoma Job Fair

- Our LIFT HR Assistant participated in the Worklahoma Job Fair. We provided a flyer with our Head Start and Early Head Start available positions, along with a QR code with direct access to an application.



Job Highlights on Facebook

- Each month, we highlight our different job openings, encouraging people to apply. This helps put a focus on a certain position and attract possible applicants.

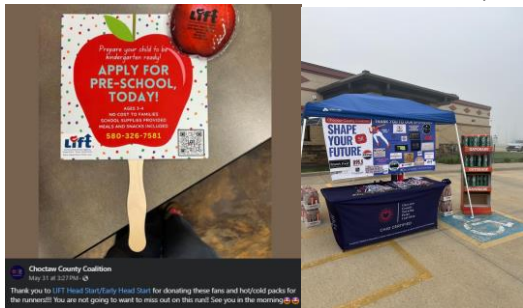


Radio Ad

- *Attention: Choctaw, McCurtain and Pushmataha Counties! Summer is HERE! Don't wait, get a HEAD START on the 2024-2025 school year by submitting your application for PRE-SCHOOL, TODAY! This will ensure that you are on our waitlist for the upcoming school year! Our mission at LIFT Head Start is to help prepare children to be kindergarten-ready! Full day, pre-school services for Head Start are offered in Antlers, Battiest, Boswell, Broken Bow, Clayton, Forest Grove, Fort Towson, Haworth, Hugo, Idabel, Rattan, Soper, and Valliant. We target a child's development in the following areas: social emotional, nutrition, health, and education. We provide ALL school supplies, meals and snacks! There is NO COST to families for pre-school services. Do you receive SNAP benefits? If so, that makes you automatically eligible to apply for our program! You can apply online at www.liftca.org or pick up an application at any LIFT Community Action Head Start Center! You can also call to have an application sent by mail. For more information you may call the LIFT Head Start Administration Office at 580-326-7581*

Choctaw County Coalition 5K

- Promotional materials were provided to the annual Choctaw Coalition 5K. Our logo was also included on their banner, along with a social media "shout out."



Parades

- Each summer we participate in the annual homecoming parades. This gives us an opportunity to engage with the community and provide information over our program to further reach families with early childhood children.
- Fort Towson Homecoming Parade



- Boswell Homecoming Parade



Help Me Grow Newsletter

- Each month, we distribute a Help Me Grow Newsletter that provides family engagement activities, parenting tips and information on our LIFT HS/EHS/CC programs and Help Me Grow Resource Locator.



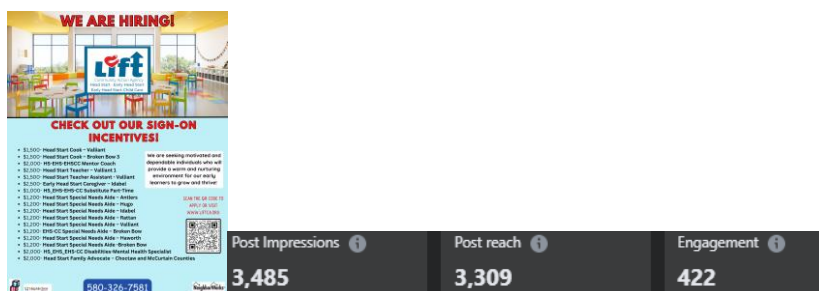
Community Partner Meetings

- Outreach Specialist attended local coalition meetings to discuss local events and provide an update over Head Start, Early Head Start, Early Head Start Childcare and Help Me Grow Oklahoma. Information was provided over our open job positions and enrollment for the 2024-2025 school year.

EHS/EHS-CC Pre-Service

- During Early Head Start/Early Head Start Child Care Pre-Service we encouraged teachers and support staff to share our daily Facebook post to help us spread information regarding our programs throughout the three counties. This social media outreach strategy ensures wide reach on social media for that current month.

[illegible]

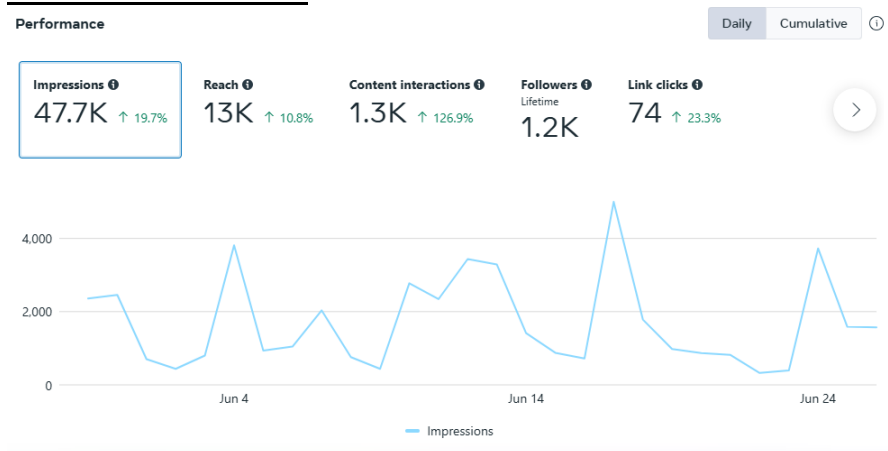


Facebook Posts Focused on Enrollment

- Throughout each month, we post different flyers and information regarding our HS/EHS/CC programs with a link to an online application. If there is a specific area that is low in enrollment, we highlight that certain area notifying our followers of our current openings.



Overall Facebook Data



End of Summer Reading Bash at the Library

- We set up a booth at the event and provided flyers/applications for our programs and handed out promotional giveaways. This was a great way to get further involved and engaged with families in our community.



Pre-School Activity Packs

- These are available at our office for parents to come by and pick up for their children to have for the summer. It was advertised on Facebook.



Pre-School Early Registration Event

- We offered our annual Pre-School Early Registration event. This provides parents with an opportunity to come in and complete an application, talk to our enrollment specialist, submit any missing documents, while also receiving educational incentives for coming in on this specific day.





Explore content posted to the [Early Childhood Learning and Knowledge Center \(ECLKC\)](#) throughout the month of June. These email announcements and resources are helpful for Head Start and Early Head Start programs and other early childhood staff. Find information and tools related to your work with the children and families you support daily. Select the links below to get started. Use the [Español button](#) on each ECLKC page to see its Spanish translation.

News from OHS

- [ACF-OHS-IM-24-02 Fiscal Year 2025 Monitoring Process for Head Start and Early Head Start Recipients](#)
 - Available in [Spanish \(español\)](#)
- [Change in Scope](#)
 - [Tools for Creating High-quality Change in Scope Applications](#) (video)
- [Home at Head Start with Director Garvin: Housing Access](#) (video)
- [Mental Health Awareness Month Fireside Chat Recap with the Office of Head Start](#) (blog)
- [New "Dadication" Public Service Announcements Celebrate Fatherhood](#) (email)
- [Office of Head Start Upcoming Events: July–September 2024](#) (email)
- [Preventing Congenital Syphilis in Tribal Communities](#) (video)
- [Providing Feedback on the Tribal Request for Information](#) (video)
- [Tribal Colleges and Universities Head Start Partnership Programs](#)
- [U.S. Department of Education Issues Request for Information on Operational Approaches to Extend Public Service Loan Forgiveness to Early Childhood Educators](#) (email)

Training and Technical Assistance Resources

Early Childhood Development, Teaching, and Learning

- [Coaching to Support Highly Individualized Practices](#) (video)
- [Honoring Home in Home-based Programs](#) (video)
- Supporting School Readiness of Young African American Boys
 - Implement Developmentally Appropriate Curriculum (videos)
 - [Joyful Learning](#)
 - [Literacy: Writing Batman](#)
 - [Play: Big and Small](#)
 - [Play: Follow Child's Lead](#)
 - [Play: Learning Colors](#)
- Promote Social and Emotional Relationships (videos)
 - [Caregiver Comfort](#)
 - [Comfort and Belonging](#)
 - [Help Each Other](#)
 - [Model Sharing](#)

Health, Behavioral Health, and Safety

- [Adult Recess](#) (email)
 - Available in [Spanish \(español\)](#)
- [Caring for Young Children Living with Sickle Cell Disease](#)
- [Improving Oral Health Literacy Brightens Children's Smiles](#) (email)
- [How Head Start Services Can Improve Birth Outcomes](#) (email)
 - Available in [Spanish \(español\)](#)
- [Using CCHCs to Support Children's Social and Emotional Well-being](#) (video)

Parent, Family, and Community Engagement

- [Creating a Welcoming Early Childhood Program for LGBTQIA2S+ Families](#)
- [Engaging Parents with Disabilities and Learning Differences](#)
 - [Community Partnerships](#)
 - [Equitable Access and Practices](#)
 - [Parents with Disabilities and Learning Differences](#)
 - [Partnering with Parents with Disabilities and Learning Differences](#)
 - [Tips from Parents to Support Parent Employment in Head Start Programs](#)

Professional Development

- [Professional Development Systems](#)

Newsletters

- [Disabilities Services Newsletter Issue No. 80](#)
- [Play the Head Start Way Newsletter Issue No. 2](#)
- [Resources to Make You Smile! Issue No. 40](#)
 - Available in [Spanish \(español\)](#)
- [Sesame Street in Communities Issue No. 33](#)
 - Available in [Spanish \(español\)](#)
- [Small Bites Issue No. 13](#)
 - Available in [Spanish \(español\)](#)

[Subscribe now](#) to get all your favorite newsletters direct to your inbox.

Head Start Careers

- [Early Childhood Education Director](#) *Washington, DC*
- [Instructional Coach](#) *Twin Falls, ID*
- [Outreach and Recruitment Coordinator](#) *Watsonville, CA*

Find more [Head Start program employment opportunities](#) in the ECLKC Job Center.

Upcoming Events for July

- Tuesday, July 9–10: [2024 ACF Early Childhood Tribal Consultation](#)
- Monday, July 15: [MyPeers Orientation](#)
- Tuesday, July 16
 - [The Preparation of the CDA Professional Portfolio: A Gratifying and Creative Experience](#)
 - Presented in [Spanish \(español\)](#)
 - [Resources in Spanish for the Child and Adult Care and Food Program \[in Spanish\]](#)
- Thursday, July 18: [The Magic of Music for Infants and Toddlers](#)
- Monday, July 22: [Infant and Early Childhood Mental Health Consultation National Office Hours](#)
- Thursday, July 25: [MyPeers Orientation](#)
- Tuesday, July 30: [Overview of the CDA Credentialing Process: Prepare, Apply, Demonstrate](#)
 - Presented in [Spanish \(español\)](#)

Visit the ECLKC for a full list of [upcoming events](#).

Stay connected! Follow the Office of Head Start on [X](#), [Facebook](#), and [Instagram](#). Visit the [Family Room blog](#) to learn more about the activities of the Administration for Children and Families (ACF).

Office of Head Start (OHS) | 330 C Street, SW | 4th Floor Mary E. Switzer Building | Washington, DC 20201 | <https://eclkc.ohs.acf.hhs.gov> | 1-866-763-6481 | [Contact Us](#)

MEALS SERVED TO CHILDREN IN HEAD START & EARLY HEAD START 12 Month Summary Report

Children that eat 2 meals and a snack at Head Start/ Early Head Start receives
1/2 to 2/3 of their daily nutritional needs.

Month	Breakfast	Lunch	Snack	Monthly Total
June-23	568	613	541	1722
July-23	628	716	643	1987
September-23	3070	3091	4006	10167
October-23	3069	3074	4035	10178
November-23	2469	2362	3176	8007
December-23	1961	1913	2341	6215
January-24	2760	2832	3653	9245
February-24	2937	2901	3461	9299
March-24	2444	2428	3164	8036
April-24	3161	3175	4218	10554
May-24	2115	2072	2416	6603
June-24	464	487	440	1391
YEARLY TOTALS	25646	25664	32094	83,404

May 2024 HEAD START TIME & ATTENDANCE REPORT

As of 5/31/24	ENROLLED			DROPPED									ATTENDANCE
CENTER	Previously Enrolled	Monthly Enrolled	YTD Enrolled	Previously Drop	Monthly Drop	YTD Drop	Currently Enrolled	30 Day Count	Date Dropped	Total Enrollment	AI	Kid Days	Monthly ADA
Antlers 1	18		18	3		3	15	0		15		9	84.4%
Antlers 2			0			0	0	0		0			
Battiest	10		10	2		2	8	0		8	4	10	63.8%
Boswell 1	11		11	2		2	9	0		9	4	6	83.3%
Boswell 2	11		11	6		6	5	0		5	3	6	60.0%
Broken Bow 1	20		20	3		3	17	0		17		10	84.7%
Broken Bow 3	16		16	2	1	3	13	1	5/2/2024	14		10	72.0%
Clayton 1	16		16	2		2	14	0		14	3	10	78.6%
Clayton 2	10		10	1		1	9	0		9	2	10	83.3%
Forest Grove 1	13		13	2	1	3	10	1	5/2/2024	11	6	8	61.0%
Forest Grove 2	19		19	2		2	17	0		17	8	8	71.3%
Fort Towson	12		12	4	1	5	7	1	5/1/2024	8	4	9	64.1%
Haworth	13	1	14	2		2	12	0		12	2	6	75.0%
Horace Mann 1	13		13	1		1	12	0		12		10	84.2%
Horace Mann 2	15		15	1	1	2	13	1		14	4	10	83.9%
Horace Mann 3	15		15	2		2	13	0		13		10	90.8%
Hugo 2	10		10	1		1	9	0		9		10	84.4%
Hugo 4	10		10	3		3	7	0		7	1	10	75.0%
Idabel 1	12		12	1	2	3	9	2	5/3/2024	11		13	68.9%
Idabel 2	11		11	2		2	9	0		9		13	67.5%
Idabel 3	17		17	5		5	12	0		12		13	84.0%
Rattan 1	16		16	2	1	3	13	1	5/21/2024	14	4	13	89.2%
Rattan 2	3		3			0	3	0		3	3	10	100.0%
Rattan 3	8		8	2		2	6	0		6	2	10	98.3%
Soper 1	16		16	3		3	13	0		13	5	6	75.6%
Soper 2	22		22	3		3	19	0		19	10	7	82.0%
Valliant 1			0			0	0	0		0			
Valliant 2	17		17	3		3	14	0		14		10	65.4%
TOTALS	354	1	355	60	7	67	288	7		295	65		78.6%

May 2024 Pre-K TIME & ATTENDANCE REPORT

As of 5/31/24	ENROLLED			DROPPED					ATTENDANCE
CENTER	Previously Enrolled	Monthly Enrolled	YTD Enrolled	Previously Drop	Monthly Drop	YTD Drop	Currently Enrolled	Kid Days	Monthly ADA
Antlers 2			0			0	0		
Battiest			0			0	0		
Boswell 1			0			0	0		
Boswell 2	4		4	1		1	3	6	72.2%
Broken Bow 3			0			0	0		
Clayton 2			0			0	0		
Forest Grove 1			0			0	0		
Fort Towson			0			0	0		
Horace Mann 2			0			0	0		
Hugo 2			0			0	0		
Hugo 4			0			0	0		
Rattan 2			0			0	0		
Rattan 3			0			0	0		
Soper 2			0			0	0		
TOTALS	4	0	4	1	0	1	3		72.2%

May 2024 EHS Time and Attendance												
As of 5/31/24	ENROLLED			DROPPED								ATTENDANCE
CENTER	Previously Enrolled	Monthly Enrolled	YTD Enrolled	Previously Dropped	Monthly Drop	YTD Drop	Currently Enrolled	AI	30 Day Count	Date Dropped	Kid Days	Monthly ADA
Antlers	61		61	37	2	39	22	1	2	5/20/2024	22	79.5%
Hugo	32		32	20		20	12	1	0		22	73.1%
Idabel	33	1	34	22		22	12	2	0		22	75.4%
TOTALS	126	1	127	79	2	81	46	4	2			76.8%

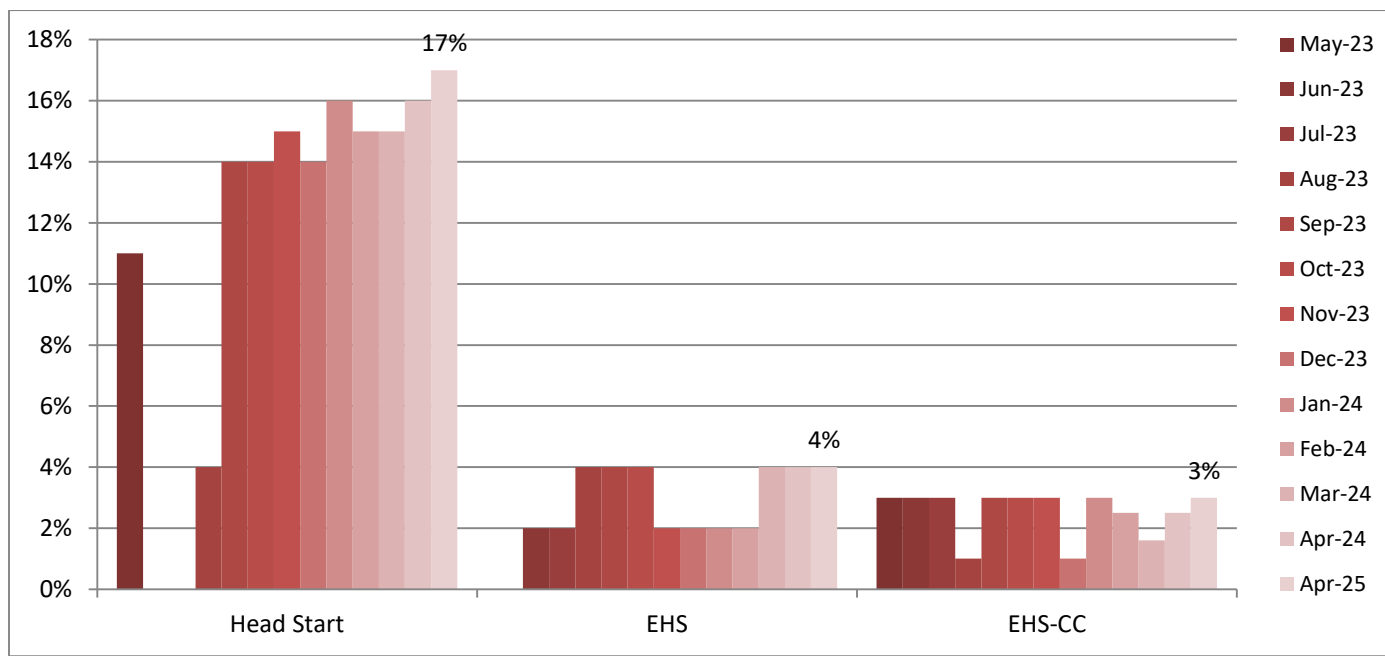
May 2024 EHS-CC Time and Attendance												
As of 5/31/24	ENROLLED			DROPPED								ATTENDANCE
CENTER	Previously Enrolled	Monthly Enrolled	YTD Enrolled	Previously Dropped	Monthly Drop	YTD Drop	Currently Enrolled	AI	30 Day Count	Date Dropped	Kid Days	Monthly ADA
ELC-Antlers	21		21	13		13	8		0		22	80.7%
ELC-Broken Bow	48	1	49	34		34	15	1	0		22	82.3%
ELC-Hugo	19	1	20	12		12	8		0		22	72.7%
ELC-Idabel	43	1	44	27	2	29	15	3	2		22	79.1%
Cabbage Patch	46	1	47	23		23	24	4	0		22	91.9%
The LearningTree	88	3	91	51	2	53	38	1	2		22	84.1%
TOTALS	265	7	272	160	4	164	108	9	4			83.8%

Data Analysis Report Summary

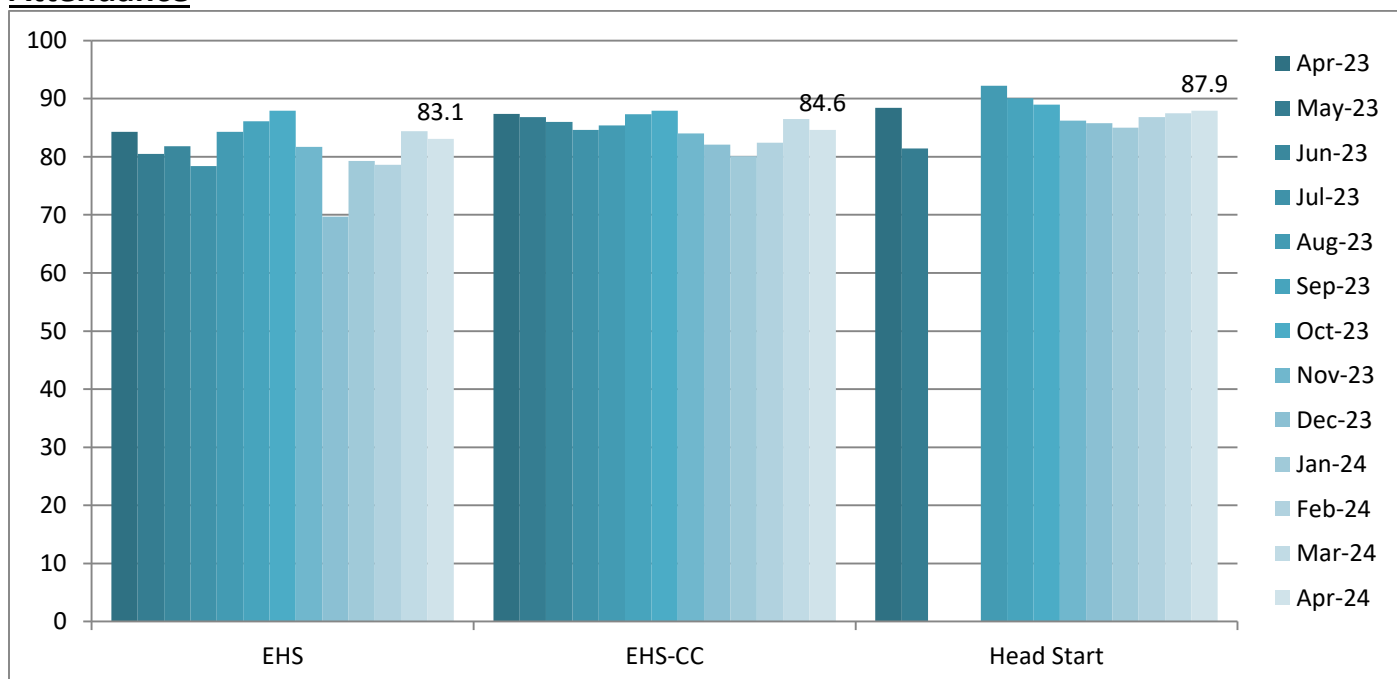
May 2024

Disabilities

IEP/IFSP –

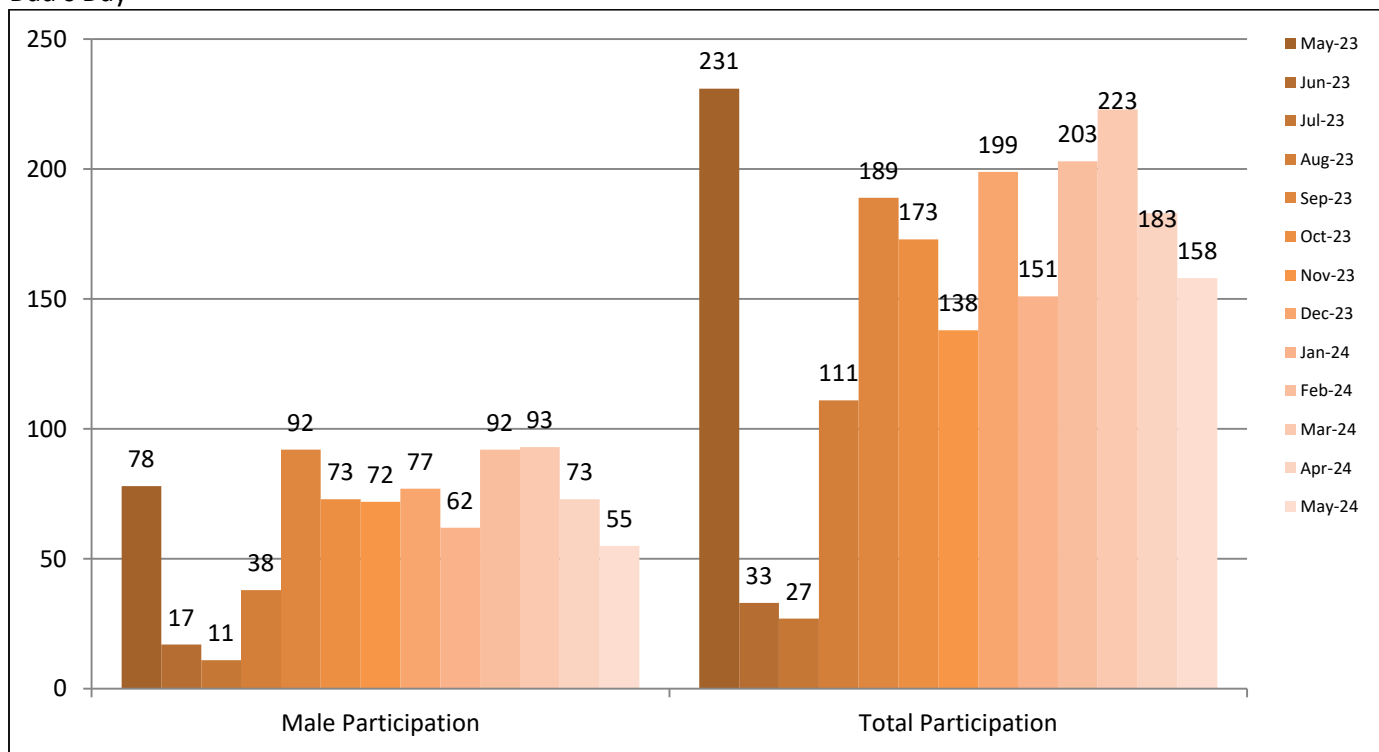


Attendance



Family & Community Engagement

Dad's Day



Parents Ready to Read

