LIFT

Community Action Agency, Inc.

Board of Directors Meeting

DECEMBER 10, 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, December 10, 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. Recognition of Sharon Johnson as Elected Representative for Washington Community Center, a Low-Income Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2027)*

D. Recognition of Kara Maness as Elected Representative for Kiamichi Family Medical Center, a Low-Income Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2027)*

E. Recognition of Carolyn Pool as Elected Representative for Antlers Community Food Bank, a Low-Income Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2027)*

F. Consideration, Discussion, and Vote to Accept Colby Bryant as Appointed Representative for Hugo Rotary Club, a Private Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2027)*

G. Consideration, Discussion, and Vote to Accept Kristi Graham as Appointed Representative for the McCurtain County Board of Commissioners, a Public Entity on the LIFT CAA Board of Directors *(Entity to Expire 12/31/2027)*

H. Consideration, Discussion, and Vote to Accept Andrea Henkel as Appointed Representative for the Broken Bow Ministers Fellowship, a Private Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2027)*

I. Consideration, Discussion, and Vote to Accept Jordan Hill as Appointed Representative for Wright City Schools, a Public Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2027*)

J. Consideration, Discussion, and Vote to Accept Jim Bob Sullivan as Appointed Representative for the Choctaw County Board of Commissioners, a Public Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2027)*

K. Consideration, Discussion, and Vote to Accept Leah Thomas as Appointed Representative for the City of Hugo, a Public Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2027)*

L. Finance/Audit/Loan Committee Report

Consent Docket *- The following items of business indicated by brackets (M and N, O, P) 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.*

M. Consideration, Discussion, and Vote to Approve November 2024 Regular Meeting Minutes (*Organizational Standard 5.5*)

N. Consideration, Discussion, and Vote to Approve October 2024 Financial Reports; Distribution of November 2024 Financials for January 2025 Consideration and Vote (*OS 8.7*)

O. Consider Submission of Resolutions/Grant Applications, Vote to Approve – **$1,172,000**
1. Child Care Stabilization Grant Program Application (Year 4, Early Learning Centers) to Choctaw Nation of Oklahoma, Child Care Assistance Program - ***$72,000***
2. FY 2025 Healthy Start Initiative: Eliminating Disparities in Perinatal Health Grant Application (Continuation, Year 12) to Health Resources and Services Administration - ***$1,100,000***

P. Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **$2,618,341**
1. Child Care Stabilization Grant Program Awards (Year 4/Quarter 1, Early Learning Centers) from Choctaw Nation of Oklahoma - ***$18,000***
2. FY 2025 Head Start/Early Head Start Program Grant Award (Continuation) from Administration for Children and Families, Office of Head Start - ***$2,307,266***
3. PY 2024 Department of Energy Weatherization Assistance Program Award from Oklahoma Department of Commerce - ***$293,075***

Q. Board Training/Programmatic Report: Victim Services Programs and Evaluation (*OS 5.7 & 5.9*)

R. Consideration, Discussion, and Vote to Approve Victim Services Programs Evaluation

S. Consideration, Discussion, and Vote to Approve Updated Integrated Services Policies and Procedures

T. Board Training: Eligibility, Recruitment, Selection, Enrollment, and Attendance (*OS 5.7*)

U. Board Training/Programmatic Report: Head Start/EHS/EHS-Child Care School Readiness/Child Outcomes Results for Fall 2024-2025 (*OS 5.7 & 5.9*)

V. Programmatic Report: FY 2025 Office of Head Start Focus Area 1 Monitoring Review (*OS 5.9*)

W. Transportation Advisory Council Report (*OS 5.9*)

X. 2024 Board Giving Report (*OS 5.7*)

Y. Policy Council Report (*OS 2.1 & 5.9*)

Z. Recognition of December 2024 Employee of the Month:
Alejondrina Sanchez, Employment Job Coach – Work Ready Idabel

AA. Recognition of 2024 Employee of the Year:
Johnny Driggers, Energy Auditor – Weatherization Program

BB. Recognition of Service Award
Five Years: Wayne Hawkins, Park Manager – Clayton Lake State Park

CC. Other Reports/Announcements/Correspondence: HS/EHS/EHS-Child Care Monthly Reports (Program Summary, Communication and Guidance, Meals/Snack, Enrollment/Attendance, Data Analysis); District Attorneys Council/Victims of Crime Act Grant Site Visit Summaries (*OS 5.9*)

DD. 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*)

EE. 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
November 12, 2024
Head Start Administration Office - Hugo, Oklahoma

The Board of Directors of LIFT Community Action Agency, Inc. met in a regular meeting session on Tuesday, November 12, 2024 at 10:08 a.m. The meeting was held at LIFT CAA's Head Start Administration Office, located at 1005 S. 5th Street 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 (1005 S. 5th St., 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 (18 Board Members present, 7 absent). The following Board Members were present at the meeting site: Tiffany Brockway, Colby Bryant, Brad Burgett, Kevin Cory, Brent Franks, Patsy Guess, David Hawkins, Andrea Henkel, Jordan Hill, Jia Johnson, Sharon Johnson, Kara Maness, Carolyn Pool, David Smith, Consuelo Splawn, Leah Thomas, Vicky Wade, and Debra Williams. The following members were absent: Tami Barnes, Kristi Graham, Vickie Leathers, Sandra Meeks, William Smith, Jim Bob Sullivan, and Craig Young. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Macy Self, Rhonda Teague, Owyne Gardner, Kathy James, Johnny Moffitt, Sheree Ensley, Jordan Mack, Mattie McKee, Amber Garman, Michelle Pulliam, Melissa Wingfield, Pam Price, Amanda Perry, and Teresa Kinney.

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.

Sheree Ensley, Fiscal Officer, provided the Board with the Finance/Audit/Loan Committee Report. The Committee met on November 12, 2024 at 9:12 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 September 2024 and was presented with the October 2024 Financial Reports. The proposed 2025 Agency-Wide Budget was presented; the Committee voted to approve as presented, and recommended approval by the full Board of Directors. The Committee received a property update concerning the Transit Building in Antlers; the agency is still accepting bids on the sale of the property.

CONSENT DOCKET ITEMS

CONSIDER APPROVAL OF MEETING MINUTES/FINANCIAL REPORTS

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to approve the October 2024 Regular Meeting Minutes and the September 2024 Financial Reports; the October 2024 Financials were distributed for consideration and vote at the December 2024 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Brad Burgett and seconded by Consuelo Splawn to approve the October 2024 Regular Meeting Minutes and the September 2024 Financial Reports. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Items D & E).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. Spark Good Local Grant Application to Walmart (Facility 38, Idabel) in the amount of $5,000; if awarded, these funds will be used for operational expenses of the AmeriCorps Seniors Retired and Senior Volunteer Program.
2. Spark Good Local Grant Application to Walmart (Facility 117, Broken Bow) in the amount of $5,000; if awarded, these funds will be used for operational expenses of the AmeriCorps Seniors Retired and Senior Volunteer Program.
3. FY 2024 Community Services Block Grant Application (6th Allocation) to Oklahoma Department of Commerce/Community Development in the amount of $1,376; if awarded, these funds will be used for the purpose of revitalizing communities and the creation of opportunities for economic prosperity among low-income individuals and families.

After discussion and Board Member input with regards to the applications presented, a motion was made by David Smith and seconded by Brad Burgett to approve the submission of resolutions and/or grant applications in the amount of $11,376 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item F).

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. FY 2025 Base Grant Award from Oklahoma Court Appointed Special Advocates (CASA) Association in the amount of $27,459.10; this one-year grant will be used to provide staff salary support as well as associated operating expenses for the CASA Program.
2. Child and Adult Care Food Program Award (Early Learning Centers) from Oklahoma Department of Education in the amount of $118,865.24; these funds (up to $118,865.24), will be used to provide breakfast, lunch, and snacks to students of the Early Learning Centers in Antlers, Broken Bow, Hugo, and Idabel. Centers may be reimbursed for three meal services (two meals and one snack or two snacks and one meal) per student per day; funding will also support food service-related supplies and operations costs.
3. Spark Good Local Grant Award from Walmart (Facility 49, Hugo) in the amount of $1,500; these funds will be used for operational expenses of the AmeriCorps Seniors Retired and Senior Volunteer Program.
4. Round Up Change Program Donation (CASA) from Kwik Chek/McCraw Oil Company Incorporated in the amount of $2,500; these funds, which were raised locally at area Kwik Chek stores through the Round Up Change Program, will be used to support operational expenses of the agency's CASA Program.
5. FY 2024 Community Services Block Grant Award (6th Allocation) from Oklahoma Department of Commerce/Community Development in the amount of $1,376; these funds

will be used for the purpose of revitalizing communities and the creation of opportunities for economic prosperity among low-income individuals and families. The total amount awarded for FY 2024 is $238,085.

6. CACFP Award (Head Start/Early Head Start) from Oklahoma Department of Education in the amount of $688,050; these funds (up to $688,050), will be used to provide children enrolled in the agency's Head Start or Early Head Start Programs with adequate nutritional meals appropriate to their age group. Meals include breakfast, snack, and lunch. Funding will support food-related supplies and salaries for the Cooks needed for food service operations under the programs as well.
7. Spark Good Local Grant Award from Walmart (Facility 117, Broken Bow) in the amount of $1,000; these funds will be used for operational expenses of the AmeriCorps Seniors Retired and Senior Volunteer Program.
8. Section 5311 – Formula Grants for Rural Areas and Rural Transit Assistance Program Awards from Oklahoma Department of Transportation in the amount of $437,061 (Section 5311: $432,061, RTAP: $5,000); these funds will be applied to the expenses of operating the Transit Program in Choctaw, McCurtain, and Pushmataha Counties, with a program year of 10/1/2024 – 9/30/2025.
9. Community Event Grant Award from Potts Family Foundation in the amount of $500; these funds will be used to cover the cost of providing refreshments during the Family Resource Center Kick-off Event held in September.
10. Public Transit Revolving Fund Award from Oklahoma Department of Transportation in the amount of $134,956; this operational subsidy will be used to offset the costs of vehicle insurance and fuel for LIFT Transit.

A motion was made by Kara Maness and seconded by Tiffany Brockway to approve acceptance of grants, contracts, and awards in the amount of $1,413,267.34 as presented and listed on the Consent Docket. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item G).

Kathy James, Senior Program Planner, requested the Board's consideration, discussion, and vote to approve submission of an FY 2024 Carryover Application and Non-Federal Share Waiver Request for the Early Head Start-Child Care Program. In total, LIFT CAA is requesting to carry over $92,258 in unobligated FY 2023 funding for the Early Head Start-Child Care Program (Funding Period: 8/1/2023–7/31/2024). If the Carryover Application is approved, the funding would be used during the FY 2024 Budget Period of 8/1/2024–7/31/2025. The carryover monies will be used for playground and facility updates at partner child care centers as well as the purchase of a vehicle for daily use by the Maintenance Technicians. These activities were allocated in the approved FY 2023 program budget, but because of extenuating circumstances, the funds were not able to be expended during the program year. The application would also include a request for a full Waiver of the required $23,065 in Non-Federal Share associated with the Federal funds being carried over into FY 2024. A motion was made by Debra Williams and seconded by Patsy Guess to approve submission of an FY 2024 Carryover Application and Non-Federal Share Waiver Request for the Early Head Start-Child Care Program. The roll call vote was: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item H).

Sheree Ensley, Fiscal Officer, requested the Board's consideration, discussion, and vote to approve the 2025 Agency-Wide Budget (Organizational Standard 8.9). The proposed budget for the upcoming year is a "best estimate" based on current activities, last year's audit, and projected funding, and was increased to reflect new funding received from the state. Ensley also pointed out that the Finance/Audit/Loan Committee reviewed the proposed 2025 Agency-Wide Budget, and voted to recommend approval by the full Board of Directors, as stated during the Committee report. A motion was made by Andrea Henkel and seconded by Leah Thomas to approve the 2025 Agency-Wide Budget. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I).

Andrea Henkel, Board Member, requested the Board's consideration, discussion, and vote to approve the LIFT CAA Succession Plan. In accordance with Organizational Standard 4.5, LIFT CAA has a written Succession Plan in place for the Executive Director, which provides the procedures for covering an emergency/unplanned short-term absence of three months or less, in addition to outlining the process for filling a permanent vacancy. The purpose of the plan is to ensure the continuous coverage of duties critical to the ongoing successful operations of the agency. The Governing Board reviews and approves LIFT CAA's Executive Director Succession Plan on a periodic basis; the current Plan was approved in November 2022. Prior to the Board Meeting, the Succession Committee met to review/discuss the plan and make needed revisions. Henkel stated that, after review, the Committee decided that no revisions to the content of the Succession Plan were necessary. The Organizational Chart, which is an attachment to the Plan, was updated to reflect current programs, staffing, and leadership structure. LIFT CAA Associate Director Macy Self is named as "successor" in the event of an emergency, short- or long-term absence of the Executive Director, until such time the Board can make a more permanent selection. In the event that Self cannot step in to fulfill this position, Human Resources Director Dawn McDaniel will serve as the secondary or backup successor. A motion was made by Brad Burgett and seconded by Debra Williams to approve the LIFT CAA Executive Director Succession Plan. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item J).

Sheree Ensley, Fiscal Officer, requested the Board's consideration, discussion, and vote to approve LIFT CAA to act as Fiscal Agent for the Choctaw County Freestanding Multidisciplinary Team and contract with the Oklahoma Commission on Children and Youth ($34,267.90 Maximum Contract Total, Period: 1/1/2025–12/31/2025). Ensley explained that currently, LIFT CAA is serving as the Fiscal Agent since the Multidisciplinary Team does not have the capacity to administer the contract on their own. The contract provides support for a Forensic Interviewer and Coordinator as well as for those members of the team to travel to meetings or to receive necessary training. The contract included in the Board Meeting Packet shows an incorrect contractual period of 1/1/2024–12/31/2024, but this will be corrected to reflect the period of 1/1/2025–12/31/2025. A motion was made by Brent Franks and seconded by Tiffany Brockway to approve LIFT CAA to act as Fiscal Agent for the Choctaw County Freestanding Multidisciplinary Team and contract with the Oklahoma Commission on Children and Youth for the period of 1/1/2025–12/31/2025 at a maximum contract total of $34,267.90. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item K).

Sheree Ensley, Fiscal Officer, requested the Board's consideration, discussion, and vote to approve LIFT CAA to act as Fiscal Agent for the Pushmataha County Freestanding Multidisciplinary Team and contract with the Oklahoma Commission on Children and Youth ($34,267.90 Maximum Contract Total, Period: 1/1/2025–12/31/2025). Ensley explained that currently, LIFT CAA is serving as the Fiscal Agent since the Multidisciplinary Team does not have the capacity to administer the contract on their own. The contract provides support for a Forensic Interviewer and Coordinator as well as for those members of the team to travel to meetings or to receive necessary training. The contract included in the Board Meeting Packet shows an incorrect contractual period of 1/1/2024–12/31/2024, but this will be corrected to reflect the period of 1/1/2025–12/31/2025. A motion was made by Debra Williams and seconded by Brent Franks to approve LIFT CAA to act as Fiscal Agent for the Pushmataha County Freestanding Multidisciplinary Team and contract with the Oklahoma Commission on Children and Youth for the period of 1/1/2025–12/31/2025 at a maximum contract total of $34,267.90. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L).

Kathy James, Senior Program Planner, provided a Board Training over the Civil Rights Training for Grantees (Organizational Standard 5.7). Prior to the meeting, Board Members were sent the *Office for Civil Rights – Training for Grantees* video from the Office of Justice Programs as well as the Civil Rights Training for Grantees PowerPoint presentation for review to help reinforce the training material provided.

Kinsey Cox, Administrative Assistant/CSBG Administrator/Public Relations Specialist, provided a Board Training/Programmatic Report which included an update on the ROMA Process, 2024 Community Action Plan with Logic Models/Results, and 2023-2025 Strategic Plan: Agency Program and Performance Evaluation, Success of Specific Strategies, Progress on Meeting Goals (Organizational Standards 4.2, 4.3, 4.4, 5.7, 5.9 and 6.5). As a CSBG-funded entity, LIFT CAA's primary goal is to provide services for individuals and families with low incomes in order to alleviate and eradicate the causes and conditions of poverty. The 2024 Community Action Plan and Logic Models provide the Oklahoma Department of Commerce with descriptions of what the agency is doing in order to address poverty. The Community Action Plan is a direct reflection of the Community Needs Assessment and Strategic Plan. It is a guide to use throughout 2024 to help the agency stay on track with addressing the prioritized needs. To that end, it also contains Logic Models which identify the top three prioritized community needs (Housing, Substance Use/Abuse Services, and Community/Economic Development) as well as an agency-level goal (increase capacity). The Logic Models show specific activities and expected outcomes for each of these needs and agency-level goal. The Community Action Plan also includes a detailed breakdown of Performance Outcomes, which provides outcomes by program, contract amounts and outcome measures, as well as targets. Cox then provided the Board with Community Action Plan and Logic Model results (including the success of specific strategies outlined in the plan and progress made over the year); she also explained how data is tracked/analyzed consistently and continuously. She referenced factors that either potentially or actually contributed to either exceeding or not meeting stated performance targets. Cox also described the process of data collection, review and analysis utilizing CAPTAIN and other agency client/service tracking systems. Each of these documents demonstrates how LIFT CAA's activities are representative of the full ROMA (Results Oriented Management and Accountability) cycle, with the goal being to provide services that lead to long-term positive change, thereby having an impact on poverty and moving families in the direction of self-sufficiency. ROMA is a continuous process of assessing needs, using that data for planning to address the needs, providing services and implementing strategies, documenting and reporting progress, and continuously analyzing the results to determine if interventions or services are working. The Community Action Plan helps ensure fidelity to this process. Cox facilitated discussion with the Board to further their understanding of the process, the 2024 Community Action Plan, and Logic Models/Results, which were included in the Board Meeting packet. Next, Cox provided the Board with an update on the agency's 2023-2025 Strategic Plan, and detailed the success of specific strategies and progress in meeting Goals. Cox provided an overview of the Community Needs Assessment process and the 2023–2025 Strategic Plan, which was included in the Board Meeting packet. She explained how the Strategic Plan is representative of needs and strategies identified during the Community Needs Assessment, and serves as a roadmap for the accomplishment of short- and long-term goals. The Strategic Plan also demonstrates how LIFT CAA's activities are representative of the full ROMA cycle, with services that lead to long-term positive change, impacting poverty and promoting self-sufficiency. A Nationally-Certified ROMA Trainer (Julia Teska, Ph.D) assisted with the creation and implementation of the Strategic Plan to ensure it met with all Community Services Block Grant and Oklahoma Department of Commerce requirements. The Plan includes one Family Level Goal (centered on Housing), two Community Level Goals (focused on Substance Use/Abuse and Economic Development), and one Agency Level Goal (dealing with increasing capacity). Cox reviewed each goal's accompanying objectives, strategies, measures, and benchmarks for achievement. She then provided the Board with an update on progress towards meeting the goals of the Strategic Plan during the last 12 months, and facilitated discussion with the Board regarding such progress.

Macy Self, Associate Director, provided a Board Training/Programmatic Report over Quarterly and Year-to-Date Housing Production as reported to NeighborWorks® America (Organizational Standards 5.7 and 5.9). Self provided a review and facilitated discussion with the Board regarding Quarterly Housing Production for the period of July 1 through September 30, 2024, as well as Year-to-Date Housing Production (October 2023–September 2024). The production reports provided insight into activities such as numbers of homeowners created, preserved homeownership, and rental homes constructed, acquired and preserved, as well as numbers of individuals having received housing counseling.

Andrea Henkel, Board Member, provided the Board Giving Report (Organizational Standard 5.7). Currently, nine of 27 Board Members have provided a monetary donation to the agency during 2024. Achieving 100% of giving by the Board is the goal as it is an eligibility requirement by many private funders and foundations. Any amount is appreciated and ensures the agency's ability to apply for funds where Board giving is a threshold requirement. Board Members can designate what program or activity the donation is to be used for, and employees of the agency can also make donations on behalf of Board Members. Since the funding entity typically looks at the year prior, by achieving 100% Board giving in 2024, the agency is eligible to apply for funding in 2025.

Mattie McKee, Head Start/Early Head Start/EHS-Child Care Assistant Director, provided the Board with the Policy Council Report for the October 15, 2024 meeting (Organizational Standards 2.1 and 5.9).

Macy Self, Associate Director, recognized Owyne Gardner (Program Director, Technical and Management Assistance Program) as the November 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); Grants to Prevent and Respond to Domestic Violence, Dating Violence, Sexual Assault, and Stalking Against Children and Youth Program No-Cost Extension Approval; Family Resource Center Resource Drive; and AmeriCorps Seniors Retired and Senior Volunteer Program Recognition Events (Organizational Standard 5.9).

There being no other business to come before the Board, a motion was made by Brad Burgett and seconded by Kevin Cory to adjourn the regular meeting. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. Voting record is attached (Item U).

The Regular Meeting adjourned at 10:54 a.m.

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Brad Burgett, Secretary/Treasurer

CALL TO ORDER: 10:08 am

	November 12, 2024	Present	Absent	D&E (B. BURGETT / C. SPLAWN)			F (D. SMITH / B. BURGETT)			G (K. MANESS / T. BROCKWAY)			H (D. WILLIAMS / P. GUESS)			I (A. HENKEL / L. THOMAS)		
				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	Kara Maness	✓		✓			✓			✓			✓			✓		
15	Sandra Meeks		✓															
16	Carolyn Pool	✓		✓			✓			✓			✓			✓		
17	David Smith	✓		✓			✓			✓			✓			✓		
18	William Smith		✓															
19	Consuelo Splawn	✓		✓			✓			✓			✓			✓		
20	Jim Bob Sullivan		✓															
21	Leah Thomas	✓		✓			✓			✓			✓			✓		
22	Vicky Wade	✓		✓			✓			✓			✓			✓		
23	Debra Williams	✓		✓			✓			✓			✓			✓		
24	Craig Young		✓															
25	David Hawkins	✓																
26																		
27																		

				B. BURGETT	P. WILLIAMS		B. FRANKS	T. BROCKWAY		D. WILLIAMS	B. FRANKS		B. BURGETT	K. CORY				
	November 12, 2024	**Present**	**Absent**	J			K			L			U					
				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	Kara Maness	✓		✓			✓			✓			✓					
15	Sandra Meeks		✓															
16	Carolyn Pool	✓		✓			✓			✓			✓					
17	David Smith	✓		✓			✓			✓			✓					
18	William Smith		✓															
19	Consuelo Splawn	✓		✓			✓			✓			✓					
20	Jim Bob Sullivan		✓															
21	Leah Thomas	✓		✓			✓			✓			✓					
22	Vicky Wade	✓		✓			✓			✓			✓					
23	Debra Williams	✓		✓			✓			✓			✓					
24	Craig Young		✓															
25	David Hawkins	✓																
26																		
27																		

ADJOURN: 10:54 am

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

FINANCIAL ROW	AMOUNT (AS OF NOV 2024)	COMPARISON AMOUNT (AS OF ADJUST 2023)	VARIANCE	% VARIANCE
ASSETS				
Current Assets				
Bank				
1000 - Cash				
1010 - Checking Account	$8,704,029.84	$9,869,414.41	($1,165,384.57)	-11.81%
1020 - Payroll Account	$386,937.63	$363,621.18	$23,316.45	6.41%
1021 - First United Accounts Payable	($11,815.52)	($34,318.47)	$22,502.95	-65.57%
1022 - First United TH Reserve	$146,235.66	$139,439.77	$6,795.89	4.87%
1023 - First United General Escrow	$165,440.15	$159,540.20	$5,899.95	3.70%
1024 - First United Marina License	$253.84	$240.82	$13.02	5.41%
1025 - First United Deposit (PayPal)	$2,115.20	$2,115.20	$0.00	0.00%
1028 - First United Unrestricted Funds CD	$847,283.03	$822,783.89	$24,499.14	2.98%
1030 - Shamrock Bank - Clayton	$1,852.58	$1,835.61	$16.97	0.92%
1040 - Petty Cash	$835.00	$410.00	$425.00	103.66%
1050 - McCurtain County National Bank	$32,038.02	$17,224.53	$14,813.49	86.00%
1070 - Fund to Fund Allocation Transfers	$1,671.07	$0.00	$1,671.07	0.00%
Total - 1000 - Cash	**$10,276,876.50**	**$11,342,307.14**	**($1,065,430.64)**	**-9.39%**
Total Bank	**$10,276,876.50**	**$11,342,307.14**	**($1,065,430.64)**	**-9.39%**
Accounts Receivable				
1100 - Receivables	**$567,998.85**	**$2,096,483.02**	**($1,528,484.17)**	**-72.91%**
1300 - Other receivables				
1320 - Notes/loans receivable	$334,632.06	$335,515.82	($883.76)	-0.26%
1321 - Loans Receivable from Belmont	$200,111.48	$162,809.48	$37,302.00	22.91%
1322 - Loans Receivable from Clayton	$223,845.53	$202,957.53	$20,888.00	10.29%
1323 - Loans Receivable rom Kiamichi	$123,563.90	$123,563.90	$0.00	0.00%
1324 - Loans Receivable from SOCDC	$522,001.57	$422,001.57	$100,000.00	23.70%
1326 - Loans Receivable from Rouleau House	$51,909.76	$51,909.76	$0.00	0.00%
Total - 1300 - Other receivables	**$1,456,064.30**	**$1,298,758.06**	**$157,306.24**	**12.11%**
Total Accounts Receivable	**$2,024,063.15**	**$3,395,241.08**	**($1,371,177.93)**	**-40.39%**
Other Current Asset				
1400 - Other assets				
1450 - Prepaid Expenses	$31,839.82	$26,628.16	$5,211.66	19.57%
1465 - Advances Paid	$497.73	$0.00	$497.73	0.00%
Total - 1400 - Other assets	**$32,337.55**	**$26,628.16**	**$5,709.39**	**21.44%**
1500 - Investments				
1530 - Property/Lots held for Sale	$375,516.35	$375,516.35	$0.00	0.00%
1599 - Undeposited Funds	$469.25	($1,048.76)	$1,518.01	-144.74%
Total - 1500 - Investments	**$375,985.60**	**$374,467.59**	**$1,518.01**	**0.41%**
NS097 - Interfund Due to /Due from	($0.01)	($0.01)	$0.00	0.00%
Payroll Float	$92,355.36	$0.00	$92,355.36	0.00%
Total Other Current Asset	**$500,678.50**	**$401,095.74**	**$99,582.76**	**24.83%**
Total Current Assets	**$12,801,618.15**	**$15,138,643.96**	**($2,337,025.81)**	**-15.44%**
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%
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				
1810 - Right to Use Asset - Leases	$16,729.67	$16,729.67	$0.00	0.00%
1950 - Stale Dated Payables	($12.99)	$0.00	($12.99)	0.00%
Total - 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	**$19,926,705.43**	**$22,263,744.23**	**($2,337,038.80)**	**-10.50%**
Liabilities & Equity				
Current Liabilities				
Accounts Payable				
2000 - Payables	**($20,338.11)**	**($19,536.23)**	**($801.88)**	**4.10%**
Total Accounts Payable	**($20,338.11)**	**($19,536.23)**	**($801.88)**	**4.10%**
Other Current Liability				
2100 - Accrued liabilities				

Comparative Balance Sheet

FINANCIAL ROW	AMOUNT (AS OF NOV 2024)	COMPARISON AMOUNT (AS OF ADJUST 2023)	VARIANCE	% VARIANCE
2105 - Accrued Expense Payables	$72,503.35	$583,749.11	($511,245.76)	-87.58%
2110 - Wages Payable	$352,669.53	$352,669.53	$0.00	0.00%
2120 - Accrued Employee Benefits	$290,822.96	$312,530.75	($21,707.79)	-6.95%
2130 - Accrued payroll taxes	$28,819.35	$30,053.14	($1,233.79)	-4.11%
2135 - Indirect Payable	$76,297.76	$76,297.76	$0.00	0.00%
2150 - Home Loan Escrow Accounts	$2,120.21	($580.61)	$2,700.82	-465.17%
2160 - Due to (Liab)	$22,255.06	$10,117.70	$12,137.36	119.96%
2180 - Accrued Payroll Deductions	($8,728.24)	($7,601.21)	($1,127.03)	14.83%
Total - 2100 - Accrued liabilities	**$836,759.98**	**$1,357,236.17**	**($520,476.19)**	**-38.35%**
2400 - Refundable Advances				
2450 - Apartment Sec Deposits Payable	$30,227.50	$27,400.50	$2,827.00	10.32%
2455 - Sales Taxes Payable	$4,914.22	$0.00	$4,914.22	0.00%
Total - 2400 - Refundable Advances	**$35,141.72**	**$27,400.50**	**$7,741.22**	**28.25%**
Total Other Current Liability	**$871,901.70**	**$1,384,636.67**	**($512,734.97)**	**-37.03%**
Total Current Liabilities	**$851,563.59**	**$1,365,100.44**	**($513,536.85)**	**-37.62%**
Long Term Liabilities				
2700 - Long-term notes & loans payable				
2770 - Long-term liabilities - Mower Loan	$790.56	$4,100.28	($3,309.72)	-80.72%
2780 - Lease liability	$727.94	$727.94	$0.00	0.00%
Total - 2700 - Long-term notes & loans payable	**$1,518.50**	**$4,828.22**	**($3,309.72)**	**-68.55%**
Total Long Term Liabilities	**$1,518.50**	**$4,828.22**	**($3,309.72)**	**-68.55%**
Equity	**$19,073,623.34**	**$20,893,815.57**	**($1,820,192.23)**	**-8.71%**
Total Liabilities & Equity	**$19,926,705.43**	**$22,263,744.23**	**($2,337,038.80)**	**-10.50%**

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

FINANCIAL ROW	AMOUNT (JAN 2024 - NOV 2024)	COMPARATIVE AMOUNT (JAN 2023 - ADJUST 2023)	VARIANCE	% VARIANCE
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue				
4010 - Donations	$4,931.42	$13,349.12	($8,417.70)	-63.06%
4020 - Corporate/Business	$12,820.00	$15,819.60	($2,999.60)	-18.96%
4030 - Foundation/Trust Revenue	$42,128.00	$10,000.00	$32,128.00	321.28%
4040 - Other Donations/Contributions	$5,542.02	$3,699.10	$1,842.92	49.82%
Total - 4000 - Contribution Revenue	**$65,421.44**	**$42,867.82**	**$22,553.62**	**52.61%**
4100 - Inkind Revenue				
4110 - In Kind Revenue	$1,212,991.22	$1,268,433.18	($55,441.96)	-4.37%
Total - 4100 - Inkind Revenue	**$1,212,991.22**	**$1,268,433.18**	**($55,441.96)**	**-4.37%**
4200 - Miscellaneous Revenue				
4210 - Stabilization Revenue	$100,000.00	$2,688,000.00	($2,588,000.00)	-96.28%
4220 - Other Grant/Contract Revenue	$499,568.19	$485,807.59	$13,760.60	2.83%
4250 - MISC/OTHER REV	$423,762.16	$534,165.58	($110,403.42)	-20.67%
Total - 4200 - Miscellaneous Revenue	**$1,023,330.35**	**$3,707,973.17**	**($2,684,642.82)**	**-72.40%**
4400 - State Revenue				
4410 - State Grants	$179,013.37	$443,650.57	($264,637.20)	-59.65%
4420 - State Contracts	$1,157,562.85	$304,144.68	$853,418.17	280.60%
4430 - State Pass Through	$216,239.23	$558,796.91	($342,557.68)	-61.30%
Total - 4400 - State Revenue	**$1,552,815.45**	**$1,306,592.16**	**$246,223.29**	**18.84%**
4500 - Federal Revenue				
4510 - Federal Grants	$9,192,395.12	$10,740,453.45	($1,548,058.33)	-14.41%
4520 - Federal Contracts	$1,115,221.07	$1,335,605.88	($220,384.81)	-16.50%
4530 - Federal Pass Through	$3,601,896.38	$3,259,818.07	$342,078.31	10.49%
Total - 4500 - Federal Revenue	**$13,909,512.57**	**$15,335,877.40**	**($1,426,364.83)**	**-9.30%**
4900 - Recoveries from Programs	**$3,651,140.63**	**$3,631,342.57**	**$19,798.06**	**0.55%**
5000 - Rental Revenue	**$682,677.63**	**$657,610.55**	**$25,067.08**	**3.81%**
5100 - Program Fee Revenue				
5110 - Apt Fees/Late Fees	$4,262.90	$6,840.82	($2,577.92)	-37.68%
5120 - Park Revenue - Taxable	$331,922.11	$406,678.61	($74,756.50)	-18.38%
5130 - Park Revenue - Not Taxable	$59,135.69	$35,924.05	$23,211.64	64.61%
5150 - Child Care Co-Pays	$20,994.00	$71,446.80	($50,452.80)	-70.62%
5160 - Transit Fares	$68,568.22	$82,289.48	($13,721.26)	-16.67%
5170 - Sooner Ride Fares	$229,130.02	$267,440.82	($38,310.80)	-14.32%
5175 - KEDDO Transit Contract	$40,093.39	$33,419.76	$6,673.63	19.97%
5180 - Housing Fees	$88,631.30	$141,166.52	($52,535.22)	-37.22%
5190 - Subsidy Revenue	$522,857.60	$651,627.50	($128,769.90)	-19.76%
5195 - Management Fee Revenue	$26,834.79	$26,595.03	$239.76	0.90%
Total - 5100 - Program Fee Revenue	**$1,392,430.02**	**$1,723,429.39**	**($330,999.37)**	**-19.21%**
5300 - Interest and Dividends				
5310 - Bank Interest Earned	$119,516.27	$109,316.77	$10,199.50	9.33%
5330 - Loan Interest	$17,509.24	$21,113.90	($3,604.66)	-17.07%
5340 - Insurance Escrow	$157,182.00	$48,090.00	$109,092.00	226.85%
Total - 5300 - Interest and Dividends	**$294,207.51**	**$178,520.67**	**$115,686.84**	**64.80%**
5400 - Revenue from other sources				
5410 - Fuel Sales - Gross	$1,588.16	$2,579.95	($991.79)	-38.44%
5420 - Store Sales - Gross	$800.13	$318.43	$481.70	151.27%
5430 - CSBG Program Support	$45,126.25	$40,000.00	$5,126.25	12.82%
5450 - Lot/Property Sale	$0.00	$4,080.34	($4,080.34)	-100.00%
5490 - Transfer In/Out (920)	$948,499.56	$1,689,432.24	($740,932.68)	-43.86%
Total - 5400 - Revenue from other sources	**$996,014.10**	**$1,736,410.96**	**($740,396.86)**	**-42.64%**
5800 - Special Event Expense				
5810 - Raffle Fundraising	$3,359.00	$8,575.33	($5,216.33)	-60.83%
5820 - Other Events or Gift Revenue	$1,316.00	$220.00	$1,096.00	498.18%
Total - 5800 - Special Event Expense	**$4,675.00**	**$8,795.33**	**($4,120.33)**	**-46.85%**
Total - Income	**$24,785,215.92**	**$29,597,853.20**	**($4,812,637.28)**	**-16.26%**
Cost Of Sales				
8000 - Cost of Goods Sold				
8010 - Resale Fuel Expense	$569.85	$0.00	$569.85	0.00%
8020 - Ship Store (Resale Inv)	$2,202.22	$169.31	$2,032.91	1,200.70%
Total - 8000 - Cost of Goods Sold	**$2,772.07**	**$169.31**	**$2,602.76**	**1,537.27%**
Total - Cost Of Sales	**$2,772.07**	**$169.31**	**$2,602.76**	**1,537.27%**
Gross Profit	**$24,782,443.85**	**$29,597,683.89**	**($4,815,240.04)**	**-16.27%**
Expense				
7000 - Grants, contracts, & direct assistance	**$1,122,720.05**	**$1,922,010.30**	**($799,290.25)**	**-41.59%**
7200 - Salaries & related expenses				
7220 - Salaries & wages - other	$8,343,880.03	$9,081,515.11	($737,635.08)	-8.12%
7230 - Pension plan contributions	$562,695.63	$574,231.07	($11,535.44)	-2.01%
7240 - Employee benefits - not pension	$1,339,724.14	$1,231,436.45	$108,287.69	8.79%

FINANCIAL ROW	AMOUNT (JAN 2024 - NOV 2024)	COMPARATIVE AMOUNT (JAN 2023 - ADJUST 2023)	VARIANCE	% VARIANCE
7250 - Payroll taxes, etc.	$667,729.79	$717,480.72	($49,750.93)	-6.93%
Total - 7200 - Salaries & related expenses	**$10,914,029.59**	**$11,604,663.35**	**($690,633.76)**	**-5.95%**
7300 - Indirect Cost Pool Expense	**$1,915,577.84**	**$1,917,677.75**	**($2,099.91)**	**-0.11%**
7500 - Contract/Consultant Services				
7520 - Accounting fees	$0.00	$51,294.00	($51,294.00)	-100.00%
7550 - Contract Services	$1,024,080.10	$716,914.96	$307,165.14	42.85%
7560 - Partner Contracts	$823,152.15	$927,541.94	($104,389.79)	-11.25%
Total - 7500 - Contract/Consultant Services	**$1,847,232.25**	**$1,695,750.90**	**$151,481.35**	**8.93%**
8100 - Non personnel expenses	**$1,149,868.78**	**$1,174,591.55**	**($24,722.77)**	**-2.10%**
8200 - Facility & equipment expenses				
8210 - Space Lease	$235,076.50	$193,214.00	$41,862.50	21.67%
8215 - Equipment Lease	$4,688.94	($1,649.62)	$6,338.56	-384.24%
8220 - Electric	$228,968.84	$261,093.25	($32,124.41)	-12.30%
8225 - Water	$52,690.19	$58,609.83	($5,919.64)	-10.10%
8230 - Trash	$42,787.98	$42,482.74	$305.24	0.72%
8235 - Sewer	$24,677.51	$33,636.00	($8,958.49)	-26.63%
8240 - Natural Gas	$15,837.00	$21,565.27	($5,728.27)	-26.56%
8245 - FURNITURE, APPLIANCES & EQUIPMENT - NOT CAPITALIZED	$75,667.70	$1,004.85	$74,662.85	7,430.25%
8250 - Equip & Over $5000.00 (Inv Items)	$412,640.86	$545,363.49	($132,722.63)	-24.34%
8255 - WX Tools & Equipment	$23,303.99	$41,940.89	($18,636.90)	-44.44%
8260 - Repair/Maint for Building/Equip	$811,557.84	$1,113,188.81	($301,630.97)	-27.10%
8265 - Construction Rehab & Renovation	$611,851.93	$317,677.86	$294,174.07	92.60%
8270 - Deprec & amort - allowable	$0.00	$9,000.00	($9,000.00)	-100.00%
8280 - Deprec & amort - non allowable	$0.00	$426,710.61	($426,710.61)	-100.00%
8290 - Construction Leverage	$124.93	$176,513.46	($176,388.53)	-99.93%
8299 - Capitalization to Fixed Assets	$0.00	($1,003,610.86)	$1,003,610.86	-100.00%
Total - 8200 - Facility & equipment expenses	**$2,539,874.21**	**$2,236,740.58**	**$303,133.63**	**13.55%**
8300 - Travel & meetings expenses				
8310 - Local Travel	$171,331.44	$189,747.42	($18,415.98)	-9.71%
8320 - Out of Area Travel	$211,084.86	$236,590.29	($25,505.43)	-10.78%
8330 - Fuel Cost	$101,954.31	$119,613.59	($17,659.28)	-14.76%
8335 - Vehicle Repair & Maint	$108,241.67	$84,507.24	$23,734.43	28.09%
8340 - Child Transportation Exp	$2,434.61	$1,858.69	$575.92	30.99%
8350 - Non Reimb Travel	$5,143.84	$3,393.40	$1,750.44	51.58%
Total - 8300 - Travel & meetings expenses	**$600,190.73**	**$635,710.63**	**($35,519.90)**	**-5.59%**
8400 - Insurance Expense	**$2,055,142.34**	**$2,043,164.06**	**$11,978.28**	**0.59%**
8600 - Business expenses	**$918.50**	**$8,063.62**	**($7,145.12)**	**-88.61%**
8700 - Food Expenses	**$1,502,500.67**	**$1,609,006.95**	**($106,506.28)**	**-6.62%**
8800 - In-Kind Expenses	**$1,212,991.22**	**$1,268,433.18**	**($55,441.96)**	**-4.37%**
Total - Expense	**$24,861,046.18**	**$26,115,812.87**	**($1,254,766.69)**	**-4.80%**
Net Ordinary Income	**($78,602.33)**	**$3,481,871.02**	**($3,560,473.35)**	**-102.26%**
Other Income and Expenses				
Other Expense				
8500 - Other Expense				
8500 - Other Expense	$0.00	$322.53	($322.53)	-100.00%
8510 - Interest-general	($27.84)	$336.47	($364.31)	-108.27%
8520 - Recognition	$50,320.66	$84,520.38	($34,199.72)	-40.46%
8530 - Fees/Dues	$211,639.31	$237,455.37	($25,816.06)	-10.87%
8540 - Training & TTA	$267,177.92	$242,666.42	$24,511.50	10.10%
8550 - WX Health & Safety	$69,262.27	$46,615.86	$22,646.41	48.58%
8560 - Computer & Software Related Expenses	$426,800.07	$408,719.52	$18,080.55	4.42%
8570 - Advertising & Community Sponsorships	$221,483.78	$129,960.52	$91,523.26	70.42%
8575 - Fundraising Expense	$1,918.24	$2,386.83	($468.59)	-19.63%
8580 - Incentive Expense	$92,899.44	$151,880.89	($58,981.45)	-38.83%
8585 - PROJECT EXPENSE	$54,476.29	$87,954.61	($33,478.32)	-38.06%
8590 - Other Expenses	$97,345.76	$47,764.72	$49,581.04	103.80%
8595 - Subsidy Expense	$248,284.10	$221,312.32	$26,971.78	12.19%
Total - 8500 - Other Expense	**$1,741,580.00**	**$1,661,896.44**	**$79,683.56**	**4.79%**
Total - Other Expense	**$1,741,580.00**	**$1,661,896.44**	**$79,683.56**	**4.79%**
Net Other Income	**($1,741,580.00)**	**($1,661,896.44)**	**($79,683.56)**	**4.79%**
Net Income	**($1,820,182.33)**	**$1,819,974.58**	**($3,640,156.91)**	**-200.01%**

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

FINANCIAL ROW	AMOUNT
ASSETS	
Current Assets	
Bank	
1000 - Cash	
1010 - Checking Account	$8,704,029.84
1020 - Payroll Account	$386,937.63
1021 - First United Accounts Payable	($11,815.52)
1022 - First United TH Reserve	$146,235.66
1023 - First United General Escrow	$165,440.15
1024 - First United Marina License	$253.84
1025 - First United Deposit (PayPal)	$2,115.20
1028 - First United Unrestricted Funds CD	$847,283.03
1030 - Shamrock Bank - Clayton	$1,852.58
1040 - Petty Cash	$835.00
1050 - McCurtain County National Bank	$32,038.02
1070 - Fund to Fund Allocation Transfers	$1,671.07
Total - 1000 - Cash	**$10,276,876.50**
Total Bank	**$10,276,876.50**
Accounts Receivable	
1100 - Receivables	
1105 - Accrued Acct Receivable	$234,408.57
1110 - Accounts Receivable	$336,304.48
1120 - Due From (A/R)	($2,714.20)
Total - 1100 - Receivables	**$567,998.85**
1300 - Other receivables	
1320 - Notes/loans receivable	$334,632.06
1321 - Loans Receivable from Belmont	$200,111.48
1322 - Loans Receivable from Clayton	$223,845.53
1323 - Loans Receivable rom Klamichi	$123,563.90
1324 - Loans Receivable from SOCDC	$522,001.57
1326 - Loans Receivable from Rouleau House	$51,909.76
Total - 1300 - Other receivables	**$1,456,064.30**
Total Accounts Receivable	**$2,024,063.15**
Other Current Asset	
1400 - Other assets	
1450 - Prepaid Expenses	$31,839.82
1465 - Advances Paid	$497.73
Total - 1400 - Other assets	**$32,337.55**
1500 - Investments	
1530 - Property/Lots held for Sale	$375,516.35
1599 - Undeposited Funds	$469.25
Total - 1500 - Investments	**$375,985.60**
NS097 - Interfund Due to /Due from	($0.01)
Payroll Float	$92,355.36
Total Other Current Asset	**$500,678.50**
Total Current Assets	**$12,801,618.15**
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
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	**$19,926,705.43**
Liabilities & Equity	
Current Liabilities	
Accounts Payable	

FINANCIAL ROW	AMOUNT
2000 - Payables	
2010 - AP Accrued monthly	($20,338.11)
Total - 2000 - Payables	**($20,338.11)**
Total Accounts Payable	**($20,338.11)**
Other Current Liability	
2100 - Accrued liabilities	
2105 - Accrued Expense Payables	$72,503.35
2110 - Wages Payable	$352,669.53
2120 - Accrued Employee Benefits	$290,822.96
2130 - Accrued payroll taxes	$28,819.35
2135 - Indirect Payable	$76,297.76
2150 - Home Loan Escrow Accounts	$2,120.21
2160 - Due to (Liab)	$22,255.06
2180 - Accrued Payroll Deductions	($8,728.24)
Total - 2100 - Accrued liabilities	**$836,759.98**
2400 - Refundable Advances	
2450 - Apartment Sec Deposits Payable	$30,227.50
2455 - Sales Taxes Payable	$4,914.22
Total - 2400 - Refundable Advances	**$35,141.72**
Total Other Current Liability	**$871,901.70**
Total Current Liabilities	**$851,563.59**
Long Term Liabilities	
2700 - Long-term notes & loans payable	
2770 - Long-term liabilities - Mower Loan	$790.56
2780 - Lease liability	$727.94
Total - 2700 - Long-term notes & loans payable	**$1,518.50**
Total Long Term Liabilities	**$1,518.50**
Equity	
3000 - Net Assets	$12,712.37
Retained Earnings	$20,881,093.30
Net Income	($1,820,182.33)
Total Equity	**$19,073,623.34**
Total Liabilities & Equity	**$19,926,705.43**

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

FINANCIAL ROW	- UNASSIGNED - Amount	CAPITAL Amount	FUNDRAISING Amount	MANAGEMENT & GENERAL (ADMIN) Amount	OTHER Amount	PROGRAM SERVICES Amount	TOTAL Amount
Operating Activities							
Net Income	($2,120,411.85)	($32,603.60)	$746.85	($38,815.51)	$475.16	$370,426.62	($1,820,182.33)
Adjustments to Net Income							
Accounts Receivable	$1,331,923.33	$831.28	$0.00	$214,710.62	$0.00	($176,287.30)	$1,371,177.93
Other Current Asset	$291,241.83	$0.00	$0.00	($59,184.96)	$0.00	($330,121.62)	($98,064.75)
Accounts Payable	($818.01)	$0.00	$0.00	$11,515.56	$0.00	($11,499.43)	($801.88)
Sales Tax Payable	$13,230.02	$0.00	$0.00	$0.00	$0.00	($8,315.80)	$4,914.22
Other Current Liabilities	$374,849.15	$0.00	$0.00	($46,567.62)	$0.00	($845,930.72)	($517,649.19)
Total Adjustments to Net Income	**$2,010,426.32**	**$831.28**	**$0.00**	**$120,473.60**	**$0.00**	**($1,372,154.87)**	**$759,576.33**
Total Operating Activities	**($109,985.53)**	**($31,772.32)**	**$746.85**	**$81,658.09**	**$475.16**	**($1,001,728.25)**	**($1,060,606.00)**
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	($3,281.88)	$0.00	$0.00	$0.00	$0.00	($27.84)	($3,309.72)
Other Equity	$0.00	$0.00	$0.00	($585,592.75)	$0.00	$585,582.85	($9.90)
Total Financing Activities	**($3,281.88)**	**$0.00**	**$0.00**	**($585,592.75)**	**$0.00**	**$585,555.01**	**($3,319.62)**
Net Change in Cash for Period	**($113,267.41)**	**($31,772.32)**	**$746.85**	**($503,934.66)**	**$475.16**	**($416,160.25)**	**($1,063,912.63)**
Cash at Beginning of Period	**$21,701,928.01**	**$2,732.89**	**$964.22**	**($8,924,130.62)**	**$281.25**	**($1,440,517.37)**	**$11,341,258.38**
Cash at End of Period	**$21,588,660.60**	**($29,039.43)**	**$1,711.07**	**($9,428,065.28)**	**$756.41**	**($1,856,677.62)**	**$10,277,345.75**

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

FINANCIAL ROW	AMOUNT
Operating Activities	
Net Income	($1,820,182.33)
Adjustments to Net Income	
Accounts Receivable	$1,371,177.93
Other Current Asset	($98,064.75)
Accounts Payable	($801.88)
Sales Tax Payable	$4,914.22
Other Current Liabilities	($517,649.19)
Total Adjustments to Net Income	**$759,576.33**
Total Operating Activities	**($1,060,606.00)**
Investing Activities	
Other Asset	$12.99
Total Investing Activities	**$12.99**
Financing Activities	
Long Term Liabilities	($3,309.72)
Other Equity	($9.90)
Total Financing Activities	**($3,319.62)**
Net Change in Cash for Period	**($1,063,912.63)**
Cash at Beginning of Period	**$11,341,258.38**
Cash at End of Period	**$10,277,345.75**

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

FINANCIAL ROW	AMOUNT
Operating Activities	
Net Income	($1,820,182.33)
Adjustments to Net Income	
Accounts Receivable	$1,371,177.93
Other Current Asset	($98,064.75)
Accounts Payable	($801.88)
Sales Tax Payable	$4,914.22
Other Current Liabilities	($517,649.19)
Total Adjustments to Net Income	$759,576.33
Total Operating Activities	($1,060,606.00)
Investing Activities	
Other Asset	$12.99
Total Investing Activities	$12.99
Financing Activities	
Long Term Liabilities	($3,309.72)
Other Equity	($9.90)
Total Financing Activities	($3,319.62)
Net Change in Cash for Period	($1,063,912.63)
Cash at Beginning of Period	$11,341,258.38
Cash at End of Period	$10,277,345.75

LIFT Community Action Agency Inc

Parent - Lift : LIFT Community Action Agency Inc

Revenue Stream Distribution by Month

Sep 2024, Oct 2024, Nov 2024

Monthly distribution of Revenue by Revenue Type and Subtype

REVENUE STREAM	SEPTEMBER 2024	OCTOBER 2024	NOVEMBER 2024	*TOTAL*
Federal Grants	$1,310,842.21	$991,047.56	$760,234.12	$3,062,123.89
Federal Pass Through	$421,783.21	$910,244.68	$147,629.19	$1,479,657.08
Recoveries	$370,760.37	$335,691.15	$353,916.85	$1,060,368.37
Program Revenue	$145,960.49	$161,943.10	$126,632.51	$434,536.10
Federal Contract	$104,473.84	$107,706.06	$121,047.57	$333,227.47
State Contracts	$92,495.03	$78,276.07	$98,790.62	$269,561.72
Non Federal	$45,580.57	$56,656.69	$49,637.63	$151,874.89
State Grants	$23,859.00	$9,327.74	$44,985.00	$78,171.74
State Pass Through	$31,262.78	$19,087.50	$9,823.84	$60,174.12
Transit Contract	$27,458.61	$22,362.03	$24,573.26	$74,393.90
- Unassigned -		$170.00	$13,006.20	$13,176.20
Apartment Revenue	$11,630.00	$11,630.00	$11,630.00	$34,890.00
Transit Fares	$7,040.60	$6,643.95	$4,294.95	$17,979.50
Management Fees	$2,484.92	$2,499.94	$2,597.95	$7,582.81
Corporate/Business/Foundation	$28.79	$2,500.00		$2,528.79
Miscellaneous	$13.88			$13.88
Total	$2,595,674.30	$2,715,786.47	$1,768,799.69	$7,080,260.46

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

Agency Wide

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	$71,367.00	$65,421.44	$5,945.56	91.67%
4100 - Inkind Revenue	$1,810,359.10	$1,212,991.22	$597,367.88	67.00%
4200 - Miscellaneous Revenue	$12,660.00	$1,023,330.35	($1,010,670.35)	8,083.18%
4400 - State Revenue	$2,753,351.62	$1,552,815.45	$1,200,536.17	56.40%
4500 - Federal Revenue	$20,108,389.23	$13,909,512.57	$6,198,876.66	69.17%
4900 - Recoveries from Programs	$2,012,486.97	$3,651,140.63	($1,638,653.66)	181.42%
5000 - Rental Revenue	$0.00	$711,280.96	($711,280.96)	0.00%
5100 - Program Fee Revenue	$115,000.00	$1,394,749.33	($1,279,749.33)	1,212.83%
5300 - Interest and Dividends	$0.00	$295,212.54	($295,212.54)	0.00%
5400 - Revenue from other sources	$0.00	$996,014.10	($996,014.10)	0.00%
5800 - Special Event Expense	$0.00	$4,675.00	($4,675.00)	0.00%
Total - Income	$26,883,613.92	$24,817,143.59	$2,066,470.33	92.31%
Cost Of Sales				
8000 - Cost of Goods Sold	$0.00	$2,772.07	($2,772.07)	0.00%
Total - Cost Of Sales	$0.00	$2,772.07	($2,772.07)	0.00%
Gross Profit	$26,883,613.92	$24,814,371.52	$2,069,242.40	92.30%
Expense				
7000 - Grants, contracts, & direct assistance	$115,321.25	$1,122,720.05	($1,007,398.80)	973.56%
7200 - Salaries & related expenses	$13,765,060.57	$11,496,594.31	$2,268,466.26	83.52%
7300 - Indirect Cost Pool Expense	$2,410,704.78	$1,999,800.99	$410,903.79	82.96%
7500 - Contract/Consultant Services	$1,682,569.47	$1,848,134.89	($165,565.42)	109.84%
8100 - Non personnel expenses	$1,223,814.87	$1,150,078.67	$73,736.20	93.97%
8200 - Facility & equipment expenses	$1,347,021.71	$2,539,282.83	($1,192,261.12)	188.51%
8300 - Travel & meetings expenses	$1,219,915.89	$601,765.75	$618,150.14	49.33%
8400 - Insurance Expense	$171,915.40	$2,055,142.34	($1,883,226.94)	1,195.44%
8600 - Business expenses	$0.00	$918.50	($918.50)	0.00%
8700 - Food Expenses	$629,281.20	$1,502,500.67	($873,219.47)	238.76%
8800 - In-Kind Expenses	$1,562,857.54	$1,212,991.22	$349,866.32	77.61%
Total - Expense	$24,128,462.68	$25,529,930.22	($1,401,467.54)	105.81%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	$2,582,634.57	$1,741,580.00	$841,054.57	67.43%
Total - Other Expense	$2,582,634.57	$1,741,580.00	$841,054.57	67.43%
Net Income	$172,516.67	($2,457,138.70)	$2,629,655.37	-1,424.29%

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

Operations

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	$0.00	$3,683.42	($3,683.42)	0.00%
4200 - Miscellaneous Revenue	$0.00	$36,516.80	($36,516.80)	0.00%
4400 - State Revenue	$0.00	$282,091.92	($282,091.92)	0.00%
4900 - Recoveries from Programs	$2,012,486.97	$3,651,140.63	($1,638,653.66)	181.42%
5000 - Rental Revenue	$0.00	$281,441.63	($281,441.63)	0.00%
5100 - Program Fee Revenue	$0.00	$605.59	($605.59)	0.00%
5300 - Interest and Dividends	$0.00	$71,139.85	($71,139.85)	0.00%
5400 - Revenue from other sources	$0.00	$453,337.40	($453,337.40)	0.00%
5800 - Special Event Expense	$0.00	$40.00	($40.00)	0.00%
Total - Income	$2,012,486.97	$4,779,997.24	($2,767,510.27)	237.52%
Gross Profit	$2,012,486.97	$4,779,997.24	($2,767,510.27)	237.52%
Expense				
7000 - Grants, contracts, & direct assistance	$0.00	$10,000.00	($10,000.00)	0.00%
7200 - Salaries & related expenses	$1,480,512.38	$1,293,296.37	$187,216.01	87.35%
7300 - Indirect Cost Pool Expense	$0.00	$54,205.44	($54,205.44)	0.00%
7500 - Contract/Consultant Services	$115,215.21	$226,356.87	($111,141.66)	196.46%
8100 - Non personnel expenses	$54,841.35	$207,203.68	($152,362.33)	377.82%
8200 - Facility & equipment expenses	$40,902.28	$300,059.72	($259,157.44)	733.60%
8300 - Travel & meetings expenses	$82,133.76	$69,046.23	$13,087.53	84.07%
8400 - Insurance Expense	$34,962.98	$1,545,116.08	($1,510,153.10)	4,419.29%
8600 - Business expenses	$0.00	$911.00	($911.00)	0.00%
8700 - Food Expenses	$0.00	$15,174.45	($15,174.45)	0.00%
Total - Expense	$1,808,567.96	$3,721,369.84	($1,912,801.88)	205.76%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	$153,301.25	$379,181.92	($225,880.67)	247.34%
Total - Other Expense	$153,301.25	$379,181.92	($225,880.67)	247.34%
Net Income	$50,617.76	$679,445.48	($628,827.72)	1,342.31%

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

Financial Row	10 Operating			
		Administration	Building Funds	Total
	Amount	Amount	Amount	Amount
Ordinary Income/Expense				
Income				
4000 - Contribution Revenue	$0.00	$3,683.42	$0.00	$3,683.42
4100 - Inkind Revenue	$0.00	$0.00	$0.00	$0.00
4200 - Miscellaneous Revenue	$0.00	$36,516.80	$0.00	$36,516.80
4400 - State Revenue	$0.00	$282,091.92	$0.00	$282,091.92
4500 - Federal Revenue	$0.00	$0.00	$0.00	$0.00
4900 - Recoveries from Programs	$0.00	$3,651,140.63	$0.00	$3,651,140.63
5000 - Rental Revenue	$0.00	$0.00	$281,441.63	$281,441.63
5100 - Program Fee Revenue	$0.00	$0.00	$605.59	$605.59
5300 - Interest and Dividends	($193.26)	$70,326.37	$1,006.74	$71,139.85
5400 - Revenue from other sources	($89,669.01)	$464,669.01	$78,337.40	$453,337.40
5800 - Special Event Expense	$0.00	$40.00	$0.00	$40.00
Total - Income	($89,862.27)	$4,508,468.15	$361,391.36	$4,779,997.24
8000 - Cost of Goods Sold				
8010 - Resale Fuel Expense	$0.00	$0.00	$0.00	$0.00
8020 - Ship Store (Resale Inv)	$0.00	$0.00	$0.00	$0.00
Total - 8000 - Cost of Goods Sold	$0.00	$0.00	$0.00	$0.00
Expense				
7000 - Grants, contracts, & direct assistance	$0.00	$10,000.00	$0.00	$10,000.00
7200 - Salaries & related expenses	$0.00	$1,293,296.37	$0.00	$1,293,296.37
7300 - Indirect Cost Pool Expense	$0.00	$54,205.44	$0.00	$54,205.44
7500 - Contract/Consultant Services	$0.00	$165,118.50	$61,238.37	$226,356.87
8100 - Non personnel expenses	$0.00	$187,584.97	$19,618.71	$207,203.68
8200 - Facility & equipment expenses	$0.00	$158,371.20	$141,688.52	$300,059.72
8300 - Travel & meetings expenses	$0.00	$68,344.07	$702.16	$69,046.23
8400 - Insurance Expense	$0.00	$1,495,851.08	$49,265.00	$1,545,116.08
8600 - Business expenses	$0.00	$0.00	$911.00	$911.00
8700 - Food Expenses	$121.21	$15,053.24	$0.00	$15,174.45
8800 - In-Kind Expenses	$0.00	$0.00	$0.00	$0.00
Total - Expense	$121.21	$3,447,824.87	$273,423.76	$3,721,369.84
Net Ordinary Income	($89,983.48)	$1,060,643.28	$87,967.60	$1,058,627.40
Other Income and Expenses				
Other Expense				
8500 - Other Expense	$0.00	$373,250.58	$5,931.34	$379,181.92
Total - Other Expense	$0.00	$373,250.58	$5,931.34	$379,181.92

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	$44,247.00	$34,747.00	$9,500.00	78.53%
4100 - Inkind Revenue	$1,035,213.56	$836,523.00	$198,690.56	80.81%
4200 - Miscellaneous Revenue	$0.00	$851,721.74	($851,721.74)	0.00%
4400 - State Revenue	$128,235.88	$218,029.75	($89,793.87)	170.02%
4500 - Federal Revenue	$8,004,734.49	$7,556,855.43	$447,879.06	94.40%
5100 - Program Fee Revenue	$0.00	$543,851.60	($543,851.60)	0.00%
5300 - Interest and Dividends	$0.00	$25,265.16	($25,265.16)	0.00%
5400 - Revenue from other sources	$0.00	$34,111.02	($34,111.02)	0.00%
Total - Income	$9,212,430.93	$10,101,104.70	($888,673.77)	109.65%
Gross Profit	$9,212,430.93	$10,101,104.70	($888,673.77)	109.65%
Expense				
7000 - Grants, contracts, & direct assistance	$0.00	$34,111.02	($34,111.02)	0.00%
7200 - Salaries & related expenses	$4,754,872.19	$4,922,932.84	($168,060.65)	103.53%
7300 - Indirect Cost Pool Expense	$911,549.65	$955,727.57	($44,177.92)	104.85%
7500 - Contract/Consultant Services	$1,110,976.00	$1,163,771.55	($52,795.55)	104.75%
8100 - Non personnel expenses	$176,600.57	$493,224.40	($316,623.83)	279.29%
8200 - Facility & equipment expenses	$169,361.00	$370,618.59	($201,257.59)	218.83%
8300 - Travel & meetings expenses	$141,440.00	$105,044.03	$36,395.97	74.27%
8400 - Insurance Expense	$43,000.00	$128,714.72	($85,714.72)	299.34%
8700 - Food Expenses	$567,781.20	$977,321.48	($409,540.28)	172.13%
8800 - In-Kind Expenses	$787,712.00	$836,523.00	($48,811.00)	106.20%
Total - Expense	$8,663,292.61	$9,987,989.20	($1,324,696.59)	115.29%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	$386,647.00	$505,732.99	($119,085.99)	130.80%
Total - Other Expense	$386,647.00	$505,732.99	($119,085.99)	130.80%
Net Income	$162,491.32	($392,617.49)	$555,108.81	-241.62%

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

Financial Row	20 Early Childhood							
	CACFP - Daycare Homes	Early Head Start - CC	Early Learning Centers	HS/EHS				Total
					EHS	Head Start	Total	
	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
Ordinary Income/Expense								
Income								
4000 - Contribution Revenue	$0.00	$0.00	$0.00	$500.00	$0.00	$34,247.00	$34,747.00	$34,747.00
4100 - Inkind Revenue	$0.00	$3,566.85	$9,739.30	$0.00	$35,572.26	$787,644.59	$823,216.85	$836,523.00
4200 - Miscellaneous Revenue	$0.00	$0.00	$434,453.65	$188,074.90	$0.00	$229,193.19	$417,268.09	$851,721.74
4400 - State Revenue	$0.00	$0.00	$0.00	$0.00	$52,160.93	$165,868.82	$218,029.75	$218,029.75
4500 - Federal Revenue	$1,000,321.54	$1,905,710.66	$63,547.15	$0.00	$0.00	$4,587,276.08	$4,587,276.08	$7,556,855.43
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	$543,683.60	$0.00	$0.00	$0.00	$0.00	$543,851.60
5300 - Interest and Dividends	$0.00	$0.00	$9,636.69	$15,529.94	$0.00	$98.53	$15,628.47	$25,265.16
5400 - Revenue from other sources	$0.00	$0.00	$34,111.02	$0.00	$0.00	$0.00	$0.00	$34,111.02
5800 - Special Event Expense	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total - Income	$1,000,321.54	$1,909,277.51	$1,095,171.41	$204,104.84	$87,733.19	$5,804,328.21	$6,096,166.24	$10,100,936.70
8000 - Cost of Goods Sold								
8010 - Resale Fuel Expense	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
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	$34,111.02	$0.00	$0.00	$0.00	$0.00	$34,111.02
7200 - Salaries & related expenses	$95,831.92	$575,647.61	$650,769.45	$226,884.47	$724,854.34	$2,490,013.55	$3,441,752.36	$4,922,932.84
7300 - Indirect Cost Pool Expense	$18,687.20	$112,844.77	$114,105.51	$38,070.41	$144,031.91	$497,501.39	$679,603.71	$955,727.57
7500 - Contract/Consultant Services	$5,737.50	$799,521.35	$2,886.99	$308,815.42	$0.00	$46,810.29	$355,625.71	$1,163,771.55
8100 - Non personnel expenses	$4,197.10	$135,355.10	$35,284.85	$24,361.54	$191.17	$290,165.97	$314,718.68	$493,224.40
8200 - Facility & equipment expenses	$4,114.00	$79,962.92	$15,346.73	$60,921.75	$1,107.69	$209,013.00	$271,042.44	$370,618.59
8300 - Travel & meetings expenses	$26,026.81	$15,240.04	$4,775.10	$1,530.49	$1,410.54	$55,992.93	$58,933.96	$105,044.03
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	$430,801.93	$55.98	$100,416.36	$32,397.00	$0.00	$413,376.85	$445,773.85	$977,321.48
8800 - In-Kind Expenses	$0.00	$3,566.85	$9,739.30	$0.00	$35,572.26	$787,644.59	$823,216.85	$836,523.00
Total - Expense	$585,396.46	$1,738,016.42	$991,963.11	$692,985.08	$907,167.91	$4,878,879.69	$6,479,032.68	$9,794,408.67
Net Ordinary Income	$414,925.08	$171,261.09	$103,208.30	($488,880.24)	($819,434.72)	$925,448.52	($382,866.44)	$306,528.03
Other Income and Expenses								
Other Expense								
8500 - Other Expense	$59.70	$306,818.99	$4,704.07	$17,671.33	$1,561.48	$174,917.42	$194,150.23	$505,732.99
Total - Other Expense	$59.70	$306,818.99	$4,704.07	$17,671.33	$1,561.48	$174,917.42	$194,150.23	$505,732.99

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	$27,120.00	$26,972.02	$147.98	99.45%
4100 - Inkind Revenue	$587,645.54	$376,468.22	$211,177.32	64.06%
4200 - Miscellaneous Revenue	$12,660.00	$23,685.04	($11,025.04)	187.09%
4400 - State Revenue	$2,612,955.74	$794,163.09	$1,818,792.65	30.39%
4500 - Federal Revenue	$6,394,799.68	$2,279,398.93	$4,115,400.75	35.64%
5300 - Interest and Dividends	$0.00	$1,278.50	($1,278.50)	0.00%
5400 - Revenue from other sources	$0.00	$54,769.77	($54,769.77)	0.00%
5800 - Special Event Expense	$0.00	$3,969.00	($3,969.00)	0.00%
Total - Income	$9,635,180.96	$3,560,704.57	$6,074,476.39	36.96%
Gross Profit	$9,635,180.96	$3,560,704.57	$6,074,476.39	36.96%
Expense				
7000 - Grants, contracts, & direct assistance	$115,321.25	$94,387.66	$20,933.59	81.85%
7200 - Salaries & related expenses	$4,696,970.57	$1,680,977.48	$3,015,993.09	35.79%
7300 - Indirect Cost Pool Expense	$883,455.73	$334,430.49	$549,025.24	37.85%
7500 - Contract/Consultant Services	$240,509.00	$121,345.83	$119,163.17	50.45%
8100 - Non personnel expenses	$610,864.61	$189,753.67	$421,110.94	31.06%
8200 - Facility & equipment expenses	$312,288.71	$154,527.01	$157,761.70	49.48%
8300 - Travel & meetings expenses	$311,829.43	$124,747.37	$187,082.06	40.01%
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	$61,500.00	$13,013.79	$48,486.21	21.16%
8800 - In-Kind Expenses	$587,645.54	$376,468.22	$211,177.32	64.06%
Total - Expense	$7,820,434.84	$3,095,706.34	$4,724,728.50	39.58%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	$1,552,202.73	$443,383.82	$1,108,818.91	28.56%
Total - Other Expense	$1,552,202.73	$443,383.82	$1,108,818.91	28.56%
Net Income	$262,543.39	$21,614.41	$240,928.98	8.23%

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc

Income/Expense Statement Summary
From Jan 2024 to Dec 2024

Financial Row	30 Community Service																	
		CASA	Community Services	Drug Free Communities	Emergency Services	Emergency Services EFSP	Emergency Services Total	Healthy Start	Mentoring	RCOR TRI-CORP	RSVP	RX	Safe Place Healing Hearts	Second Chance	VOCA	WORK READY OK	Youth Build	Total
	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
Ordinary Income/Expense																		
Income																		
4000 - Contribution Revenue	$0.00	$3,100.00	$100.00	$0.00	$0.00	$0.00	$0.00	$0.00	$95.00	$0.00	$8,390.00	$0.00	$0.00	$0.00	$0.00	$0.00	$15,287.02	$26,972.02
4100 - Inkind Revenue	$0.00	$0.00	$0.00	$114,825.20	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$19,630.92	$0.00	$0.00	$0.00	$0.00	$0.00	$242,012.10	$376,468.22
4200 - Miscellaneous Revenue	$9,910.39	$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	$0.00	$0.00	$10,000.00	$23,685.04
4400 - State Revenue	$444,212.23	$4,537.23	$82,263.65	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,881.77	$0.00	$0.00	$421.31	$259,846.90	$0.00	$794,163.09
4500 - Federal Revenue	$0.00	$0.00	$87,447.19	$57,272.00	$0.00	$0.00	$0.00	$812,422.09	$33,487.34	$329,475.84	$35,239.10	$0.00	$192,913.01	$161,700.10	$100,141.26	$0.00	$469,301.00	$2,279,398.93
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	$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	$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	$0.00	$0.00	$0.00
5300 - Interest and Dividends	$33.17	$213.43	$57.13	$59.41	$19.45	$0.00	$19.45	$16.14	$124.11	$23.42	$20.21	$0.00	$0.00	$28.37	$612.22	$0.00	$71.44	$1,278.50
5400 - Revenue from other sources	$0.00	$13,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$12,500.00	$9,643.52	$19,626.25	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$54,769.77
5800 - Special Event Expense	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,489.00	$0.00	$0.00	$980.00	$0.00	$0.00	$1,500.00	$3,969.00
Total - Income	$454,155.79	$22,125.31	$169,867.97	$172,156.61	$19.45	$0.00	$19.45	$814,938.23	$46,206.45	$339,142.78	$84,395.48	$2,881.77	$192,913.01	$162,708.47	$101,174.79	$259,846.90	$738,171.56	$3,560,704.57
8000 - Cost of Goods Sold																		
8010 - Resale Fuel Expense	$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	$0.00	$0.00	$0.00
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	$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	$0.00	$0.00	$0.00
Expense																		
7000 - Grants, contracts, & direct assistance	$0.00	$84.10	$61,903.62	$9,643.52	$2,508.98	$2,756.40	$5,265.38	$0.00	$451.03	$0.00	$0.00	$0.00	$7,197.75	$0.00	$7,166.62	$0.00	$2,675.64	$94,387.66
7200 - Salaries & related expenses	$198,184.06	$0.00	$31,813.50	$41,034.53	$0.00	$0.00	$0.00	$590,772.84	$27,325.36	$231,280.64	$47,482.74	$2,356.88	$78,401.63	$106,068.48	$96,367.11	$31,672.11	$198,217.60	$1,680,977.48
7300 - Indirect Cost Pool Expense	$39,043.51	$1,209.86	$6,364.76	$8,007.18	$0.00	$0.00	$0.00	$117,100.46	$5,288.60	$45,781.71	$9,897.01	$475.98	$15,868.96	$21,177.94	$17,574.36	$6,264.66	$40,375.50	$334,430.49
7500 - Contract/Consultant Services	$2,735.00	$2,344.50	$23,540.00	$0.00	$0.00	$0.00	$0.00	$61,292.57	$1,331.00	$2,599.00	$0.00	$0.00	$1,331.70	$22,222.00	$0.00	$3,217.07	$732.99	$121,345.83
8100 - Non personnel expenses	$71,925.36	$536.44	$3,455.56	$86.76	$0.00	$0.00	$0.00	$25,196.65	$5,754.77	$18,194.26	$1,710.09	$0.00	$4,727.80	$5,244.13	$1,537.07	$26,322.63	$25,062.15	$189,753.67
8200 - Facility & equipment expenses	$49,665.04	$1,746.00	$346.00	$0.00	$0.00	$0.00	$0.00	$32,782.50	$605.00	$9,456.98	$2,704.00	$0.00	$6,083.50	$4,180.00	$3,321.48	$21,802.78	$21,833.73	$154,527.01
8300 - Travel & meetings expenses	$4,669.89	$2,331.60	$2,497.50	$94.77	$0.00	$0.00	$0.00	$25,035.77	$1,912.75	$16,742.59	$2,162.84	$48.91	$6,843.05	$14,567.02	$3,012.09	$5,535.52	$39,293.07	$124,747.37
8400 - Insurance Expense	$0.00	$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	$0.00	$4,529.00	$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	$0.00	$0.00	$7.50	$7.50
8700 - Food Expenses	$3,139.24	$0.00	$200.00	$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	$3,819.52	$217.04	$13,013.79
8800 - In-Kind Expenses	$0.00	$0.00	$0.00	$114,825.20	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$19,630.92	$0.00	$0.00	$0.00	$0.00	$0.00	$242,012.10	$376,468.22
Total - Expense	$369,362.10	$8,252.50	$130,120.94	$173,947.53	$2,508.98	$2,756.40	$5,265.38	$856,075.66	$42,668.51	$324,633.54	$86,015.11	$2,881.77	$120,454.39	$173,459.57	$128,978.73	$98,634.29	$574,956.32	$3,095,706.34
Net Ordinary Income	$84,793.69	$13,872.81	$39,747.03	($1,790.92)	($2,489.53)	($2,756.40)	($5,245.93)	($41,137.43)	$3,537.94	$14,509.24	($1,619.63)	$0.00	$72,458.62	($10,751.10)	($27,803.94)	$161,212.61	$163,215.24	$464,998.23
Other Income and Expenses																		
Other Expense																		
8500 - Other Expense	$76,544.03	$5,450.68	$18,258.94	$7,757.25	$0.00	$0.00	$0.00	$48,959.94	$863.90	$33,788.87	$7,809.32	$0.00	$2,152.93	$3,359.42	$6,205.13	$74,150.33	$158,083.08	$443,383.82
Total - Other Expense	$76,544.03	$5,450.68	$18,258.94	$7,757.25	$0.00	$0.00	$0.00	$48,959.94	$863.90	$33,788.87	$7,809.32	$0.00	$2,152.93	$3,359.42	$6,205.13	$74,150.33	$158,083.08	$443,383.82

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	$109,657.18	($109,657.18)	0.00%
4400 - State Revenue	$12,160.00	$10,502.03	$1,657.97	86.37%
4500 - Federal Revenue	$5,271,794.06	$3,303,621.29	$1,968,172.77	62.67%
5000 - Rental Revenue	$0.00	$427,560.83	($427,560.83)	0.00%
5100 - Program Fee Revenue	$0.00	$113,403.50	($113,403.50)	0.00%
5300 - Interest and Dividends	$0.00	$173,434.66	($173,434.66)	0.00%
5400 - Revenue from other sources	$0.00	$358,157.59	($358,157.59)	0.00%
Total - Income	$5,471,454.06	$4,496,337.08	$975,116.98	82.18%
Gross Profit	$5,471,454.06	$4,496,337.08	$975,116.98	82.18%
Expense				
7000 - Grants, contracts, & direct assistance	$0.00	$890,371.34	($890,371.34)	0.00%
7200 - Salaries & related expenses	$2,045,172.43	$1,434,649.40	$610,523.03	70.15%
7300 - Indirect Cost Pool Expense	$440,398.40	$292,817.37	$147,581.03	66.49%
7500 - Contract/Consultant Services	$205,069.26	$183,181.15	$21,888.11	89.33%
8100 - Non personnel expenses	$327,308.34	$120,428.11	$206,880.23	36.79%
8200 - Facility & equipment expenses	$776,669.72	$978,593.06	($201,923.34)	126.00%
8300 - Travel & meetings expenses	$551,512.70	$125,085.07	$426,427.63	22.68%
8400 - Insurance Expense	$12,902.42	$185,892.17	($172,989.75)	1,440.75%
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	$4,546,533.27	$4,211,683.45	$334,849.82	92.64%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	$473,483.59	$246,874.10	$226,609.49	52.14%
Total - Other Expense	$473,483.59	$246,874.10	$226,609.49	52.14%
Net Income	$451,437.20	$37,779.53	$413,657.67	8.37%

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

Financial Row	40 Housing Department								
		Apartments	Construction	HUD Apartments (Lift)	Housing	Weatherization	Self Help Housing	TMA	Total
	Amount	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	$0.00
4100 - Inkind Revenue	$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	$107,688.85	$0.00	$0.00	$1,968.33	$109,657.18
4400 - State Revenue	$0.00	$0.00	$0.00	$0.00	$10,502.03	$0.00	$0.00	$0.00	$10,502.03
4500 - Federal Revenue	$0.00	$0.00	$494,084.75	$0.00	$1,259,972.95	$0.00	$434,342.52	$1,115,221.07	$3,303,621.29
4900 - Recoveries from Programs	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
5000 - Rental Revenue	$10,435.50	$417,125.33	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$427,560.83
5100 - Program Fee Revenue	$490.14	$3,772.76	$0.00	$26,834.79	$82,250.06	$0.00	$55.75	$0.00	$113,403.50
5300 - Interest and Dividends	$142,807.00	$19,960.70	$0.00	$0.00	$10,666.96	$0.00	$0.00	$0.00	$173,434.66
5400 - Revenue from other sources	$0.00	$13,555.66	$0.00	$0.00	$344,601.93	$0.00	$0.00	$0.00	$358,157.59
5800 - Special Event Expense	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total - Income	$153,732.64	$454,414.45	$494,084.75	$26,834.79	$1,815,682.78	$0.00	$434,398.27	$1,117,189.40	$2,680,654.30
8000 - Cost of Goods Sold									
8010 - Resale Fuel Expense	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8020 - Ship Store (Resale Inv)	$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
Expense									
7000 - Grants, contracts, & direct assistance	$154,357.00	$16,380.66	$0.00	$0.00	$344,633.68	$0.00	$0.00	$375,000.00	$890,371.34
7200 - Salaries & related expenses	$77,733.81	$34,524.72	$633,262.38	$626.22	($86,869.33)	$36,458.69	$311,028.50	$427,884.41	$1,434,649.40
7300 - Indirect Cost Pool Expense	$15,971.15	$6,716.12	$124,693.60	$6,331.75	($15,716.27)	$7,515.48	$60,071.19	$87,234.35	$292,817.37
7500 - Contract/Consultant Services	$2,905.00	$32,641.03	$39,613.04	$0.00	$83,073.47	$0.00	$682.79	$24,265.82	$183,181.15
8100 - Non personnel expenses	$3,374.92	$5,040.58	$60,306.62	$36.62	$24,972.18	$0.00	$7,712.21	$18,984.98	$120,428.11
8200 - Facility & equipment expenses	$15,693.26	$189,303.06	$6,524.81	$1,046.17	$730,479.97	$0.00	$17,140.79	$18,405.00	$978,593.06
8300 - Travel & meetings expenses	$51.25	$2,551.52	$15,286.65	$593.62	$896.77	$0.00	$34,914.61	$70,790.65	$125,085.07
8400 - Insurance Expense	$0.00	$155,865.12	$0.00	$0.00	$29,865.05	$0.00	$162.00	$0.00	$156,027.12
8600 - Business expenses	$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	$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
Total - Expense	$270,086.39	$443,022.81	$879,687.10	$8,634.38	$1,112,001.30	$43,974.17	$431,712.09	$1,022,565.21	$3,055,707.98
Net Ordinary Income	($116,353.75)	$11,391.64	($385,602.35)	$18,200.41	$703,681.48	($43,974.17)	$2,686.18	$94,624.19	($375,053.68)
Other Income and Expenses									
Other Expense									
8500 - Other Expense	$3,256.73	$18,195.81	$69,572.01	$4,483.35	$132,847.00	$0.00	$478.68	$18,040.52	$246,874.10
Total - Other Expense	$3,256.73	$18,195.81	$69,572.01	$4,483.35	$132,847.00	$0.00	$478.68	$18,040.52	$114,027.10

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

Transportation

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4400 - State Revenue	$0.00	$149,732.00	($149,732.00)	0.00%
4500 - Federal Revenue	$437,061.00	$694,636.92	($257,575.92)	158.93%
5000 - Rental Revenue	$0.00	$2,278.50	($2,278.50)	0.00%
5100 - Program Fee Revenue	$115,000.00	$337,791.63	($222,791.63)	293.73%
5300 - Interest and Dividends	$0.00	$899.03	($899.03)	0.00%
5400 - Revenue from other sources	$0.00	$93,250.03	($93,250.03)	0.00%
Total - Income	$552,061.00	$1,278,588.11	($726,527.11)	231.60%
Gross Profit	$552,061.00	$1,278,588.11	($726,527.11)	231.60%
Expense				
7000 - Grants, contracts, & direct assistance	$0.00	$93,250.03	($93,250.03)	0.00%
7200 - Salaries & related expenses	$787,533.00	$942,339.00	($154,806.00)	119.66%
7300 - Indirect Cost Pool Expense	$175,301.00	$191,053.69	($15,752.69)	108.99%
7500 - Contract/Consultant Services	$10,800.00	$33,657.00	($22,857.00)	311.64%
8100 - Non personnel expenses	$54,200.00	$49,258.12	$4,941.88	90.88%
8200 - Facility & equipment expenses	$47,800.00	$291,212.32	($243,412.32)	609.23%
8300 - Travel & meetings expenses	$133,000.00	$164,325.74	($31,325.74)	123.55%
8400 - Insurance Expense	$81,000.00	$100,527.73	($19,527.73)	124.11%
Total - Expense	$1,289,634.00	$1,865,623.63	($575,989.63)	144.66%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	$17,000.00	$117,660.59	($100,660.59)	692.12%
Total - Other Expense	$17,000.00	$117,660.59	($100,660.59)	692.12%
Net Income	($754,573.00)	($704,696.11)	($49,876.89)	93.39%

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
Income/Expense Statement Summary
From Jan 2024 to Dec 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	$149,732.00	$149,732.00
4500 - Federal Revenue	$0.00	$694,636.92	$694,636.92
4900 - Recoveries from Programs	$0.00	$0.00	$0.00
5000 - Rental Revenue	$0.00	$2,278.50	$2,278.50
5100 - Program Fee Revenue	$0.00	$337,791.63	$337,791.63
5300 - Interest and Dividends	$0.00	$899.03	$899.03
5400 - Revenue from other sources	$0.00	$93,250.03	$93,250.03
5800 - Special Event Expense	$0.00	$0.00	$0.00
Total - Income	$0.00	$1,278,588.11	$1,278,588.11
8000 - Cost of Goods Sold			
8010 - Resale Fuel Expense	$0.00	$0.00	$0.00
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	$93,250.03	$93,250.03
7200 - Salaries & related expenses	$31,464.04	$910,874.96	$942,339.00
7300 - Indirect Cost Pool Expense	$6,300.43	$184,753.26	$191,053.69
7500 - Contract/Consultant Services	$0.00	$33,657.00	$33,657.00
8100 - Non personnel expenses	$5,358.26	$43,899.86	$49,258.12
8200 - Facility & equipment expenses	$0.00	$291,212.32	$291,212.32
8300 - Travel & meetings expenses	$0.00	$164,325.74	$164,325.74
8400 - Insurance Expense	$0.00	$100,527.73	$100,527.73
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	$43,122.73	$1,822,500.90	$1,865,623.63
Net Ordinary Income	($43,122.73)	($543,912.79)	($587,035.52)
Other Income and Expenses			
Other Expense			
8500 - Other Expense	$0.00	$117,660.59	$117,660.59
Total - Other Expense	$0.00	$117,660.59	$117,660.59

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	$1,866.73	($1,866.73)	0.00%
4400 - State Revenue	$0.00	$98,296.66	($98,296.66)	0.00%
4500 - Federal Revenue	$0.00	$75,000.00	($75,000.00)	0.00%
5100 - Program Fee Revenue	$0.00	$376,362.21	($376,362.21)	0.00%
5300 - Interest and Dividends	$0.00	$23,195.34	($23,195.34)	0.00%
5400 - Revenue from other sources	$0.00	$2,388.29	($2,388.29)	0.00%
5800 - Special Event Expense	$0.00	$626.00	($626.00)	0.00%
Total - Income	$0.00	$577,754.23	($577,754.23)	0.00%
Cost Of Sales				
8000 - Cost of Goods Sold	$0.00	$2,371.54	($2,371.54)	0.00%
Total - Cost Of Sales	$0.00	$2,371.54	($2,371.54)	0.00%
Gross Profit	$0.00	$575,382.69	($575,382.69)	0.00%
Expense				
7200 - Salaries & related expenses	$0.00	$276,879.00	($276,879.00)	0.00%
7300 - Indirect Cost Pool Expense	$0.00	$56,898.69	($56,898.69)	0.00%
7500 - Contract/Consultant Services	$0.00	$42,837.12	($42,837.12)	0.00%
8100 - Non personnel expenses	$0.00	$45,424.53	($45,424.53)	0.00%
8200 - Facility & equipment expenses	$0.00	$311,207.58	($311,207.58)	0.00%
8300 - Travel & meetings expenses	$0.00	$11,111.24	($11,111.24)	0.00%
8400 - Insurance Expense	$0.00	$86,964.27	($86,964.27)	0.00%
8700 - Food Expenses	$0.00	$134.06	($134.06)	0.00%
Total - Expense	$0.00	$831,456.49	($831,456.49)	0.00%
Other Income and Expenses				
Other Expense				
8500 - Other Expense	$0.00	$43,183.28	($43,183.28)	0.00%
Total - Other Expense	$0.00	$43,183.28	($43,183.28)	0.00%
Net Income	$0.00	($299,257.08)	$299,257.08	0.00%

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

Financial Row				60 Economic Development				
		Economic Development/Lending			State Parks			Total
				Clayton Lake	Hugo Lake	Raymond Gary	Total	
	Amount	Amount	Amount	Amount	Amount	Amount	Amount	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	$1,060.00	$806.73	$1,866.73	$1,866.73
4400 - State Revenue	$0.00	$0.00	$0.00	$47,525.00	$0.00	$50,771.66	$98,296.66	$98,296.66
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	$8,039.21	$8,874.50	$37,875.00	$246,251.18	$75,322.32	$368,323.00	$376,362.21
5300 - Interest and Dividends	$0.00	$21,086.01	$0.00	$0.00	$1,669.16	$440.17	$2,109.33	$23,195.34
5400 - Revenue from other sources	$0.00	$0.00	$227.25	$0.00	$2,141.04	$20.00	$2,388.29	$2,388.29
5800 - Special Event Expense	$0.00	$0.00	$0.00	$0.00	$626.00	$0.00	$626.00	$626.00
Total - Income	$0.00	$104,125.22	$9,101.75	$85,419.00	$251,747.38	$127,360.88	$473,629.01	$577,754.23
8000 - Cost of Goods Sold								
8010 - Resale Fuel Expense	$0.00	$0.00	$0.00	$0.00	$569.85	$0.00	$569.85	$569.85
8020 - Ship Store (Resale Inv)	$0.00	$0.00	$0.00	$0.00	$1,801.69	$0.00	$1,801.69	$1,801.69
Total - 8000 - Cost of Goods Sold	$0.00	$0.00	$0.00	$0.00	$2,371.54	$0.00	$2,371.54	$2,371.54
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	$50,831.13	$163,091.67	$62,956.20	$276,879.00	$276,879.00
7300 - Indirect Cost Pool Expense	$0.00	$0.00	$0.00	$10,482.90	$33,477.92	$12,937.87	$56,898.69	$56,898.69
7500 - Contract/Consultant Services	$0.00	$0.00	$0.00	$0.00	$36,878.32	$5,958.80	$42,837.12	$42,837.12
8100 - Non personnel expenses	$251.72	$1,807.33	$0.00	$2,540.62	$36,059.63	$4,765.23	$43,365.48	$45,424.53
8200 - Facility & equipment expenses	$0.00	$20,172.03	$259.36	$15,525.00	$241,543.42	$33,707.77	$291,035.55	$311,207.58
8300 - Travel & meetings expenses	$0.00	$0.00	$0.00	$740.51	$7,450.93	$2,919.80	$11,111.24	$11,111.24
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	$134.06	$0.00	$134.06	$134.06
8800 - In-Kind Expenses	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total - Expense	$251.72	$21,979.36	$259.36	$85,943.19	$592,263.16	$130,759.70	$809,225.41	$831,456.49
Net Ordinary Income	($251.72)	$82,145.86	$8,842.39	($524.19)	($342,887.32)	($3,398.82)	($337,967.94)	($256,073.80)
Other Income and Expenses								
Other Expense								
8500 - Other Expense	$0.00	$0.00	$0.00	$2,891.89	$31,329.62	$8,961.77	$43,183.28	$43,183.28
Total - Other Expense	$0.00	$0.00	$0.00	$2,891.89	$31,329.62	$8,961.77	$43,183.28	$43,183.28

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

NAME	AMOUNT (GROSS)
CAPITAL ONE	$2,043.09
DAVISON FUELS & OIL, LLC	$9,284.87
DOLLAR GENERAL CHARGE SALES	$69.01
Elan Travel Bank	$15,828.50
HOME DEPOT BRC/GECF	$1,462.10
TCM BANK NA	$16,919.67
WAL-MART COMMUNITY BRC	$3,249.05
Total	$48,856.29

LIFT Community Action Agency Inc

Parent - Lift : LIFT Community Action Agency Inc

Credit Card Report

Nov 2024

Program	Contract/Consultant Services	Facility & equipment expenses				Food Expenses				Grants, contracts, & direct assistance				Non p			
	Contract Services Amount	FURNITURE, APPLIANCES & EQUIPMENT - NOT Amount	Repair/Maint for Building/Equip Amount	WX Tools & Equipment Amount	Total Amount	Food Nutrition Cost Amount	Non -Food, Nutrition Cost Amount	Other Food Expense Amount	Total Amount	Direct Assistance - Other Amount	Direct Assistance - Rental Amount	Direct Assistance - Utilities Amount	Total Amount	Events/Meeting Expense Amount	Office/Teaching Supplies Amount	Other/Maint Supplies Amount	Postage & shipping Amount
Administration					$0.00			$140.47	$140.47				$0.00	$344.05		$221.75	
Apartments					$0.00				$0.00				$0.00				
CASA					$0.00				$0.00	$84.10			$84.10				
Community Services					$0.00				$0.00				$0.00				
Drug Free Communities					$0.00				$0.00				$0.00				
Early Head Start Child Care					$0.00				$0.00				$0.00		$786.18		
Early Learning Centers					$0.00	$341.26		$318.67	$659.93				$0.00		$1,190.09		
Head Start			$627.78		$627.78	$63.72	$43.69	$320.54	$427.95				$0.00	$1,127.40	$2,371.91	$218.42	
Healthy Start					$0.00				$0.00				$0.00				
Housing			$25.94	$162.21	$188.15				$0.00				$0.00				
Mentoring					$0.00				$0.00				$0.00	$227.69			
RSVP					$0.00				$0.00				$0.00		$90.20		
Safe Place Healing Hearts					$0.00				$0.00	$183.83	$93.60	$102.95	$380.38				
Second Chance					$0.00				$0.00				$0.00				
State Park Operations		$1,439.35	$235.00		$1,674.35			$134.06	$134.06				$0.00			$69.01	
Strong Fathers Program					$0.00				$0.00				$0.00		$481.76		
TMA					$0.00				$0.00				$0.00		$52.25		
TRANSIT					$0.00				$0.00				$0.00		$167.50		
Tri-CORPS					$0.00				$0.00				$0.00	$70.36			
Weatherization					$0.00				$0.00				$0.00				
WRO					$0.00		$118.03	$444.75	$562.78				$0.00			$190.90	
Youth Build	$27.31				$0.00				$0.00	$650.47			$650.47				$27.48
Total	**$27.31**	**$1,439.35**	**$888.72**	**$162.21**	**$2,490.28**	**$404.98**	**$161.72**	**$1,358.49**	**$1,925.19**	**$918.40**	**$93.60**	**$102.95**	**$1,114.95**	**$1,769.50**	**$5,139.89**	**$700.08**	**$27.48**

...rsonnel expenses							Other Expense								Travel & meetings expenses			Total
Printing & copying Amount	Special Events Amount	Telephone & Internet Amount	WX Materials Amount	Total Amount	Advertising & Community Sponsorships Amount	Computer & Software Related Expenses Amount	Fees/Dues Amount	Incentive Expense Amount	Other Expenses Amount	Recognition Amount	Training & TTA Amount	WX Health & Safety Amount	Total Amount	Fuel Cost Amount	Out of Area Travel Amount	Vehicle Repair & Maint Amount	Total Amount	Amount
				$565.80		$734.02	$565.13			$1,412.44			$2,711.59		($16.29)		($16.29)	$3,401.57
				$0.00									$0.00	$87.41			$87.41	$87.41
				$0.00			$294.00						$294.00				$0.00	$378.10
				$0.00					$179.00				$179.00				$0.00	$179.00
				$0.00		$159.90							$159.90				$0.00	$159.90
				$786.18							$465.41		$465.41	$171.67	$181.76		$353.43	$1,605.02
				$1,190.09			$217.00				$60.00		$277.00				$0.00	$2,127.02
				$3,717.73		$19.99	$977.00	$1,000.00			$1,359.61		$3,356.60	$389.19	$412.05		$801.24	$8,931.30
				$0.00							$132.72		$132.72				$0.00	$132.72
			$295.00	$295.00			$80.12					$614.20	$694.32	$1,399.31	$0.00		$1,399.31	$2,576.78
				$227.69			$79.71						$79.71				$0.00	$307.40
				$90.20									$0.00				$0.00	$90.20
				$0.00									$0.00				$0.00	$380.38
				$0.00									$0.00		$733.90		$733.90	$733.90
		$1,309.00		$1,378.01		$0.00	$323.89						$323.89	$449.12			$449.12	$3,959.43
				$481.76		$3,607.96							$3,607.96		$410.22		$410.22	$4,499.94
				$52.25		$115.93							$115.93		($1,188.00)		($1,188.00)	($1,019.82)
				$167.50			$28.00				$976.38		$1,004.38	$6,550.68	$152.81	$200.00	$6,903.49	$8,075.37
$0.00				$70.36			$120.00				$450.00		$570.00		$3,917.14		$3,917.14	$4,557.50
				$0.00	$736.99						$300.00		$1,036.99	$34.36			$34.36	$1,071.35
	$15.46			$206.36	$1,823.55	$60.00							$1,883.55				$0.00	$2,652.69
	$231.62			$259.10							$2,518.58		$2,518.58	$350.22	$163.45		$513.67	$3,969.13
$0.00	**$247.08**	**$1,309.00**	**$295.00**	**$9,488.03**	**$2,560.54**	**$4,697.80**	**$2,684.85**	**$1,000.00**	**$179.00**	**$1,412.44**	**$6,262.70**	**$614.20**	**$19,411.53**	**$9,431.96**	**$4,767.04**	**$200.00**	**$14,399.00**	**$48,856.29**

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
LIFT | Budget vs. Actual by Grant
From Jan 2022 to Dec 2024
Options: Activity Only

HS 23-24

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4100 - Inkind Revenue	**$960,542.00**	**$612,793.79**	**$347,748.21**	**63.80%**
4200 - Miscellaneous Revenue	**$0.00**	**$11,887.20**	**($11,887.20)**	**0.00%**
4500 - Federal Revenue	**$3,592,315.00**	**$3,678,955.00**	**($86,640.00)**	**102.41%**
Total - Income	**$4,552,857.00**	**$4,303,635.99**	**$249,221.01**	**94.53%**
Gross Profit	**$4,552,857.00**	**$4,303,635.99**	**$249,221.01**	**94.53%**
Expense				
7200 - Salaries & related expenses				
7220 - Salaries & wages - other	$2,088,557.47	$1,956,096.52	$132,460.95	93.66%
7230 - Pension plan contributions	$202,000.00	$140,489.75	$61,510.25	69.55%
7240 - Employee benefits - not pension	$292,095.28	$308,796.39	($16,701.11)	105.72%
7250 - Payroll taxes, etc.	$215,533.00	$157,358.55	$58,174.45	73.01%
Total - 7200 - Salaries & related expenses	**$2,798,185.75**	**$2,562,741.21**	**$235,444.54**	**91.59%**
7300 - Indirect Cost Pool Expense	**$549,290.25**	**$515,014.06**	**$34,276.19**	**93.76%**
7500 - Contract/Consultant Services				
7550 - Contract Services	$46,700.00	$42,540.58	$4,159.42	91.09%
Total - 7500 - Contract/Consultant Services	**$46,700.00**	**$42,540.58**	**$4,159.42**	**91.09%**
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	$13,250.00	$134,032.85	($120,782.85)	1,011.57%
8120 - Other/Maint Supplies	$0.00	$22,545.89	($22,545.89)	0.00%
8130 - Telephone & Internet	$0.00	$52,537.91	($52,537.91)	0.00%
8140 - Postage & shipping	$0.00	$742.25	($742.25)	0.00%
8150 - Medical/Dental Supplies	$0.00	$19,487.14	($19,487.14)	0.00%
8160 - Events/Meeting Expense	$0.00	$113.90	($113.90)	0.00%
8170 - Printing & copying	$0.00	$13,069.90	($13,069.90)	0.00%
8180 - Fatherhood	$1,000.00	$0.00	$1,000.00	0.00%
Total - 8100 - Non personnel expenses	**$14,250.00**	**$242,529.84**	**($228,279.84)**	**1,701.96%**
8200 - Facility & equipment expenses				
8210 - Space Lease	$0.00	$3,934.22	($3,934.22)	0.00%
8220 - Electric	$35,000.00	$44,576.42	($9,576.42)	127.36%
8225 - Water	$0.00	$4,831.86	($4,831.86)	0.00%
8230 - Trash	$0.00	$10,049.10	($10,049.10)	0.00%
8235 - Sewer	$0.00	$3,573.80	($3,573.80)	0.00%
8240 - Natural Gas	$0.00	$2,429.76	($2,429.76)	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	$124,589.34	($110,381.34)	876.90%
Total - 8200 - Facility & equipment expenses	**$49,208.00**	**$199,042.36**	**($149,834.36)**	**404.49%**
8300 - Travel & meetings expenses				
8310 - Local Travel	$10,000.00	$36,494.88	($26,494.88)	364.95%
8320 - Out of Area Travel	$3,400.00	$6,307.92	($2,907.92)	185.53%
8330 - Fuel Cost	$0.00	$4,347.50	($4,347.50)	0.00%
8335 - Vehicle Repair & Maint	$7,000.00	$1,532.51	$5,467.49	21.89%
8340 - Child Transportation Exp	$0.00	$2,434.61	($2,434.61)	0.00%
Total - 8300 - Travel & meetings expenses	**$20,400.00**	**$51,117.42**	**($30,717.42)**	**250.58%**
8400 - Insurance Expense	$23,500.00	$76,352.55	($52,852.55)	324.90%
8700 - Food Expenses	**$46,800.00**	**$199,906.77**	**($153,106.77)**	**427.15%**
8800 - In-Kind Expenses	**$960,542.00**	**$612,793.79**	**$347,748.21**	**63.80%**
Total - Expense	**$4,508,876.00**	**$4,502,038.58**	**$6,837.42**	**99.85%**
Other Income and Expenses				
Other Expense				
8500 - Other Expense				
8520 - Recognition	$0.00	$2,455.85	($2,455.85)	0.00%
8530 - Fees/Dues	$865.00	$15,956.58	($15,091.58)	1,844.69%
8540 - Training & TTA	$39,956.00	$56,796.90	($16,840.90)	142.15%
8560 - Computer & Software Related Expenses	$0.00	$41,511.13	($41,511.13)	0.00%
8570 - Advertising & Community Sponsorships	$2,160.00	$17,861.55	($15,701.55)	826.92%
8590 - Other Expenses	$1,000.00	$848.94	$151.06	84.89%
Total - 8500 - Other Expense	**$43,981.00**	**$135,430.95**	**($91,449.95)**	**307.93%**
Total - Other Expense	**$43,981.00**	**$135,430.95**	**($91,449.95)**	**307.93%**
Net Income	**$0.00**	**($333,833.54)**	**$333,833.54**	**0.00%**

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
LIFT | Budget vs. Actual by Grant
From Jan 2022 to Dec 2024
Options: Activity Only

EHS 23-24

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4100 - Inkind Revenue	**$193,091.00**	**$178,274.81**	**$14,816.19**	**92.33%**
4500 - Federal Revenue	**$1,022,216.00**	**$935,576.00**	**$86,640.00**	**91.52%**
Total - Income	**$1,215,307.00**	**$1,113,850.81**	**$101,456.19**	**91.65%**
Gross Profit	**$1,215,307.00**	**$1,113,850.81**	**$101,456.19**	**91.65%**
Expense				
7200 - Salaries & related expenses				
7220 - Salaries & wages - other	$526,585.02	$475,672.35	$50,912.67	90.33%
7230 - Pension plan contributions	$50,593.00	$28,306.18	$22,286.82	55.95%
7240 - Employee benefits - not pension	$73,952.56	$73,788.81	$163.75	99.78%
7250 - Payroll taxes, etc.	$53,984.00	$38,745.25	$15,238.75	71.77%
Total - 7200 - Salaries & related expenses	**$705,114.58**	**$616,512.59**	**$88,601.99**	**87.43%**
7300 - Indirect Cost Pool Expense	**$138,491.42**	**$121,692.35**	**$16,799.07**	**87.87%**
7500 - Contract/Consultant Services				
7550 - Contract Services	$2,500.00	$8,947.58	($6,447.58)	357.90%
Total - 7500 - Contract/Consultant Services	**$2,500.00**	**$8,947.58**	**($6,447.58)**	**357.90%**
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	$34,340.00	$49,886.44	($15,546.44)	145.27%
8120 - Other/Maint Supplies	$0.00	$4,869.08	($4,869.08)	0.00%
8130 - Telephone & Internet	$0.00	$6,885.12	($6,885.12)	0.00%
8140 - Postage & shipping	$0.00	$143.66	($143.66)	0.00%
8150 - Medical/Dental Supplies	$0.00	$3,849.25	($3,849.25)	0.00%
8160 - Events/Meeting Expense	$0.00	$583.62	($583.62)	0.00%
8170 - Printing & copying	$0.00	$2,789.24	($2,789.24)	0.00%
8180 - Fatherhood	$2,500.00	$0.00	$2,500.00	0.00%
Total - 8100 - Non personnel expenses	**$36,840.00**	**$69,006.41**	**($32,166.41)**	**187.31%**
8200 - Facility & equipment expenses				
8210 - Space Lease	$0.00	$229.11	($229.11)	0.00%
8220 - Electric	$25,500.00	$13,633.12	$11,866.88	53.46%
8225 - Water	$0.00	$1,738.11	($1,738.11)	0.00%
8230 - Trash	$0.00	$2,112.16	($2,112.16)	0.00%
8235 - Sewer	$0.00	$1,042.87	($1,042.87)	0.00%
8240 - Natural Gas	$0.00	$1,295.28	($1,295.28)	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	$24,150.43	$2,849.57	89.45%
Total - 8200 - Facility & equipment expenses	**$52,500.00**	**$45,285.41**	**$7,214.59**	**86.26%**
8300 - Travel & meetings expenses				
8310 - Local Travel	$5,000.00	$4,350.48	$649.52	87.01%
8320 - Out of Area Travel	$34,000.00	$1,091.49	$32,908.51	3.21%
8330 - Fuel Cost	$0.00	$873.12	($873.12)	0.00%
8335 - Vehicle Repair & Maint	$0.00	$218.27	($218.27)	0.00%
Total - 8300 - Travel & meetings expenses	**$39,000.00**	**$6,533.36**	**$32,466.64**	**16.75%**
8400 - Insurance Expense	$13,500.00	$21,381.26	($7,881.26)	158.38%
8700 - Food Expenses				
8710 - Food Nutrition Cost	$22,070.00	$31,037.59	($8,967.59)	140.63%
8720 - Non -Food, Nutrition Cost	$0.00	$109.80	($109.80)	0.00%
8730 - Other Food Expense	$0.00	$7,338.69	($7,338.69)	0.00%
Total - 8700 - Food Expenses	**$22,070.00**	**$38,486.08**	**($16,416.08)**	**174.38%**
8800 - In-Kind Expenses	**$0.00**	**$178,274.81**	**($178,274.81)**	**0.00%**
Total - Expense	**$1,010,016.00**	**$1,106,119.85**	**($96,103.85)**	**109.52%**
Other Income and Expenses				
Other Expense				
8500 - Other Expense				
8520 - Recognition	$0.00	$417.35	($417.35)	0.00%
8530 - Fees/Dues	$0.00	$5,761.60	($5,761.60)	0.00%
8540 - Training & TTA	$19,304.00	$21,784.88	($2,480.88)	112.85%
8560 - Computer & Software Related Expenses	$0.00	$7,665.46	($7,665.46)	0.00%
8570 - Advertising & Community Sponsorships	$2,000.00	$5,131.16	($3,131.16)	256.56%
8590 - Other Expenses	$21,496.00	$26.27	$21,469.73	0.12%
Total - 8500 - Other Expense	**$42,800.00**	**$40,786.72**	**$2,013.28**	**95.30%**
Total - Other Expense	**$42,800.00**	**$40,786.72**	**$2,013.28**	**95.30%**
Net Income	**$162,491.00**	**($33,055.76)**	**$195,546.76**	**-20.34%**

LIFT Community Action Agency Inc
Parent - Lift : LIFT Community Action Agency Inc
LIFT | Budget vs. Actual by Grant
From Jan 2022 to Dec 2024
Options: Activity Only

EHS CC 24-25

FINANCIAL ROW	BUDGET AMOUNT	AMOUNT EXPENDED	BUDGET BALANCE	% OF BUDGET
Ordinary Income/Expense				
Income				
4100 - Inkind Revenue	**$103,115.00**	**$1,506.72**	**$101,608.28**	**1.46%**
4500 - Federal Revenue	**$2,267,831.00**	**$490,195.00**	**$1,777,636.00**	**21.62%**
Total - Income	**$2,370,946.00**	**$491,701.72**	**$1,879,244.28**	**20.74%**
Gross Profit	**$2,370,946.00**	**$491,701.72**	**$1,879,244.28**	**20.74%**
Expense				
7200 - Salaries & related expenses				
7220 - Salaries & wages - other	$487,412.00	$145,656.16	$341,755.84	29.88%
7230 - Pension plan contributions	$48,741.00	$12,461.43	$36,279.57	25.57%
7240 - Employee benefits - not pension	$65,279.00	$25,733.62	$39,545.38	39.42%
7250 - Payroll taxes, etc.	$41,674.00	$11,084.04	$30,589.96	26.60%
Total - 7200 - Salaries & related expenses	**$643,106.00**	**$194,935.25**	**$448,170.75**	**30.31%**
7300 - Indirect Cost Pool Expense	**$128,189.00**	**$38,025.03**	**$90,163.97**	**29.66%**
7500 - Contract/Consultant Services	**$1,054,076.00**	**$224,737.57**	**$829,338.43**	**21.32%**
8100 - Non personnel expenses				
8110 - Office/Teaching Supplies	$56,000.00	$16,904.51	$39,095.49	30.19%
8120 - Other/Maint Supplies	$0.00	$4,012.02	($4,012.02)	0.00%
8130 - Telephone & Internet	$9,000.00	$1,302.62	$7,697.38	14.47%
8140 - Postage & shipping	$1,000.00	$41.13	$958.87	4.11%
8150 - Medical/Dental Supplies	$2,000.00	$281.08	$1,718.92	14.05%
8170 - Printing & copying	$7,000.00	$1,030.44	$5,969.56	14.72%
8180 - Fatherhood	$2,000.00	$0.00	$2,000.00	0.00%
Total - 8100 - Non personnel expenses	**$77,000.00**	**$23,571.80**	**$53,428.20**	**30.61%**
8200 - Facility & equipment expenses				
8210 - Space Lease	$0.00	$220.40	($220.40)	0.00%
8220 - Electric	$4,400.00	$1,745.57	$2,654.43	39.67%
8225 - Water	$400.00	$132.58	$267.42	33.15%
8230 - Trash	$100.00	$181.02	($81.02)	181.02%
8235 - Sewer	$400.00	$94.12	$305.88	23.53%
8240 - Natural Gas	$100.00	$46.95	$53.05	46.95%
8260 - Repair/Maint for Building/Equip	$45,000.00	$9,774.96	$35,225.04	21.72%
Total - 8200 - Facility & equipment expenses	**$50,400.00**	**$12,195.60**	**$38,204.40**	**24.20%**
8300 - Travel & meetings expenses				
8310 - Local Travel	$7,500.00	$2,544.30	$4,955.70	33.92%
8320 - Out of Area Travel	$5,000.00	$800.35	$4,199.65	16.01%
8330 - Fuel Cost	$2,500.00	$641.31	$1,858.69	25.65%
8335 - Vehicle Repair & Maint	$2,500.00	$138.14	$2,361.86	5.53%
Total - 8300 - Travel & meetings expenses	**$17,500.00**	**$4,124.10**	**$13,375.90**	**23.57%**
8400 - Insurance Expense	$6,000.00	$0.00	$6,000.00	0.00%
8700 - Food Expenses	**$6,000.00**	**$0.00**	**$6,000.00**	**0.00%**
8800 - In-Kind Expenses	**$103,115.00**	**$1,506.72**	**$101,608.28**	**1.46%**
Total - Expense	**$2,085,386.00**	**$499,096.07**	**$1,586,289.93**	**23.93%**
Other Income and Expenses				
Other Expense				
8500 - Other Expense				
8520 - Recognition	$9,150.00	$0.00	$9,150.00	0.00%
8530 - Fees/Dues	$1,500.00	$335.07	$1,164.93	22.34%
8540 - Training & TTA	$42,863.00	$2,517.80	$40,345.20	5.87%
8560 - Computer & Software Related Expenses	$26,000.00	$139.50	$25,860.50	0.54%
8570 - Advertising & Community Sponsorships	$7,000.00	$3,447.14	$3,552.86	49.24%
8590 - Other Expenses	$3,000.00	$0.00	$3,000.00	0.00%
8595 - Subsidy Expense	$196,047.00	$80,897.70	$115,149.30	41.26%
Total - 8500 - Other Expense	**$285,560.00**	**$87,337.21**	**$198,222.79**	**30.58%**
Total - Other Expense	**$285,560.00**	**$87,337.21**	**$198,222.79**	**30.58%**
Net Income	**$0.00**	**($94,731.56)**	**$94,731.56**	**0.00%**

American Rescue Plan Act Stabilization Subgrants for Providers Contracted with Choctaw Nation Child Care Assistance

Fy 2025

Child Care Program Grant FAQ

The American Rescue Plan Act was signed into law in March 2021, providing Oklahoma with additional funds designed to help stabilize the child care industry as the state continues to recover from the COVID1 9 pandemic. These federal funds have specific rules and requirements that must be followed.

The Choctaw Nation Child Care Assistance Program will use these federal stimulus funds to begin the Child Care Stabilization Grant Program. Below are answers to frequently asked questions about funding.

1 - Who is administering these funds?

The Choctaw Nation Child Care Assistance program will administer the Child Care Stabilization Grant Program.

2 - What types of child care programs are eligible for the Child Care Stabilization Grant Program?

Child Care program types eligible for funds include:

- Non-Licensed (Relative Providers) Contracted with Choctaw Nation Child Care Assistance
- Licensed Family Child Care Homes Contracted with Choctaw Nation Child Care Assistance
- Licensed Child Care Centers Contracted with Choctaw Nation Child Care Assistance

In addition, the above eligible programs must be in good standing throughout the grant period with Choctaw Nation Child Care Assistance. This means the program must not have been:

- The subject of a current or past finding of fraud
- Prohibited from receiving public funds under Oklahoma Statutes
- Under revocation or under temporary or immediate suspension (if licensed with OKDHS)

3 - How do I apply for the Child Care Stabilization Grant Program?

Eligible providers who were operating and serving children at the time of grant application submission, will remain open and operating during the grant periods and remain in good standing with Choctaw Nation Child Care Assistance and OKDHS (if licensed family child care home or center) will be eligible to apply. The grant application can be mailed or emailed upon request, if one has not already been received. Please contact ethompson@choctawnation.com with any questions regarding the application.

American Rescue Plan Act Stabilization Subgrants for Providers Contracted with Choctaw Nation Child Care Assistance

4 - What information and documentation is needed to be eligible to receive these funds?

Providers are required to fill out an application and answer all required questions included in the application and provide signature and date located on second page of the application.

5 - What is required of eligible child care providers who accept these funds?

Eligible providers must certify in the application to:

- Being open and serving children during the grant periods (see questions 8 and 9 regarding allowable exceptions
- Implementing policies, when open and providing services, that are in line with guidance and orders from corresponding state, tribal and local authorities and, to the greatest extent possible, implementing policies in line with guidance from the Centers for Disease and Prevention (available at www.cdc. qov/coronavirus/2019-ncov
- Paying staff at least the same amount in weekly wages and maintaining the same benefits (such as health insurance and retirement, if applicable)
- Providing relief from copayments and tuition payments for the families enrolled in their program, to the extent possible, and prioritize such relief for families struggling to make either type of payment, and if a provider is unable to provide relief for all families enrolled in the program, prioritizing relief for families most in need

Child Care providers must agree not to involuntarily furlough or lay off employees

6- What can funds be used for?

Child Care providers must agree to use the funds for one or more of the following purposes:

- Personnel costs, benefits, premium pay and employee recruitment and retention
- Rent or mortgage payments, utilities, facilities maintenance and improvements or insurance
- Personal protective equipment, cleaning and sanitation supplies and services or training
- Professional development related to health and safety practices
- Purchases of or updates to equipment and supplies to respond to COVID-19
- Goods and services necessary to maintain or resume child care services
- Mental health supports for children and employees
- Reimbursement for any of the uses above, paid between March 2020 and the date of application to address losses incurred during the COVID-19 pandemic

Child Care Stabilization Grants Help is on the way

Office of Child Care

American Rescue Plan Act Stabilization Subgrants for Providers Contracted with Choctaw Nation Child Care Assistance

7- What are the funding cycles?

Funding cycles are listed on the bottom of the application. If you need a copy of the application, please email ethompson@choctawnation.com to request a copy.

8 - When do providers have to be open in order to be eligible to receive grants?

To be eligible to receive these funds, providers must be operating and serving children at the time of application and must continue to serve children during the entire grant period. See question 9 for allowable exceptions.

All eligible programs must maintain their license or permit in good standing with OKDHS (relative providers excluded from this requirement) throughout the grant period to remain eligible. Refer to question 2 regarding eligibility requirements.

9 - Under what circumstances can providers be closed temporarily and still be eligible for these funds?

Providers remain eligible to receive the funds if the program temporarily closes under any of the following circumstances:

a. Temporary closure due to public health guidance issued by the Oklahoma Department of Health, OKDHS and/or the provider's local public health agency
b. The program temporarily closed days due to the license holder and/or primary care provider having positive COVID-19 test result or "close contact" exposure; or
c. Planned temporary closure for a provider vacation (i.e., days you typically care for children) over the duration of the grant period.

10 - Can I apply for a grant online?

No. Unfortunately only paper applications are available currently. You may contact ethompson@choctawnation.com to receive a copy if the original application has been misplaced.

Child Care Stabilization Grants Help is on the way

Office of Child Care

American Rescue Plan Act Stabilization Subgrants for Providers Contracted with Choctaw Nation Child Care Assistance

11 - What are the funding amounts?

Child Care Centers		Family Child Care Homes		Relative Providers
CAPACITY	PAYMENT PER CYCLE	CAPACITY	PAYMENT PER CYCLE	PAYMENT PER CYCLE
13-24	$7,000.00	1-7	$5,000.00	$3,000.00
25-50	$9,000.00	8-12	$6,500.00	(Not Based on Capacity)
51-75	$11,000.00			
76-100	$13 000.00			
101-150	$14,000.00			
151-200	$15,000.00			
201-350	$16,000.00			

12 - Will there be additional grants available to providers outside of the stabilization grants?

Yes. The Choctaw Nation Child Care Assistance Improvement Grant Program will remain in place.

13- Will the Child Care Stabilization Grant funding be considered income when I file my 2023 taxes?

Yes. Child Care Stabilization Grant funds are considered income by the IRS. Providers are encouraged to consult with an accountant or tax expert to fully understand the tax implications of this funding.

14- How will I receive the grant awards?

Upon approval, payments will be mailed by the Choctaw Nation. See question 7 for a list of the application and funding cycles to better understand when you may receive payments.

15- What if information about my program (address, ownership, authorized agent) changes after I submit my application?

You will need to contact Choctaw Nation Child Care Assistance to update the information as soon as the changes occur. Additionally, if a program is contemplating status changes that may affect their eligibility, they should refer to questions 8 and 9 of this document.

16- What if my check is lost, stolen or damaged?

For assistance, please contact Choctaw Nation Child Care Assistance at ethompson@choctawnation.com

Child Care Stabilization Grants Help is on the way

Office of Child Care

American Rescue Plan Act Stabilization Subgrants for Providers Contracted with Choctaw Nation Child Care Assistance

17- Do Child Care Providers who receive these funds must operate at their full licensed capacity to receive these funds?

No. Providers do not have to operate at their full licensed capacity to receive these funds. In fact, implementing health and safety recommendations to prevent the spread of COVID-19 may limit the ability of some providers to operate at full licensed capacity.

18- Can child care providers charge fees if they receive these funds?

Child care providers receiving these funds may charge standard fees to families attending their program. ******HOWEVER, providers may NOT require child care subsidy copayments from families whose children attend their program, for as long as the provider receives stabilization grants through the Choctaw Nation Child Care Assistance Stabilization Grant Program.***

19- Will child care providers be required to submit receipts to prove how funds were spent?

No. Programs are not required to submit receipts of how the funds were spent. However, programs are required to maintain documentation of how the funds were spent and submit these records at the end of each quarter to ethompson@choctawnation.com.

20- What are the consequences for a provider who applied for and accepted these funds not meeting the funding requirements?

If there is an indication that a provider has failed to meet Child Care Stabilization Grant Program requirements, it may result in discontinuation of future grant payments, recoupment of payments already made and/or referral to the Office of Inspector General for additional action.

21- When must the funds be used by?

Programs are encouraged to prioritize use of these funds for costs incurred during the grant periods.
Additionally, programs are allowed to use the funds as reimbursement for any of the approved uses listed in question 6, that were paid between March 2020 and the date of the grant period application to address losses incurred during the COVID-19 pandemic.

22- Under any circumstances will I have to pay these funds back?

These funds do not constitute a loan and child care providers who comply with funding requirements will not be required to pay them back.

Child Care Stabilization Grants Help is on the way

Office of Child Care

American Rescue Plan Act Stabilization Subgrants for Providers Contracted with Choctaw Nation Child Care Assistance

Are child care providers who received a Paycheck Protection Program loan or an Economic Injury Disaster loan (or any other federal Small Business Administration loan) still eligible for these funds?

Yes.

23- I still have questions and I am not finding answers in this FAQ. Where do I send my questions?

Please email ethompson@choctawnation.com

Funding Entity: **U.S. Department of Health and Human Services, Health Resources and Services Administration**
Funding Opportunity: **FY 2025 Healthy Start Initiative: Eliminating Disparities in Perinatal Health Grant Application (Continuation, Year 12)**
Amount Requested: **$1,100,000**

The Health Resources and Services Administration, Maternal and Child Health Bureau, Division of Healthy Start and Perinatal Services, is accepting continuation applications for the Healthy Start Initiative: Eliminating Disparities in Perinatal Health program. The purpose of this grant program is to improve health outcomes before, during, and after pregnancy and reduce the well-documented racial/ethnic differences in rates of infant death and adverse perinatal outcomes.

The Healthy Start Program supports communities and populations experiencing the greatest disparities in maternal and infant health outcomes. The program has two focus areas: 1) providing direct and enabling services (screening and referrals, case management and care coordination, health and parenting education, and linkage to clinical care) to enrolled Healthy Start participants; and 2) convening Community Consortia (formerly known as Community Action Networks) comprised of diverse, multi-sector partners to advise and inform Healthy Start activities as well as to develop and implement plans to improve perinatal outcomes within the selected project area. Healthy Start also works to address social determinants of health, such as access to adequate food, housing, and transportation, to improve disparities in maternal and infant health outcomes.

With the Board's approval, we are requesting $1,100,00 from the U.S. Department of Health and Human Services, Health Resources and Services Administration for Year 12 of the grant project. If awarded, this funding will be used to fully support the Healthy Start Program within Atoka, Choctaw, Coal, Latimer, McCurtain, and Pushmataha Counties for a period of one year. The project will continue to address the needs of women (especially those who are high-risk) and their families before, during, and after pregnancy. This will be achieved by placing emphasis on a community-based approach to providing care coordination, health education, counseling and supports. The anticipated benefit is the reduction of infant mortality, increased use of a primary medical home for mother and infant, and decreased co-factors which negatively impact pregnancy and the interconception period (smoking, drinking, substance use, domestic violence, and depression).

Choctaw Nation of Oklahoma Child Care Stabilization Grant Awards, Year 4 (1st Quarter):

Broken Bow Early Learning Center: $11,000

Idabel Early Learning Center: $7,000

1st Quarter Total: $18,000

CNO Payment Remittance Advice

From Payer	Choctaw Nation of Oklahoma 1802 Chukka Hina Durant Oklahoma US 74701	**Supplier or Party To Payee**	LIFT COMMUNITY ACTION AGENCY INC LIFT COMMUNITY ACTION AGENCY INC 209 N 4TH ST Hugo OK US 74743

Remittance Detail

Document Reference Number	Description	Date	Currency	Document Amount	Amount Withheld	Discount Taken	Amount Paid
AB1017002109272024	477-ARPA Stabil Grant 4th Yr. 1st Qtr. 10/24-12/24 9/27/24	09/27/2024	USD	11,000.00	0.00	0.00	11,000.00
				Total	0.00	0.00	11,000.00

Remittance Detail

Document Reference Number	Description	Date	Currency	Document Amount	Amount Withheld	Discount Taken	Amount Paid
AB1017002209272024	477-ARPA Stabil Grant 4th Yr. 1st Qtr. 10/24-12/24 9/27/24	09/27/2024	USD	7,000.00	0.00	0.00	7,000.00
				Total	0.00	0.00	7,000.00

Department of Health and Human Services

Administration for Children and Families

Notice of Award

Award# 06CH012393-02-00
FAIN# 06CH012393
Federal Award Date: 11/15/2024

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
06CH012393-02-00

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
Non-Competing Continuation

18. Is the Award R&D?
No

Summary Federal Award Financial Information

19.	**Budget Period Start Date** 12/01/2024 **- End Date** 11/30/2025	
20.	**Total Amount of Federal Funds Obligated by this Action**	$2,307,266.00
	20a. Direct Cost Amount	$1,963,194.00
	20b. Indirect Cost Amount	$344,072.00
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**	$576,817.00
25.	**Total Federal and Non-Federal Approved this Budget Period**	$2,884,083.00
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	$8,652,247.00

28. Authorized Treatment of Program Income
ADDITIONAL COSTS

29. Grants Management Officer – Signature
Ms. Jennifer M Curtiss
Grants Management Officer

30. Remarks

Department of Health and Human Services

Administration for Children and Families

Notice of Award

Award# 06CH012393-02-00
FAIN# 06CH012393
Federal Award Date: 11/15/2024

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	$1,308,262.00
b. Fringe Benefits	$443,207.00
c. Total Personnel Costs	$1,751,469.00
d. Equipment	$0.00
e. Supplies	$23,795.00
f. Travel	$5,194.00
g. Construction	$0.00
h. Other	$151,136.00
i. Contractual	$31,600.00
j. TOTAL DIRECT COSTS	**$1,963,194.00**
k. INDIRECT COSTS	**$344,072.00**
l. TOTAL APPROVED BUDGET	**$2,307,266.00**
m. Federal Share	**$2,307,266.00**
n. Non-Federal Share	**$576,817.00**

34. Accounting Classification Codes

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	ASSISTANCE LISTING	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
5-G064122	06CH01239302	ACFOHS	41.51	93.600	$2,277,636.00	75-25-1536
5-G064120	06CH01239302	ACFOHS	41.51	93.600	$19,978.00	75-25-1536
5-G064121	06CH01239302	ACFOHS	41.51	93.600	$9,652.00	75-25-1536

30. REMARKS (Continued from previous page)

Under Section 638 of the Head Start Act, this action awards LIFT COMMUNITY ACTION AGENCY, INC. partial funds for the budget period of 12/01/2024-11/30/2025 within the project period of 12/01/2023-11/30/2028 for the operation of a Head Start Preschool and Early Head Start program in the designated service area(s).

The projected annual funding levels based on the application submitted for this period are $3,552,359 for Head Start Preschool operations; $1,002,912 for Early Head Start operations; $39,956 for Head Start Preschool training and technical assistance; and $19,304 for Early Head Start training and technical assistance. Subject to availability of a Fiscal Year 2025 appropriation, the balance of funds will be awarded at a later date.

Head Start Preschool population: 387 children.
Designated Head Start Preschool service area(s): Choctaw, McCurtain, and Pushmataha Counties in the State of Oklahoma.
Approved program option(s) for the Head Start Preschool program: Center-based.

Early Head Start population: 48 infants, toddlers, and pregnant women.
Designated Early Head Start service area(s): Choctaw, McCurtain, and Pushmataha Counties in the State of Oklahoma.
Approved program option(s) for the Early Head Start program: Center-based.

This grant is subject to the requirements included in Attachment 1.

A Semi-annual Federal Financial Report (SF425) is due in PMS by 6/30/2025. An Annual Federal Financial Report is due 3/1/2026. If this is the last budget period of the project period, a Final Federal Financial Report is due 3/30/2026 (in lieu of an Annual report).

Attachment 1

Award Number: 06CH012393/02

Recipient Organization: LIFT COMMUNITY ACTION AGENCY, INC.

This grant is subject to Section 644(b) of the Head Start Act and 45 C.F.R. § 1303.5 limiting development and administrative costs to a maximum of 15 percent of the total costs of the program, including the non-federal match contribution of such costs. The requirements for the limitation of 15 percent for development and administrative costs apply to the budget period unless a waiver is approved. Any request for a waiver of the limitation on development and administrative costs that meets the conditions under 45 C.F.R. § 1303.5 must be submitted in advance of the end of the budget period. Any waiver request submitted after the expiration of the project period will not be considered.

The HHS Uniform Administrative Requirements (see 45 C.F.R. § 75.308(c)(1)(ii)) provide the authority to ACF to approve key staff of Head Start grant recipients. For the purposes of this grant, key staff is defined as the Head Start Director or person carrying out the duties of the Head Start Director if not under that title and the Chief Executive Officer, Executive Director and/or Chief Fiscal Officer if any of those positions is funded, either directly or through indirect cost recovery, more than 50 percent with Head Start funds.

Section 653 of the Head Start Act prohibits the use of any federal funds, including Head Start grant funds, to pay any portion of the compensation of an individual employed by a Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule.

Prior written approval must be obtained for the purchase of equipment and other capital expenditures as described in 45 C.F.R. § 75.439(a). Prior written approval must also be obtained under 45 C.F.R. § 75.439(b)(3) and 45 C.F.R. Part 1303 Subpart E - Facilities to use Head Start grant funds for the initial or ongoing purchase, construction, and major renovation of facilities. No Head Start grant funds may be used toward the payment of one-time expenses, principal and interest for the acquisition, construction or major renovation of a facility without prior written approval of the Administration for Children and Families.

LIFT Community Action, Inc. **WAP-2024-LIFT CAA-00015**

Contract Part I: 19598 DOE 24

FAIN #: DE-EE0009925 UEI #: XL9DVU1YDGU2 FEI #: 730772321

CONTRACT
PART I
SUMMARY AND SIGNATURES

Contracting Agency:	Oklahoma Department of Commerce State of Oklahoma (ODOC)
Contractor:	LIFT Community Action Agency, Inc.
Contract Title:	ODOC Weatherization Assistance Program - DOE
Contract Number:	19598 DOE 24
Federal Amount:	$293,075.00
Match Amount:	
Contract Amount:	$293,075.00
Research and Development:	Not R&D Related
Indirect Cost Rate:	35.68
Grant Award Amount - This Action:	$293,075.00
Total Committed:	$293,075.00
Total Obligated:	$293,075.00
Source:	Department of Energy (DOE) Weatherization Assistance Program. Catalog of Federal Domestic Assistance (CFDA) Number 81.042
Project Funding Period:	April 1, 2024 through March 31, 2025
Federal Award Period:	April 1, 2022 through March 31, 2025

Summary of Project

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. **WAP-2024-LIFT CAA-00015**

Contract Part I: 19598 DOE 24

Submit Requisitions to: Community Development	Issue Payment To: LIFT Community Action Agency, Inc.
Oklahoma Department of Commerce	209 North 4th Street
900 North Stiles Oklahoma City, OK 73104-3234	Hugo, OK 74743-3809
AGREEMENT COMPONENTS:	Part I - Summary and Signatures <u>Part II - Terms and Conditions</u> <u>Certification Regarding Lobbying</u>

SPECIAL CONDITIONS:

<u>SIGNATURES – EXECUTION OF CONTRACT</u>

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: LIFT Community Action Agency, Inc. Sheree Ensley	Executed by: Oklahoma Department of Commerce
Signature of Authorized Official 11/22/2024 Date	Signature of Authorized ODOC Official Date

LIFT C.A.A.

Head Start, Early Head Start, Early Head Start – Child Care

Integrated Services Policies and Procedures

ERSEA Plan 2023 - 2024

Head Start, Early Head Start, and Early
Head Start-Child Care Partnership

1302 – PROGRAM OPERATIONS

Performance Standard 1302.1 Overview.

This part implements the statutory requirements in sections 641A, 645, 645A, and 648A of the Act by describing all of the program performance standards that are required to operate Head Start Preschool, Early Head Start, American Indian and Alaska Native and Migrant or Seasonal Head Start programs. This part covers the full range of operations from enrolling eligible children and providing program services to those children and their families, to managing programs to ensure staff are qualified and supported to effectively provide services. This part also focuses on using data through ongoing program improvement to ensure high-quality service. As required in the Act, the provisions in this part do not narrow the scope or quality of services covered in previous regulations. Instead, the regulations in this part raise the quality standard to reflect science and best practices, and streamline and simplify requirements so programs can better understand what is required for quality services.

Subpart A — Eligibility, Recruitment, Selection, Enrollment, and Attendance

Performance Standard 1302.10 Purpose.

This subpart describes requirements of grant recipients for determining community strengths, needs and resources as well as recruitment areas. It contains requirements and procedures for the eligibility determination, recruitment, selection, enrollment, and attendance of children and explains the policy concerning the charging of fees.

Policy 1302.10 Purpose.

The purpose of this policy is to provide guidance in assisting program staff and Policy Council in planning, operating, and evaluating the eligibility, recruitment, selection, enrollment, and attendance process within the LIFT CAA HS/EHS/EHS-CC programs, which prepares them for school readiness.

Performance Standard 1302.11 Determining community strengths, needs, and resources.

(a) Service area.

(1) A program must propose a service area in the grant application and define the area by county or sub-county area, such as a municipality, town or census tract or jurisdiction of a federally recognized Indian reservation.

(2) If a program decides to change the service area after ACF has approved its grant application, the program must submit to ACF a new service area proposal for approval.

(b) Community wide strategic planning and needs assessment (community assessment).

(1) A program must conduct a comprehensive community assessment at least once over the five -year grant period and annually review and update if any significant changes are needed as described in paragraph (b)(5) of this section to:

(i) Identify populations most in need of services including prevalent social or economic factors, challenges, and barriers experienced by families and children;

(ii) Inform the program's design and to ensure equitable, inclusive, and accessible service delivery that reflect needs and diversity of the community;

(iii) Inform the enrollment, recruitment, and selection process to prioritize the enrollment of those populations with relevant circumstances identified under paragraph (b)(1)(i) of this section;

(iv) Identify strengths and resources in the community that can be leveraged for service delivery, coordination, and partnership efforts for education, health, nutrition, and referrals to social services to eligible children and families; and,

(v) Identify the communication methods and modalities available to the program that best engage with prospective and enrolled families in accessible ways.

(2) In conducting the community assessment, a program must collect and utilize data that describes community strengths, needs, and resources and include, at a minimum:

(i) Relevant demographic data about eligible children, and expectant mothers, including:

(A) *Race and ethnicity;*

(B) *Children living in poverty;*

(C) *Children experiencing homelessness in collaboration with, to the extent possible, McKinney-Vento Local Education Agency Liaisons (42 U.S.C. 11432 (6)(A));*

(D) *Children in foster care;*

(E) *Children with disabilities, including types of disabilities and relevant services and resources provided to these children by community agencies; and*

(F) *Geographic location and languages they speak;*

(ii) The education, health, nutrition and social service needs of eligible children and their families, including prevalent social or economic factors, challenges, and barriers to program participation such as transportation needs;

(iii) Typical work, school, and training schedules of parents with eligible children;

(iv) Other child development, child care centers, and family child care programs that serve eligible children, including home visiting, publicly funded State and local preschools, and the approximate number of eligible children served and their ages;

(v) Resources that are available in the community to address the needs of eligible children and their families, especially transportation resources, and culturally appropriate and responsive supports;

(vi) Strengths of the community; and

(vii) Gaps in community resources in areas relevant to addressing the needs of eligible children and their families such as gaps in health and human services, housing assistance, food assistance, employment assistance, early childhood development, and social services.

(3) Programs should have a strategic approach:

(i) To determine what data to acquire to reach goals in paragraph (b)(1) of this section prior to conducting the community assessment; and

(ii) For how to use the data acquired to reach goals in paragraph (b)(1) of this section after conducting the community assessment.

(4) When determining what data to acquire under paragraph (b)(2) of this section programs should consider what information is most relevant to inform services for families most in need. Data gathering should be informed by the program's understanding of the community and be intentionally designed to help the program identify community strengths, needs and resources, and plan the program accordingly. Programs are not required to collect all information themselves; rather programs should utilize community partners and utilize existing available data sources relevant to the local community.

(5) A program must annually review and, where needed, update the community assessment to identify any significant shifts in community demographics, needs, and resources that may impact program design and

service delivery. As described in paragraph (b)(4) of this section, programs should consider results from their self-assessment as required in subpart J of this part (§§ 1302.101 through 1302.103) and their annual funding application to inform this process. The annual update review must consider at a minimum: changes related to children and families experiencing homelessness; how the program addresses equity, accessibility, and inclusiveness in its provision of services; and changes to the availability of publicly-funded pre-kindergarten and whether it meets the needs of families. Programs must consider how the annual review and update can inform and support management approaches for continuous quality improvement, program goals, and ongoing oversight.

(6) A program must consider whether the characteristics of the community allow it to include children from diverse economic backgrounds that would be supported by other funding sources, including private pay, in addition to the program's eligible funded enrollment. A program must not enroll children from diverse economic backgrounds if it would result in a program serving less than its eligible funded enrollment.

Policy 1302.11 Determining community strengths, needs and resources

(a) Service Area.

(1) The program has proposed a service area in the grant application and defined the area as Choctaw, Pushmataha, and McCurtain Counties.

(2) The program will submit a new service area proposal to ACF for approval should there be a need to change the service area.

(b) Community wide strategic planning and needs assessment (community assessment):

(1) The Community Assessment process is a review of the changing demographics and resources in the service area and is completed once every five years with updates conducted annually during the five-year period. The updates review any significant changes in the service area. The Community Assessment is a collection and analysis of information on the strengths, needs and resources of the families, as well as the program and the communities within the service area including the required items listed in 1302.11(b)(i)-(v). The required data for the Community Assessment is gathered from numerous resources outside the agency such as, public schools, local community agencies, U.S. Census, and state agencies, etc. and from sources inside the agency such as enrollment forms, IEPs, CLASS, family surveys, PIRs, etc. The information contained in the Community Assessment helps the program make informed decisions about the service area including: program options, hours of operation, staff composition, delivery of services; and develop strategic plans for the program; identify underserved populations in the service area; assess available program and community resources; along with many other decisions. The Community Assessment is also used to identify areas with high concentrations of families in poverty as well as community-based agencies that can refer interested, eligible families.

(2) ?

(3) ?

(4) ?

(5) The program performs a detailed Community Assessment every five years. The program annually reviews and updates the Community Assessment to reflect any significant changes including how the pre-kindergarten available in the communities meets the needs of parents and children, whether it is offered for a full school day, rates of family and child homelessness, and significant shifts in community demographics and resources.

(6) Consideration is made within the service area to include children with diverse economic backgrounds. This is achieved through the prioritization schedule and through a designation of "Medically Underserved" which allows designated areas to serve up to 50% of a town's enrollment in children above the poverty guidelines.

The program does not enroll children from diverse economic backgrounds when it would result in serving less than the funded enrollment.

<u>Performance Standard 1302.12 Determining, verifying, and documenting eligibility.</u>

(a) <u>Process overview</u>.

(1) Program staff must:

(i) Conduct an in-person interview with each family, unless paragraph (a)(2) of this section applies;

(ii) Verify information as required in paragraphs (h) and (i) of this section; and,

(iii) Create an eligibility determination record for enrolled participants according to paragraph (k) of this section.

(2) Program staff may interview the family over the telephone if an in-person interview is not possible or convenient for the family.

(3) If a program has an alternate method to reasonably determine eligibility based on its community assessment, geographic and administrative data, or from other reliable data sources, it may petition the responsible HHS official to waive requirements in paragraphs (a)(1)(i) and (ii) of this section.

(b) <u>Age requirements</u>.

(1) For Early Head Start, except when the child is transitioning to Head Start Preschool, a child must be an infant or a toddler younger than three years old.

(2) For Head Start Preschool, a child must:

(i) Be at least three years old or, turn three years old by the date used to determine eligibility for public school in the community in which the Head Start Preschool program is located; and,

(ii) Be no older than the age required to attend school.

(3) For Migrant or Seasonal Head Start, a child must be younger than compulsory school age by the date used to determine public school eligibility for the community in which the program is located.

(c) <u>Eligibility requirements</u>.

(1) A pregnant woman or a child is eligible if:

(i) The family's income is equal to or below the poverty line; or,

(ii) The family is eligible for or, in the absence of child care, would be potentially eligible for public assistance; including SNAP; or, TANF child-only payments; or, (iii) The child is homeless, as defined in part 1305; or, (iv) The child is in foster care.

(2) If the family does not meet a criterion under paragraph (c)(1) of this section, a program may enroll a child who would benefit from services, provided that these participants only make up to 10 percent of a program's enrollment in accordance with paragraph (d) of this section.

(d) <u>Additional allowances for programs</u>.

(1) A program may enroll an additional 35 percent of participants whose families do not meet a criterion described in paragraph (c) of this section and whose incomes are below 130 percent of the poverty line, if the program:

(i) *Establishes and implements outreach, and enrollment policies and procedures to ensure it is meeting the needs of eligible pregnant women, children, and children with disabilities, before serving pregnant women or children who do not meet the criteria in paragraph (c) of this section; and,*

(ii) *Establishes criteria that ensure pregnant women and children eligible under the criteria listed in paragraph (c) of this section are served first.*

(2) If a program chooses to enroll participants who do not meet a criterion in paragraph (c) of this section, and whose family incomes are between 100 and 130 percent of the poverty line, it must be able to report to the Head Start regional program office:

(i) *How it is meeting the needs of low-income families or families potentially eligible for public assistance, homeless children, and children in foster care, and include local demographic data on these populations;*

(ii) *Outreach and enrollment policies and procedures that ensure it is meeting the needs of eligible children or pregnant women, before serving over-income children or pregnant women;*

(iii) *Efforts, including outreach, to be fully enrolled with eligible pregnant women or children;*

(iv) *Policies, procedures, and selection criteria it uses to serve eligible children;*

(v) *Its current enrollment and its enrollment for the previous year;*

(vi) *The number of pregnant women and children served, disaggregated by the eligibility criteria in paragraphs (c) and (d)(1) of this section; and,*

(vii) *The eligibility criteria category of each child on the program's waiting list.*

(e) *Additional allowances for Indian tribes.*

(1) *Notwithstanding paragraph (c) of this section, a Tribal program may determine any pregnant women or children in the approved service area to be eligible for services regardless of income, if they meet the requirements of paragraph (b) of this section.*

(2) *An Indian Tribe or Tribes that operates both an Early Head Start program and a Head Start Preschool program may, at its discretion, at any time during the grant period involved, reallocate funds between the Early Head Start program and the Head Start Preschool program in order to address fluctuations in client populations, including pregnant women and children from birth to compulsory school age. The reallocation of such funds between programs by an Indian Tribe or Tribes during a year may not serve as a basis for any reduction of the base grant for either program in succeeding years.*

(f) *Migrant or Seasonal eligibility requirements. Notwithstanding paragraph (c) of this section, pregnant women and children are eligible for Migrant or Seasonal Head Start, if they have at least one family member whose income comes primarily from agricultural employment as defined in section 3 of the Migrant and Seasonal Agricultural Worker Protection Act (29 U.S.C. 1802), and if they meet the requirements of paragraph (b) of this section.*

(g) *Eligibility requirements for communities with 1,000 or fewer individuals.*

(1) A program may establish its own criteria for eligibility provided that it meets the criteria outlined in section 645(a)(2) of the Act.

(2) No child residing in such community whose family is eligible under criteria described in paragraphs (c) through (f) of this section, may be denied an opportunity to participate in the program under the eligibility criteria established under this paragraph (g).

(h) *Verifying age. Program staff must verify a child's age according to program policies and procedures. A program's policies and procedures cannot require families to provide documents that confirm a child's age, if doing so creates a barrier for the family to enroll the child.*

(i) *Verifying eligibility.*

(1) To verify eligibility based on income, program staff must use tax forms, pay stubs, or other proof of income to determine the family income for the relevant time period.

(i) The program must calculate total gross income using applicable sources of income.

(ii) A program may make an adjustment to a family's gross income calculation for the purposes of determining eligibility to account for excessive housing costs. A program may use available bills, bank statements, and other relevant documentation provided by the family to calculate total annual housing costs with appropriate multipliers to:

(A) Determine if a family spends more than 30 percent of their total gross income on housing costs, as defined in part 1305 of this chapter; and

(B) If applicable, reduce the total gross income by the amount spent on housing costs that exceed more than 30 percent.

(iii) If the family cannot provide tax forms, pay stubs, or other proof of income for the relevant time period, program staff may accept written statements from employers, including individuals who are self-employed, for the relevant time period and use information provided to calculate total annual income with appropriate multipliers.

(iv) If the family reports no income for the relevant time period, a program may accept the family's signed declaration to that effect, if program staff describes efforts made to verify the family's income, and explains how the family's total income was calculated or seeks information from third parties about the family's eligibility if the family gives written consent. If a family gives consent to contact third parties, program staff must adhere to program safety and privacy policies and procedures and ensure the eligibility determination record adheres to paragraph (k)(2) of this section.

(v) If the family can demonstrate a significant change in income for the relevant time period, program staff may consider current income circumstances.

(2) To verify whether a family is eligible for, or in the absence of childcare, would be potentially eligible for public assistance, the program must have documentation from either the state, local, or tribal public assistance agency that shows the family either receives public assistance or that shows the family is potentially eligible to receive public assistance.

(3) To verify whether a family is homeless, a program may accept a written statement from a homeless services provider, school personnel, or other service agency attesting that the child is homeless or any other documentation that indicates homelessness, including documentation from a public or private agency, a declaration, information gathered on enrollment or application forms, or notes from an interview with staff to establish the child is homeless; or any other document that establishes homelessness.

(i) If a family can provide one of the documents described in this paragraph (i)(3), program staff must describe efforts made to verify the accuracy of the information provided and state whether the family is eligible because they are homeless.

(ii) If a family cannot provide one of the documents described in this paragraph (i)(3) to prove the child is homeless, a program may accept the family's signed declaration to that effect, if, in a written statement, program staff describe the child's living situation that meets the definition of homeless in part 1305 of this chapter.

(iii) Program staff may seek information from third parties who have firsthand knowledge about a family's living situation if the family gives written consent. If the family gives consent to contact third parties, program staff must adhere to program privacy policies and procedures and ensure the eligibility determination record adheres to paragraph (k) of this section.

(3) To verify whether a child is in foster care, program staff must accept either a court order or other legal or government-issued document, a written statement from a government child welfare official that demonstrates the child is in foster care, or proof of a foster care payment.

(j) Eligibility duration.

(1) If a child is determined eligible under this section and is participating in a Head Start program, he or she will remain eligible through the end of the succeeding program year except that the Head Start program may choose not to enroll a child when there are compelling reasons for the child not to remain in Head Start, such as when there is a change in the child's family income and there is a child with a greater need for Head Start services.
(2) Children who are enrolled in a program receiving funds under the authority of section 645A of the Act remain eligible while they participate in the program.
(3) If a child moves from an Early Head Start program to a Head Start Preschool program, program staff must verify the family's eligibility again.
(4) If a program operates both an Early Head Start and a Head Start Preschool program, and the parents wish to enroll their child who has been enrolled in the program's Early Head Start, the program must ensure, whenever possible, the child receives Head Start Preschool services until enrolled in school, provided the child is eligible.
(5) If a program operates a Migrant and Seasonal Head Start program, children younger than age three participating in the program remain eligible until they turn three years old consistent with paragraph (j)(2) of this section.

(k) Records.

(1) A program must keep eligibility determination records for each participant and ongoing records of the eligibility training for staff required by paragraph (m) of this section. A program may keep these records electronically.

(2) Each eligibility determination record must include:

(i) Copies of any documents or statements, including declarations, that are deemed necessary to verify eligibility under paragraphs (h) and (i) of this section;

(ii) A statement that program staff has made reasonable efforts to verify information by:

(A) Conducting either an in-person, or a telephone interview with the family as described under paragraph (a)(1)(i) or (a)(2) of this section; and,

(B) Describing efforts made to verify eligibility, as required under paragraphs (h) through (i) of this section; and, collecting documents required for third party verification that includes the family's written consent to contact each third party, the third parties' names, titles, and affiliations, and information from third parties regarding the family's eligibility.

(iii) A statement that identifies whether:

(A) The family's income is below income guidelines for its size, and lists the family's size; (B) The family is eligible for or, in the absence of child care, potentially eligible for public assistance;

(C) The child is a homeless child or the child is in foster care; The family was determined to be eligible under the criterion in paragraph (c)(2) of this section; or,

(D) The family was determined to be eligible under the criterion in paragraph (d)(1) of this section.

(3) A program must keep eligibility determination records for those currently enrolled, as long as they are enrolled, and, for one year after they have either stopped receiving services; or are no longer enrolled.

(l) Program policies and procedures on violating eligibility determination regulations. A program must establish written policies and procedures that describe all actions taken against staff who intentionally violate Federal and program eligibility determination regulations and who enroll pregnant women and children that are not eligible to receive Head Start services.

(m) Training on eligibility.

(1) A program must train all governing body, policy council, management, and staff who determine eligibility on applicable federal regulations and program policies and procedures. Training must, at a minimum:

(i) Include methods on how to collect complete and accurate eligibility information from families and third-party sources;

(ii) Incorporate strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma, and privacy; and,

(iii) Explain program policies and procedures that describe actions taken against staff, families, or participants who attempt to provide or intentionally provide false information.

(2) A program must train management and staff members who make eligibility determinations within 90 days of hiring new staff.

(3) A program must train all governing body and policy council members within 180 days of the beginning of the term of a new governing body or policy council.

(4) A program must develop policies on how often training will be provided after the initial training.

Policy 1302.12 Determining, verifying, and documenting eligibility.

(a) Process overview. **Also see Prioritization Schedule for additional information*

(1) Staff Must:

i. Families that apply for services will receive an interview from program staff. This interview will be completed in-person unless it is inconvenient or not possible in which case a telephone interview will take place.

ii. The interview will consist of families discussing their application, validating information submitted, child's age, family income, immunization records and eligibility categories.

iii. Staff will create an eligibility determination record for each enrolled participant

(3) N/A

(b) Age requirements.

(1) All Early Head Start and Early Head Start Child Care children, except when transitioning to Head Start, are younger than three years old.

(2) For Head Start, a child must:

i. be at least three years old or, turn three years old by September 1st as determined by Oklahoma public school systems;

ii. Be no older than 4 years of age by September 1st as is determined by Oklahoma public school systems.

(3) N/A

(c) Eligibility requirements.

(1) LIFT does not serve pregnant women. A child is eligible if:

i. The family's income is equal to or below the poverty line; or,

ii. The family is eligible for or, in the absence of child care, would be potentially eligible for public assistance; including SNAP; or, TANF child-only payments; or, (iii)

iii. The child is homeless, as determined using McKinney-Vento; or, (iv)

iv. The child is in foster care.

(2) LIFT will use the current Federal Poverty Guidelines. The program may enroll up to ten percent of children who are over the poverty guideline, with the exclusion of towns that have been designated medically underserved by the regional Head Start office.

(d) Additional allowances for programs.

(1) LIFT will enroll up to an additional 35 percent of participants whose families are neither income nor categorically eligible and whose families are below 130 percent of the poverty line if all other avenues have been exhausted.

i. LIFT will be able to show that it has implemented outreach and enrollment procedures to ensure it is meeting the needs of income or categorically eligible children and children with disabilities before serving ineligible children, with the exception of medically underserved designations.

ii. LIFT has established criteria that ensure eligible children are served first.

(2) If LIFT chooses to enroll participants who do not meet a criterion in paragraph (c) of this section, and whose family incomes are between 100 and 130 percent of the poverty line, LIFT will be able to report to the Head Start regional program office the following:

i. How it is meeting the needs of low-income families or families potentially eligible for public assistance, homeless children, and children in foster care, and include local demographic data on these populations;

ii. Outreach and enrollment policies and procedures that ensure it is meeting the needs of eligible children, before serving over-income children;

iii. Efforts, including outreach, to be fully enrolled with eligible children;

iv. Policies, procedures, and selection criteria it uses to serve eligible children;

v. Its current enrollment and its enrollment for the previous year;

vi. The number of children served, broken down by eligibility categories;

vii. The eligibility criteria category of each child on the program's waiting list.

(e) N/A – Applies to Indian Tribes

(f) N/A – Applies to migrant/seasonal

(g) Eligibility requirements for communities with 1,000 or fewer individuals.

(1) LIFT uses an approved selection criterion approved by governing board and policy council that integrates medically underserved designations within its design.

(2) LIFT will serve all eligible children within licensing standards and capacity.

(h) Verifying age. LIFT will verify a child's age with documentation of birth records unless doing so creates a barrier for the family to enroll the child. Staff will work with the family to obtain verification.

(i) Verifying eligibility.

(1) Families are required to provide tax forms, pay stubs, or other proof of income for the relevant time period,

i LIFT calculates total gross income using applicable sources of income.

ii The program may make an adjustment to a family's gross income calculation for the purpose of determining eligibility to account for excessive housing costs. LIFT may use available bills, bank statements, and other relevant documentation provided by the family to calculate total annual housing costs with appropriate multipliers to:

(A) Determine if a family spends more than 30 percent of their total gross income on housing costs, as defined in part 1305 of this chapter; and

(B) If applicable, reduce the total gross income by the amount spent on housing costs that exceed more than 30 percent

iii If the family cannot provide tax forms, pay stubs, or other proof of income for the relevant time period, program staff may accept written statements from employers, including individuals who are self-employed, for the relevant time period and use information provided to calculate total annual income with appropriate multipliers.

iv If the family reports no income for the relevant time period, a program may accept the family's signed declaration to that effect, if program staff describes efforts made to verify the family's income, and explains how the family's total income was calculated or seeks information from third parties about the family's eligibility, if the family gives written consent. If a family gives consent to contact third parties, program staff must adhere to program safety and privacy policies and procedures and ensure the eligibility determination record adheres to paragraph (k)(2) of this section.

v If the family can demonstrate a significant change in income for the relevant time period, program staff may consider current income circumstances.

(2) To verify whether a family is eligible for, or in the absence of childcare, would be potentially eligible for public assistance, LIFT will require documentation from state, local or tribal public assistance programs verifying that a family is receiving public assistance or that shows the family is potentially eligible to receive public assistant.

(3) LIFT will accept a written statement from a homeless service provider, school personnel, or other service agency to verify that a family is homeless or any other documentation that indicates homelessness including documentation from a public or private agency, a declaration, information gathered on application forms, or notes from an interview.

A family is categorically eligible if the child is homeless or is in foster care. If determined categorically eligible a child will be able to attend a Head Start program without immunization, for a limited number of days as in accordance with OKDHS licensing standards and other medical records, birth certificates or other documents if this is considered a barrier for program participation. The program will give the family reasonable time to provide these documents.

i. If the family can provide one of these documents, LIFT will describe efforts made to verify the accuracy of the information provided and state whether the family is eligible because they are homeless.

ii. If a family cannot provide one of the documents, LIFT will accept a signed declaration of homelessness.

iii. If the family gives written consent, LIFT may seek information from third parties who have firsthand knowledge of the family's living situation.

(4) To verify a child is in foster care, LIFT will accept either a court order or other legal or government-issued document, a written statement from a government child welfare official that shows a child is in foster care, or proof of a foster care payment. A family is categorically eligible if the child is homeless or is in foster care. If determined categorically eligible, a child will be able to attend a Head Start program without immunization, for a limited number of days as in accordance with OKDHS licensing

regulations and other medical records, birth certificates or other documents if this is considered a barrier for program participation. The program will give the family reasonable time to provide these documents.

(j) Eligibility duration.

(1) Each child that is enrolled will be allowed to remain in Head Start until kindergarten is available in that child's community, unless there is a compelling reason for that child not to remain in Head Start and there is a child with a greater need for Head Start services. The ERSEA Specialist in conjunction with the Head Start Director will determine if there is a compelling reason for the child not to remain in Head Start. If a child has been found income eligible and is participating in the program, he/she will remain income eligible throughout the enrollment year and the immediately succeeding enrollment year. If a child remains enrolled for a third year, the income will be re-verified for the family.

(2) EHS/EHS-CC children will remain eligible while they participate in EHS/EHS-CC.

(3) Early Head Start children, who transfer out of Early Head Start and into Head Start, will be required to re-verify their income.

(4) Early Head Start children will remain in the program until they turn three years of age. Prior to the child turning three, a Head Start application will be completed to re-verify income. After determining income status, the child will transition into Head Start if there is a vacancy. If there is no vacancy a decision will be made on a case-by-case basis to determine how long a child may remain in Early Head Start. During this time, the parent will work with the teaching staff and Family Advocate to find alternate placement for the child. This child will be placed on the Head Start waiting list and have priority over the other children waiting.

(5) N/A – Applies to migrant/seasonal

(k) Records.

(1) LIFT keeps each participant's eligibility determination record in each center as well as electronically within the administration office. The program also keeps a record of the ongoing training that each staff member receives at in-service trainings held throughout the year as well as training for the Governing Board, Policy Council and staff who determine eligibility.

(2) Each eligibility determination record includes:

i. Copies of any documents or statements, including declarations, that are deemed necessary to verify eligibility;

ii. A statement that program staff has made reasonable efforts to verify information by:

(A) Conducting either an in-person, or a telephone interview with the family; and,

(B) Describing efforts made to verify eligibility and collecting documents required for third party verification.

iii. A statement that identifies whether:

(A) The family's income is below income guidelines for its size, and lists the family's size;

(B) The family is eligible for or, in the absence of child care, potentially eligible for public assistance;

(C) The child is a homeless child or the child is in foster care;
(D) The family was determined to be eligible as above income;
(E) The family was determined to be eligible between 100%-130% above income.

(3) LIFT keeps eligibility determination records for children currently enrolled, as long as they are enrolled, and for at least one year after they are no longer enrolled.

(l) Program policies and procedures on violating eligibility determination regulations.
Policies are established in the Standards of Conduct that describe actions taken against staff who intentionally violate federal and program eligibility determinations regulation and who enroll children who are not eligible to receive HS/EHS/EHS-CC services.

(m) Training on eligibility.

(1) The program trains Governing Board, Policy Council, management, and staff who determine eligibility on applicable federal regulations and program policies and procedures.
   i. The training includes methods on how to collect complete and accurate eligibility information from families and third-party sources;
   ii. How to incorporate strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma, and privacy; and,
   iii. Staff are required to review and sign the Standards of Conduct, which outline implications of violating program policies. Families and participants are interviewed for accuracy within their applications, if a family was found to have submitted false information the application process would begin again and the family would not be placed on the waiting list until accurate information is submitted.

(2) The program trains management and staff members who make eligibility determinations within 90 days of hiring new staff. Special training on recruitment policies and procedures will be given to all center staff during the month of February at In-Service.

(3) The program trains Governing Board annually and Policy Council members within 180 days of the beginning of the term of a new Policy Council.

(4) Training is provided twice annually for all Governing Board Members and Policy Council Members. Training for staff is provided as often as is possible.

Performance Standard 1302.13 Recruitment of children.

In order to reach those most in need of services, a program must develop and implement a recruitment process designed to actively inform all families with eligible children within the recruitment area of the availability of program services. A program must include modern technologies to encourage and assist families in applying for admission to the program, and to reduce the family's administrative and paperwork burden in the application and enrollment process. A program must include specific efforts to actively locate and recruit children with disabilities and other children in need, including children experiencing homelessness and children in foster care.

Policy 1302.13 Recruitment of children.

The program actively recruits within the tri-county area, which includes Choctaw, Pushmataha, and McCurtain counties. The ERSEA specialist assembles recruitment packets during the month of

January/February. These packets provide staff with the materials they need to increase community awareness of the HS/EHS/EHS-CC programs within their area. Contents of these packets are developed with the input of the operational staff and include lists and ideas of where to place posters, news releases, radio announcements, and disability recruitment letters. Special training on recruitment policies and procedures is given to all the center staff during the month of February at in-service.

Efforts will be made by HS/EHS/EHS-CC staff to recruit and enroll children with disabilities, children with suspected disabilities, homeless and foster care children, and other vulnerable populations. The ERSEA Specialist will mail a recruitment letter to all agencies in the recruitment area that work with children with disabilities notifying them of upcoming vacancies. Staff will contact other agencies and professionals (DHS, doctors, mental health agencies, institutions, etc.) for possible referrals of children with disabilities. At least ten percent of the enrollment opportunities will be available for children with disabilities. All children with disabilities will be accepted prior to children without disabilities.

Recruitment packets are assembled by the ERSEA Specialist during the month of January/February. These packets provide staff with the materials they will need to increase community awareness of the HS/EHS/EHS-CC program within their area. Contents of these packets are developed with the input of the management team and include, but are not limited to:

<u>Pamphlets, Posters & Fliers:</u>
Form Listing Places & Dates Where Recruitment Posters Were Placed
Various Recruitment Posters, Fliers and Pamphlets

<u>News Releases:</u>
News Release
Copies of Newspaper Articles
Documentation of Radio Announcements if Applicable

<u>Recruitment Ideas:</u>
Recruitment Ideas List

<u>Income Guidelines/Definition of Income</u>
<u>Head Start Point System & Criteria for Enrollment</u>

<u>Sample Letters to Parents:</u>
Notification of Enrollment
Notification of Orientation

<u>Disability Recruitment Letters:</u>
Form Listing Places Where Disability Recruitment Letters Were Sent
Disability Recruitment Letters

Head Start Applications (Spanish & English)
Manila Envelopes/Application Holders

The ERSEA Specialist, during the months of December and/or January, orders additional materials from the National Head Start publications office and any other agencies which may further help and support the HS/EHS/EHS-CC recruitment philosophy.

Efforts are made through various means of social media to advertise our services. Flyers with our agency's information are regularly shared via social media. Many of those social media posts also have a link to our online application. In the event that families do not have access to a physical copy of our application, they may fill one out online and will be automatically submitted to the ERSEA Specialist.

The Recruitment process is an on-going process. Efforts will be implemented throughout the entire school year with emphasis at the center level in February, March, April & May. The goal is to have as many applications as possible screened at the initial screening held in May. The process begins with identification of children and families who meet the acceptance criteria. This is accomplished through:

- Information obtained through the LDCAA HS/EHS/EHS-CC Community Assessment Survey.
- Information from current and former Head Start parents and by word of mouth from persons within the community.
- Contact with other agencies and professionals (DHS, doctors, mental health agencies, institutions, etc.) for possible referrals of children with disabilities.
- Placement of recruitment posters in various places including, but not limited to: banks, marquees, hospitals, pediatrician's and Dr.'s offices, libraries, post offices, Walmart, health clinics, laundry mats, grocery stores, and local fast-food restaurants. Other recruitment ideas include, but are not limited to: sending notes home with public school children, setting up tables at Kindergarten public school enrollment, public service announcements on radio and television (news releases must be approved prior to use), OPAT home visits, PTA meetings, WIC and immunization days at the Health Departments, home visits, door to door contact, floats in parades, announcements at public school functions, church revivals, banners on front of buildings announcing enrollment, open house, booth at Fun Days, recruitment placemats/fliers, and carnivals/fairs, etc.

A cover letter is stapled to the front of the recruitment application that informs the parent/legal guardian of what they need to provide to process their application. Families in need of assistance in applying to the program are encouraged to call the administrative office for assistance. Every effort is made to review application and provide assistance to each family.

Performance Standard 1302.14 Selection process.

(a) Selection criteria.

(1) A program must annually establish selection criteria that weigh the prioritization of selection of participants, based on community needs identified in the community needs assessment as described in §1302.11(b), and including family income, whether the child is homeless, whether the child is in foster care, the child's age, whether the child is eligible for special education and related services, or early intervention services, as appropriate, as determined under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1400 et seq.) and, other relevant family or child risk factors.

(2) An Indian tribe that operates a Head Start program must annually establish selection criteria that weigh the prioritization of selection of participants, based on community needs identified in the community needs assessment as described in § 1302.11(b), and may, at its discretion, give priority to children in families for which

a child, a family member, or a member of the same household, is a member of an Indian Tribe, and would benefit from the Head Start program.

(3) If a program serves migrant or seasonal families, it must annually establish selection criteria that weigh the prioritization of selection of participants based on community needs identified in the community needs assessment as described in § 1302.11(b), and give priority to children whose families can demonstrate they have relocated frequently within the past two-years to pursue agricultural work.

(4) If a program operates in a service area where Head Start Preschool eligible children can enroll in high-quality publicly funded pre-kindergarten for a full school day, the program must prioritize younger children as part of the selection criteria in paragraph (a)(1) of this section. If this priority would disrupt partnerships with local education agencies, then it is not required. An American Indian and Alaska Native or Migrant or Seasonal Head Start program must consider whether such prioritization is appropriate in their community.

(5) A program must not deny enrollment based on a disability or chronic health condition or its severity.

(6) A program may consider the enrollment of children of staff members as part of the selection criteria in paragraph (a)(1) of this section.

(b) Children eligible for services under IDEA.

(1) A program must ensure at least 10 percent of its total actual enrollment is filled by children eligible for services under IDEA, unless the responsible HHS official grants a waiver.

(2) If the requirement in paragraph (b)(1) of this section has been met, children eligible for services under IDEA should be prioritized for the available slots in accordance with the program's selection criteria described in paragraph (a) of this section.

(c) Waiting lists. A program must develop at the beginning of each enrollment year and maintain during the year a waiting list that ranks children according to the program's selection criteria.

(d) Understanding barriers to enrollment. A program is required to use data from the community assessment to identify the population of eligible children and families and potential barriers to enrollment and attendance, including using data to understand access to transportation for the highest need families. A program must use this data to inform ongoing program improvement efforts as described in § 1302.102(c) to promote enrolling the children most in need of program services.

Policy 1302.14 Selection process.

(a) Selection criteria.

(1) LIFT annually establishes selection criteria through a prioritization schedule, based on community needs identified in the community needs assessment as described in §1302.11(b), and including family income, whether the child is homeless, whether the child is in foster care, the child's age, whether the child is eligible for special education and related services, or early intervention services, as appropriate, as determined under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1400 et seq.) and, other relevant family or child risk factors.

Prioritization Schedule Head Start:

- Returning Head Start children
- Returning - Transferred Early Head Start children who met the September 1st cutoff date.

- 4 yr. old categorically eligible children with IEP
- 4 yr. old below income children with IEP
- 4 yr. old categorically eligible children
- 4 yr. old above income children with IEP
- 4 yr. old below income children

- 3 yr. old categorically eligible children with IEP
- 3 yr. old below income children with IEP
- 3 yr. old categorically eligible children
- 3 yr. old above income children with IEP
- 3 yr. old below income children

- 4 yr. old 100-130% eligible children with IEP
- 4 yr. old 100-130% eligible children
- 3 yr. old 100-130% eligible children with IEP
- 3 yr. old 100-130% eligible children

- 4 yr. old above income children– (as approved by the Head Start Director)
- 3 yr. old above income children– (as approved by the Head Start Director)

(10% of the agency's current enrollment of above income children, with the exception of Medically Underserved Centers)
(If vacancies still exist, the ERSEA Specialist will meet with the Head Start Director to determine the classroom's ability to meet its capacity.)

Prioritization Schedule Early Head Start:

- Early Head Start-Child Care children who are not eligible for a subsidy
- Categorically eligible children with IFSP
- Below income children with IFSP
- Above income children with *IFSP*– (as approved by the Head Start Director)
- Categorically eligible children
- Below income children
- Above income children– (as approved by the Head Start Director)

(10% of the agency's current enrollment of above income children)
***Schedule subject to change ensuring compliance of infant/caregiver ratio.*

Prioritization Schedule Early Head Start-CC:

- Categorically eligible children with IFSP
- Below income children with IFSP
- Above income children with *IFSP*– (as approved by the Head Start Director)
- Categorically eligible children
- Below income children
- Above income children– (as approved by the Head Start Director)

(10% of the agency's current enrollment of above income children, with the exception of Medically Underserved Centers)
***Schedule subject to change ensuring compliance of infant/caregiver ratio*

A child who has been enrolled in a child development program in the past will be given additional points on his/her recruitment application when being screened for priority in keeping with the concept of continuity of care. A child who is enrolled in a Child Care Partner site will be given additional points and a child who receives a childcare subsidy will receive additional points.

If there are slots available where more than one family is eligible, and has the same amount of points, the date of application will be the determining factor.

Only complete applications will be considered at time of screening. If applications are incomplete, the ERSEA Specialist will send the parent a letter requesting additional information. For a diagnosed disability to be considered as a priority, documentation of the disability must be available at time of screening.

Upon receipt of current Federal Income Guidelines, the ERSEA Specialist will distribute them to each center and input it into the child tracking software. The point system and the eligibility criteria will be used by the ERSEA Specialist during screening to determine the number of points a family receives based on the designated criteria in the Point System List.

Four-year-old children will be given priority over three-year-old children for available slots if there's not a disability. Priority will then be given to the application with the most points and going on down the line. Children with an IEP will be given priority.

Three-year-old children who turn three before September 1st will be taken before children who turn three after September 1st. Applicants who turn three after September 1st will be prioritized on a case-by-case basis.

(2) N/A – Applies to Indian Tribes
(3) N/A – Applies to migrant/seasonal
(4) LIFT centers in partnership with public schools for the majority of all locations and works with families that would have better placement in a public-school classroom where we are not partnered.
(5) LIFT does not deny enrollment based on a disability or chronic health condition.
(6) LIFT considers the enrollment of children of staff members as part of the selection criteria in paragraph (a)(1) of this section.

(b) <u>Children eligible for services under IDEA.</u>

(1) LIFT ensures at least 10 percent of its total actual enrollment is filled by children eligible for services under IDEA. Should this be a problem, LIFT would request a waiver from the Regional Program Specialist.

(2) LIFT gives additional points to all children with a suspected or identified disability.

(c) Waiting Lists.

LIFT develops at the beginning of each enrollment year and maintains during the year a waiting list that ranks children according to the program's selection criteria. When all possible enrollment vacancies have been filled, the remaining applicants will be put on a waiting list for possible future enrollment. The ERSEA Specialist will be responsible for maintain and updating the "Waiting List" during the school year. LIFT Head Start will strive to obtain more applications prior to the beginning of the enrollment year than enrollment opportunities that are anticipated to be available over the course of the next enrollment year. Every attempt will be made to solicit all available children and families.

LIFT HS/EHS/EHS-CC will solicit applications from as many eligible families within the recruitment area as possible. If necessary, staff will assist families in filling out the application form in order to assure that all information needed for selection is completed.

The staff and family advocates will take the recruitment application and cover letter to as many different locations within the recruitment area as possible. Effort will be made to include all areas where possible eligible families are located.

After enrollment into Early Head Start, the child is eligible to remain in the program until his/her third birthday. If a child enrolled in Early Head Start-Child Care is no longer eligible for a subsidy they may be transferred to Early Head Start if an opening is available. At age three the child will transition into the Head Start program if income eligible and there is a vacancy. If there is not a vacancy, the child may remain the Early Head Start for an appropriate amount of time determined by the Head Start Management team. During this time, the parent will work with the teaching staff and Family Advocate to find alternate placement for the child. This child will be placed on the Head Start waiting list and have priority over the other children waiting.

Licensing Requirements must be met before any child can remain in Early Head Start past their third birthday.

When a child is currently on an IFSP, a transition meeting will take place to discuss the child's developmental level and if Head Start is the appropriate placement for the child. The meeting will consist of the child's parent(s), the Early Head Start teaching staff, Head Start specialists and the multi-disciplinary team. Based on the child's test scores, if the multi-disciplinary team and the parent(s) determine the child is not developmentally ready for Head Start, the child is eligible to remain in the Early Head Start program for an appropriate amount of time determined by the Head Start Management team. At this time, he/she will be placed on the Head Start waiting list with top priority. During the child's stay the teaching staff, parent(s) and the family advocate will work together to find an alternate placement for the child provided there is no vacancy in Head Start when a transition is deemed appropriate. If the parent(s), teaching staff and multi-disciplinary team feel the child has progressed and is developmentally ready for Head Start the child will transition if there is a vacancy.

(d) ?

Performance Standard 1302.15 Enrollment.

(a) *Funded enrollment. A program must maintain its funded enrollment level and fill any vacancy as soon as possible. A program must fill any vacancy within 30 days.*

(b) *Continuity of enrollment.*

(1) *A program must make efforts to maintain enrollment of eligible children for the following year.*

(2) *Under exceptional circumstances, a program may maintain a child's enrollment in Head Start Preschool for a third year, provided that family income is verified again. A program may maintain a child's enrollment in Early Head Start as described in §1302.12(j)(2).*

(3) *If a program serves homeless children or children in foster care, it must make efforts to maintain the child's enrollment regardless of whether the family or child moves to a different service area, or transition the child to a program in a different service area, as required in §1302.72(a), according to the family's needs.*

(c) *Reserved slots. If a program determines from the community assessment there are families experiencing homelessness in the area, or children in foster care that could benefit from services, the program may reserve one or more enrollment slots for pregnant women and children experiencing homelessness and children in foster care, when a vacancy occurs. No more than three percent of a program's funded enrollment slots may be reserved. If the reserved enrollment slot is not filled within 30 days, the enrollment slot becomes vacant and then must be filled in accordance with paragraph (a) of this section.*

(d) *Other enrollment. Children from diverse economic backgrounds, who are funded with other sources, including private pay, are not considered part of a program's eligible funded enrollment.*

(e) *State immunization enrollment requirements. A program must comply with state immunization enrollment and attendance requirements, with the exception of homeless children as described in §1302.16(c)(1).*

(f) *Voluntary parent participation. Parent participation in any program activity is voluntary, including consent for data sharing, and is not required as a condition of the child's enrollment.*

(g) *User-friendly enrollment process. A program must regularly examine their enrollment processes and implement any identified improvements to streamline the enrollment experience for families.*

Policy 1302.15 Enrollment.

(a) Funded enrollment.

Enrollment is maintained for all program and vacancies are filled as soon as possible. The program fills these vacancies within 30 days.

When a vacancy exists, the space will be filled from the waiting list within thirty days. The center teacher will notify the ERSEA Specialist by telephone immediately upon a child leaving the program. At which time, the ERSEA Specialist will attempt to accept a child to fill the vacancy. Children will be accepted according to the Prioritization Schedule.

(b) Continuity of enrollment.

(1) Families are sent letters each year that encourage them to return for the upcoming year of Head Start.

(2) If a child remains in the LIFT Head Start program for a 3rd year, the family income is verified again.

(3) When serving families categorized as homeless or foster care every effort is made to accommodate these populations circumstances and continue enrollment. This includes transferring children to centers if locations change, as is possible. If openings are not available when families move then they will be referred to other child care programs.

(c) Reserved slots.

LIFT has not experienced the need to reserve slots for special populations at this time.

(d) Other enrollment.

Children categorized as eligible Head Start, Early Head Start and Early Head Start-CC are only funded through Head Start funding.

(e) Sate immunization enrollment requirements.

LIFT complies with Oklahoma state immunization requirements, including utilizing the emergency exceptions rules for a family experiencing homelessness. If a homeless family is unable to meet immunization requirements the program makes every effort to assist families in getting immunized, they will be allowed into the center for a limited number of days.

(f) Voluntary parent participation.

Parent participation is not a contingency for any child's enrollment.

(g) LIFT regularly examines their enrollment processes and implements any identified improvements to streamline the enrollment process experience for families.

Performance Standard 1302.16 Attendance.

(a) Promoting regular attendance. A program must track attendance for each child.

(1) A program must implement a process to ensure children are safe when they do not arrive at school. If a child is unexpectedly absent and a parent has not contacted the program within one hour of program start time, the program must attempt to contact the parent to ensure the child's well-being.

(2) A program must implement strategies to promote attendance. At a minimum, a program must:

(i) Provide information about the benefits of regular attendance;

(ii) Support families to promote the child's regular attendance;

(iii) Conduct a home visit or make other direct contact with a child's parents if a child has multiple unexplained absences (such as two consecutive unexplained absences); and,

(iv) within the first 60 days of program operation, and on an ongoing basis thereafter, use individual child attendance data to identify children with patterns of absence that put them at risk of missing ten percent of program days per year and develop appropriate strategies to improve individual attendance among identified children, such as direct contact with parents or intensive case management, as necessary.

(v) Examine barriers to regular attendance, such as access to safe and reliable transportation, and where possible, provide or facilitate transportation for the child if needed.;

(3) If a child ceases to attend, the program must make appropriate efforts to reengage the family to resume attendance, including as described in paragraph (a)(2) of this section. If the child's attendance does not resume, then the program must consider that slot vacant. This action is not considered expulsion as described in §1302.17.

(b) Managing systematic program attendance issues. If a program's monthly average daily attendance rate falls below 85 percent, the program must analyze the causes of absenteeism to identify any systematic issues that contribute to the program's absentee rate. The program must use this data to make necessary changes in a timely manner as part of ongoing oversight and correction as described in §1302.102(b) and inform its continuous improvement efforts as described in §1302.102(c).

(c) Supporting attendance of homeless children.

(1) If a program determines a child is eligible under §1302.12(c)(1)(iii), it must allow the child to attend for up to 90 days or as long as allowed under state licensing requirements, without immunization and other records, to give the family reasonable time to present these documents. A program must work with families to get children immunized as soon as possible in order to comply with state licensing requirements.

(2) If a child experiencing homelessness is unable to attend classes regularly because the family does not have transportation to and from the program facility, the program must utilize community resources, where possible, to provide transportation for the child.

Policy 1302.16 Attendance.

(a) Promoting regular attendance.

LIFT tracks each individual child's attendance, within the ChildPlus software program.

(1) LIFT has implemented a process to ensure children are safe when they do not arrive at school. If a child is unexpectedly absent and a parent has not contacted the program within one hour of program start time, the staff must attempt to contact the parent to ensure the child's well-being.

(2) LIFT has implemented strategies to promote attendance. The program does the following:

i. Upon enrollment each family is required to review the parent handbook that outlines attendance standards. The families are informed that regular attendance is a requirement of the program and each child needs the stability of the program schedule to ensure they receive what they need to succeed in kindergarten. These benefits are continually explained to families through the school year by way of parent teacher conferences, home visits, and attendance letters. Families are required to sign an attendance agreement that promotes a shared responsibility to have their child at the center daily.

ii. A teacher is required to conduct a home visit if multiple consecutive unexplained absences occur. The teacher is required to document this visit in child plus and inform the ERSEA department of occurrence. Staff will be sure to discuss the reason for the absence, emphasize the importance of regular attendance and how attendance affects school readiness goals, and be sensitive to any special family circumstances when talking with the family. This could constitute the necessity to develop an attendance improvement plan.

When a child is absent in HS/EHS/EHS-CC, the teacher will initiate family support procedures including a phone call and/or home visit. Staff will be sure to discuss the reason for the absence, emphasize the importance of regular attendance and how attendance affects school readiness goals, and be sensitive to any special family circumstances when talking with the family.

All contacts with the family will be documented on the Family Contact Log and or the attendance notes/comments. Any assistance given to the family to help the family meet a need or fulfill a goal will also be documented on the Family Contact Log. Documentation of all home visits and phone calls will be included on the Time & Attendance comments section of Child Plus for that particular child.

The teacher will update the time & attendance in Child Plus database and the ERSEA Specialist will review the completed Time & Attendance and absenteeism notes log.

If after the ERSEA Specialist has reviewed the pattern of absences and has determined that they are a result of illness or if they are well documented absences for other reasons, no further special action will be required.

iii. Staff will attempt to conduct a home visit or make other direct contact with the child's parents if a child has multiple unexplained absences and,

iv. Within the first 60 days of program operation, and on an ongoing basis thereafter, LIFT uses individual child attendance data to identify children with chronic patterns of absence that put them at risk of missing ten percent of program days per year and develops appropriate strategies to improve individual attendance among identified children, such as direct contact with parents or an attendance improvement plan, as necessary. The teacher will document the reasons for the absences on the Time & Attendance Log. The ERSEA Specialist will review the pattern of absences for each child, including the number of absences that occur on consecutive days. The ERSEA Specialist will analyze the causes for absenteeism and determine if further consultation with the parents is required. Teachers are required to monitor attendance and if they see a child with chronic attendance issues an attendance improvement plan is to be developed.

v. ?

(3) If a child ceases to attend, LIFT will make appropriate efforts to reengage the family to resume attendance. If the child's attendance does not resume, then the child will be dropped from the program.

(b) Managing systematic program attendance issues.

If the program's monthly average daily attendance rate falls below 85 percent, the program will analyze the causes of absenteeism to identify any systematic issues that contribute to the program's absentee rate. The program will use this data to make necessary changes in a timely manner as part of ongoing oversight and correction by making necessary decisions to fuel program performance and inform its continuous improvement efforts by making strategic decisions to aid policies.

(c) Supporting attendance of homeless children.

(1) If LIFT determines a child is eligible by reason of homeless, it will allow the child to attend for up to 90 days if allowable within OKDHS licensing requirements, without immunization and other records, to give the family reasonable time to present these documents. LIFT will work with families to get children immunized as soon as possible in order to comply with state licensing requirements.

(2) If a child experiencing homelessness is unable to attend classes regularly because the family does not have transportation to and from the program facility, Family Advocates will attempt to locate any available community resources to provide transportation for the child.

What is ERSEA?

From the application process to enrollment continuing through the completion of the program, all participants must flow through the ERSEA system

Eligibility

Determining those qualified to receive services:

- Income based on the current Federal Poverty Guidelines (updated annually in January)
- Categorically Eligible
- Income Eligible
- Must meet age requirements for each program

Recruitment

All agency staff participate in recruitment:

- Word of mouth
- Wearing agency apparel in public
- Attending community events
- Flyers
- Yard signs

Selection

Based on the Community Needs Assessment, points are determined to ensure families with the greatest need are served first.

Some factors for calculating points:

- Disabilities
- Income
- Family size
- Parental status
- Homeless/Foster Care

Enrollment

Based on the number of funded slots that are granted for each program

Head Start: 387

Early Head Start: 48

Early Head Start Child Care: 120

Attendance

Enrolled participants are expected to maintain an 85% attendance rate.

Attendance is monitored throughout the program year

Eligibility Determination Process

Head Start/Early Head Start/Early Head Start Child Care Programs

All participants in Federally Funded Head Start/Early Head Start/Early Head Start Child Care programs must have eligibility determinations completed prior to acceptance into the program. These are the steps taken to determine individual eligibility for services.

STEP 1

Staff member conducts interview

Interview can be conducted in person or by telephone

STEP 2

Promote Confidentiality and Sensitivity

Be respectful of family backgrounds and experiences

Maintain professional boundaries and confidential information

STEP 3

Collect required information

Verify age eligibility for program

Verify income for eligibility

Step 4

Determine Eligibility Status

Income eligibility (below 100% Poverty Guidelines)

Public Assistance (SSI, TAFN, or SNAP) Foster Care

Experiencing Homelessness

Step 5

Determine Eligibility Points

Based on income, age, risk factors, disabilities, household makeup, homelessness/foster care and parental status

Score points using approved selection criteria

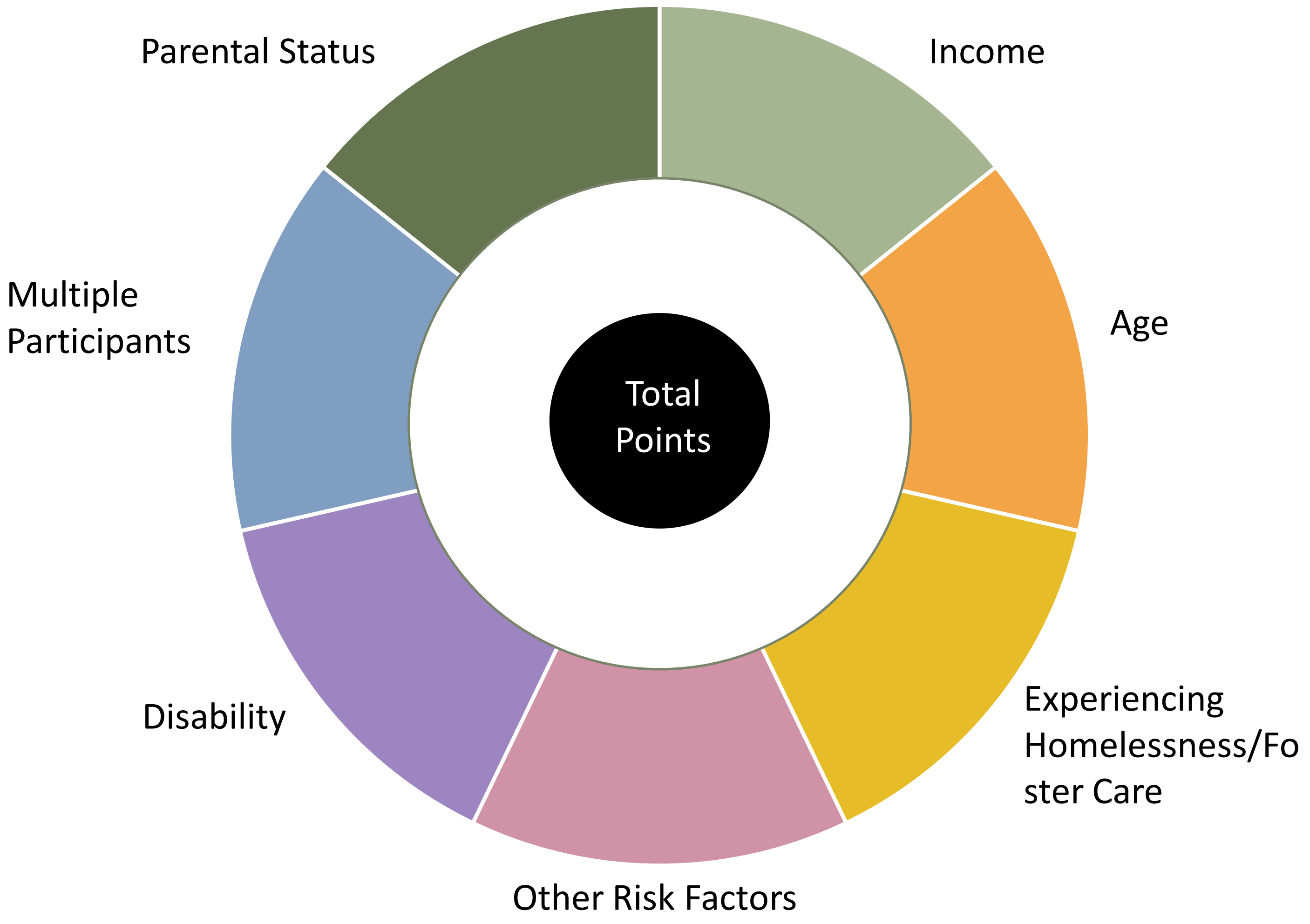
Step 6

Maintain Waitlist and Enrollment

Participants with the highest number of eligibility points are accepted first

Vacancies are filled within 30 days

Selection Criteria Breakdown



Income
Based on the family's income source and number of household members, points are assessed based on the Federal Poverty Guidelines. The lower the income, the higher the number of points.

Age
Highest level of points are given to youngest participants in Early Head Start and 4 year olds in Head Start.

Experiencing Homelessness/Foster Care
Categorically Eligible – Performance standards require children and families experiencing homelessness or in foster care to receive services without additional barriers.

Other Risk Factors
Points are broken down to provide more intricate variances between otherwise similar families to rank based on specific need. Focuses on Social Services, characteristics of the primary caregiver, etc.

Disability
Participants who apply and are eligible, by providing documentation of disability services, receive base score, with additional nominal points added for each additional service received to differentiate needs within this category.

Multiple Participants
Additional points are given to families with multiple children, many of whom are participant siblings.

Parental Status
Highest scoring points given to participants in greatest need whose support system is made up of a legal guardian/single parent, and least points given for two parent families.

Final Score
Each participant family is scored using the same selection criteria then ranked on the waitlist by the final total number of points. As vacancies occur, the participant with the next greatest need is accepted.

What is a false claim?

Misleading, untrue, or "fake" information reported by a "knowing" individual to another person.

GAO Investigation 2010

US Government officials posed as applying families to determine if programs were collecting complete information and determining eligibility correctly.

- Agencies were fund to not be collecting full income information to be able to determine some families eligible who otherwise would not be.

Head Start, EHS, & EHS-CC Employees

Confidential and False Claim regulations/policies are reviewed annually in training and employee personnel policy manuals.

Employees who falsify or willingly withhold information for the purpose of increasing a family's probability for eligibility:

- Are subject to disciplinary action
- Possible suspension or termination

Families

Staff interviews family on all aspects of eligibility to lessen the instances of false claims.

Applications signed by the family include an acknowledgement statement that all information is true and correct.

Families who falsify or willingly withhold information to increase their eligibility will have their application withdrawn and asked to begin the application process again.

Fall 2024

Widely Held Expectations

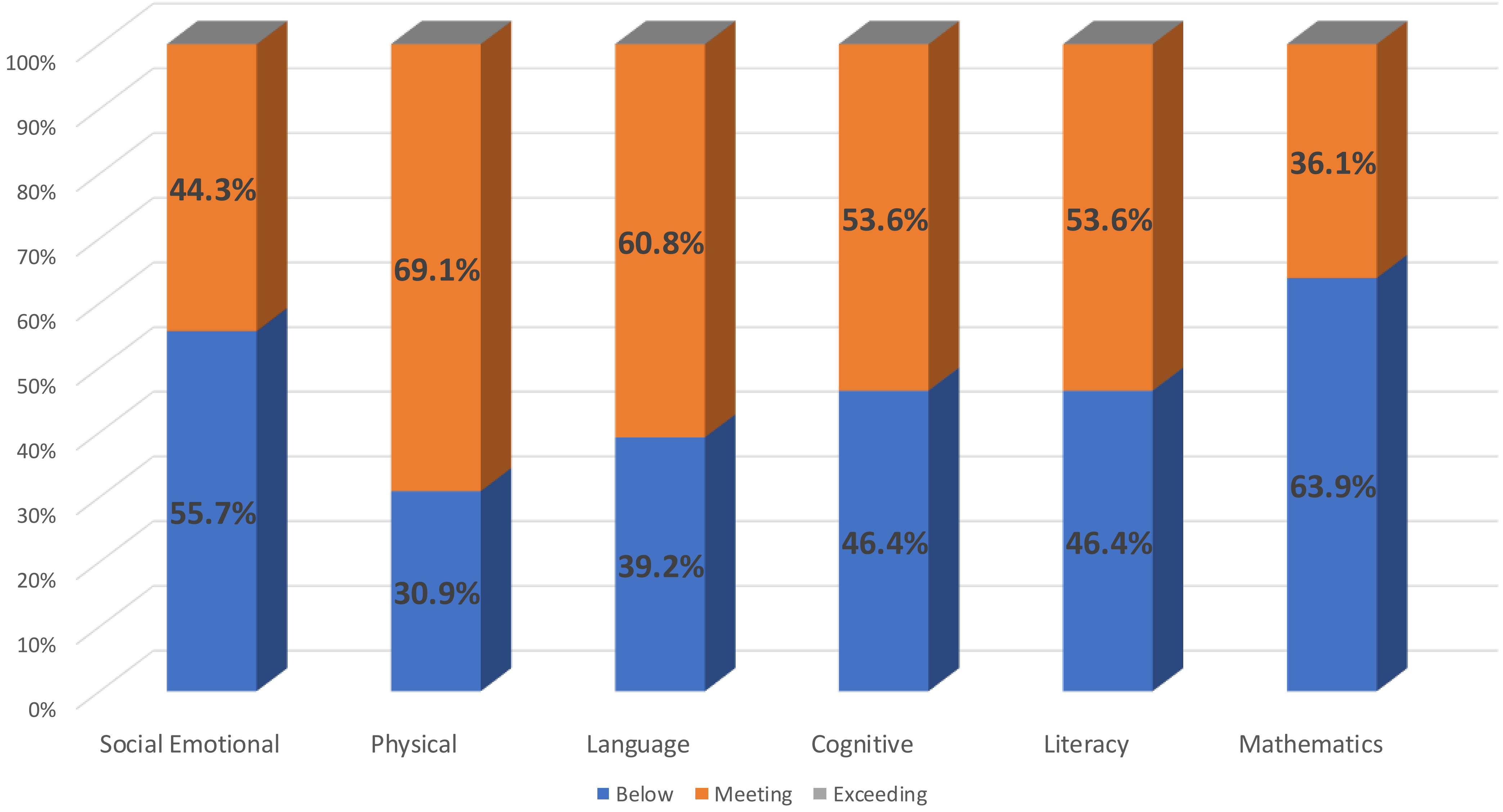
Head Start/Early Head Start/Early Head Start Child Care

Children on the first day of pre-school

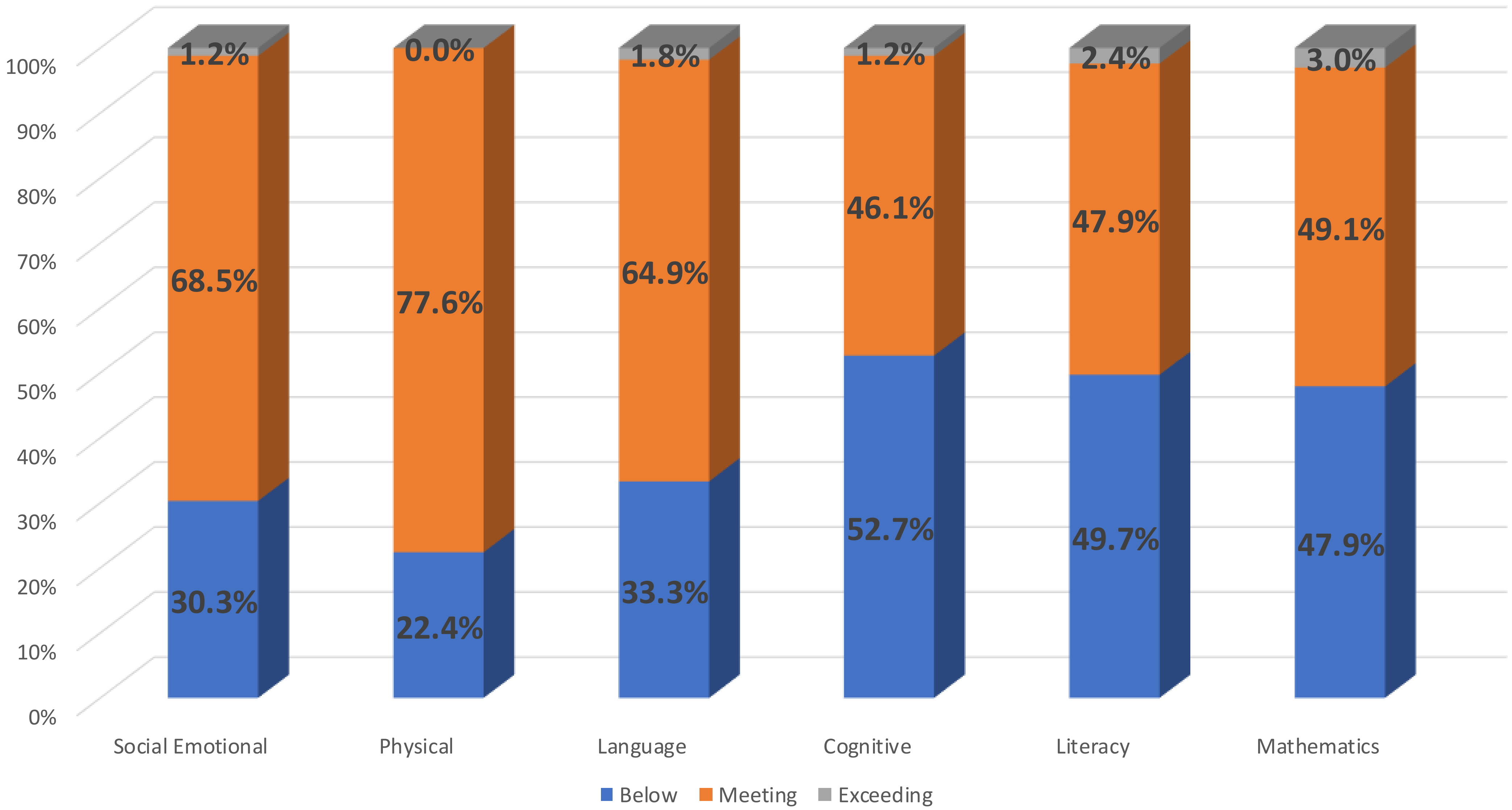

Photos: kens5.com

Birth to 1 year…

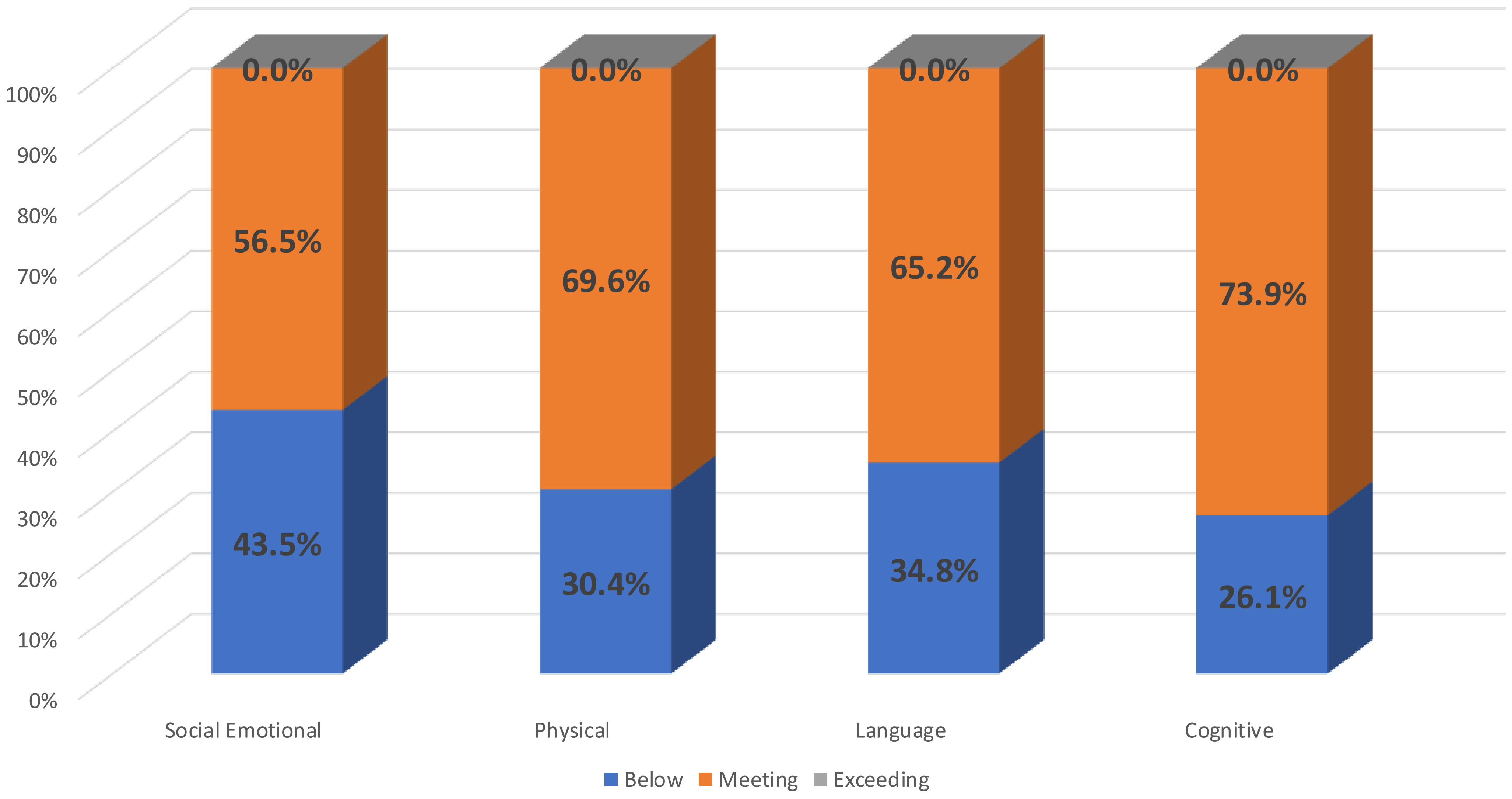
Head Start-4 years (97 children)



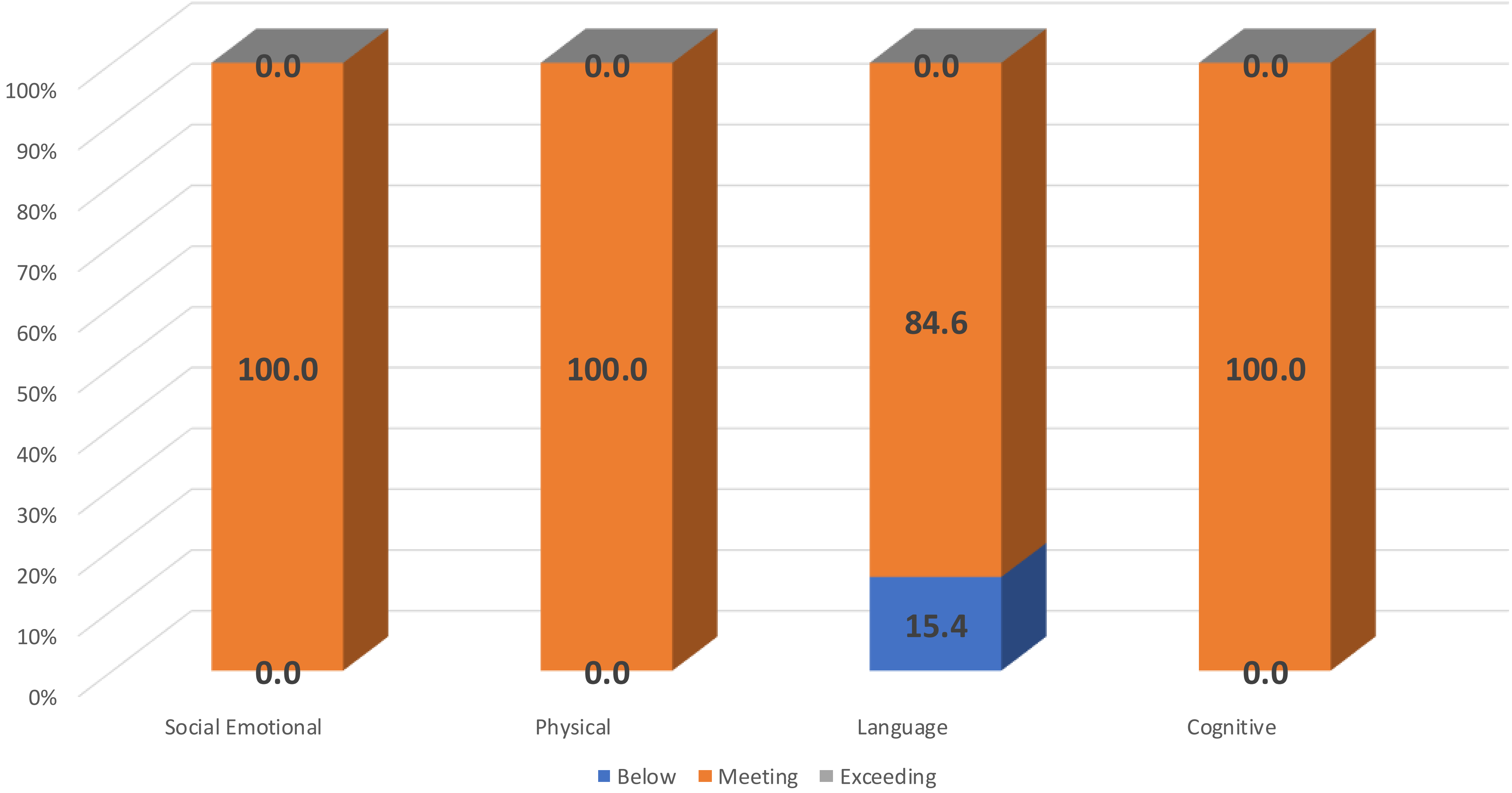
Head Start-3 years (165 children)



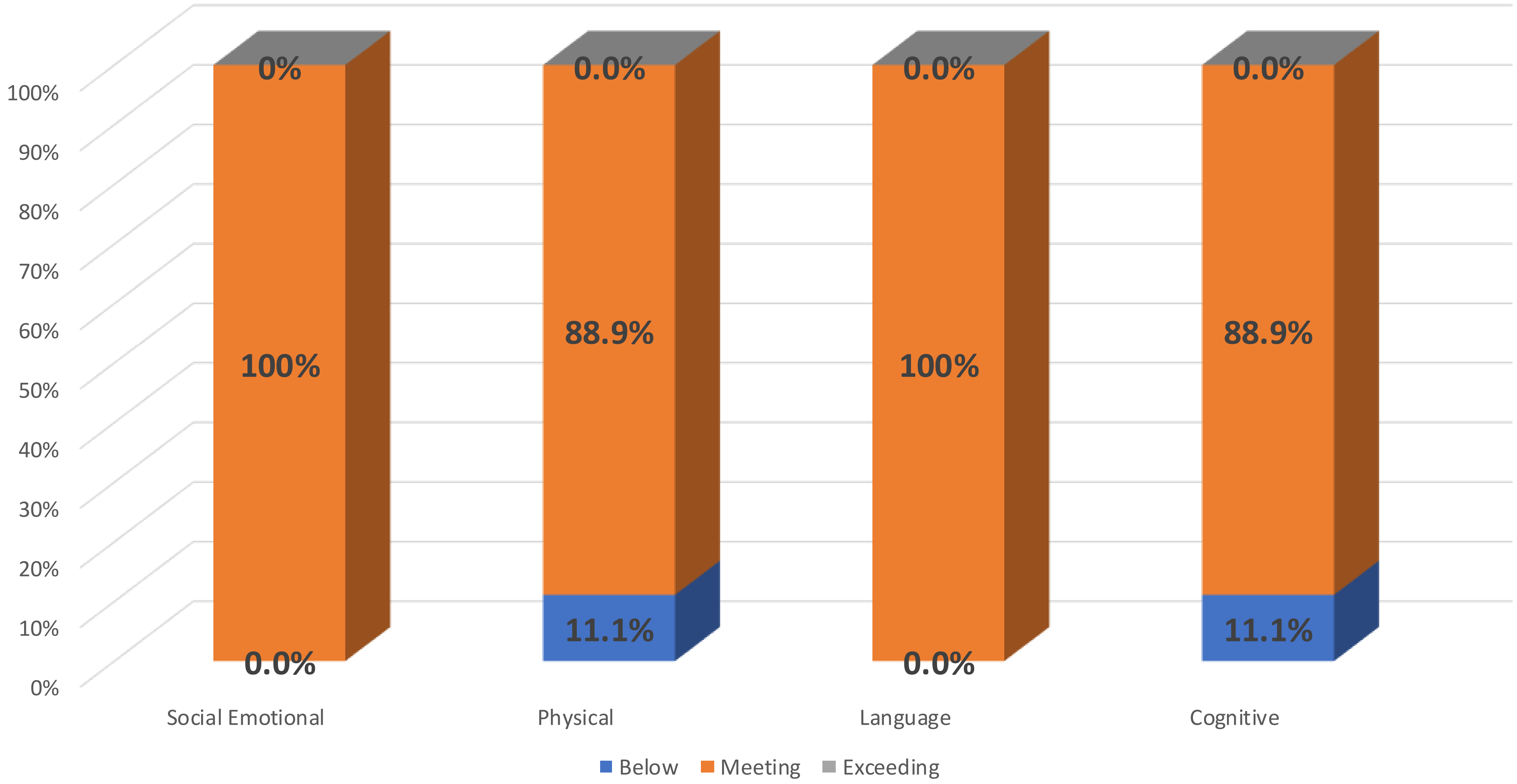
Early Head Start
2-3 years (23 children)



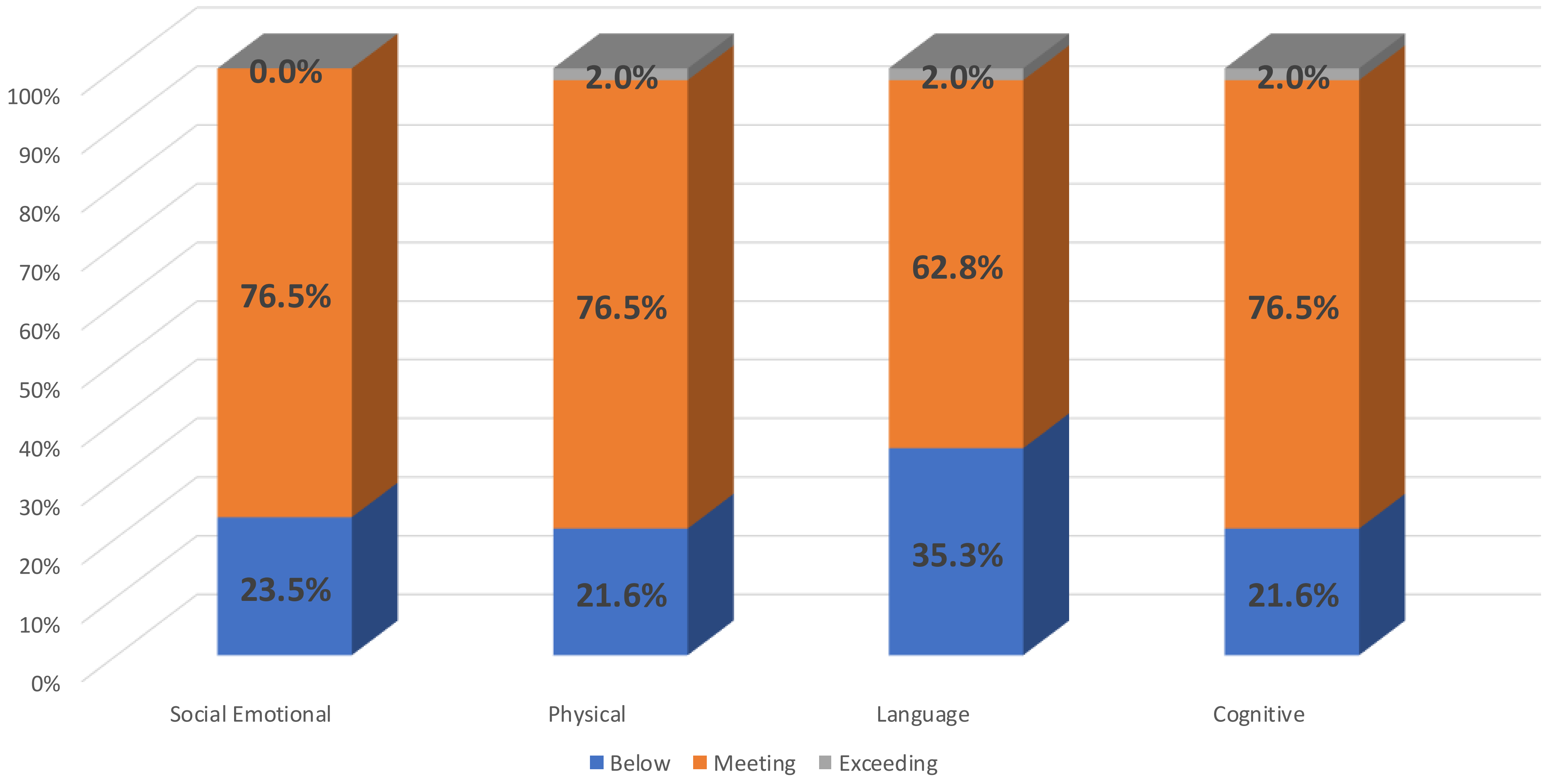
Early Head Start
1-2 years (13 children)



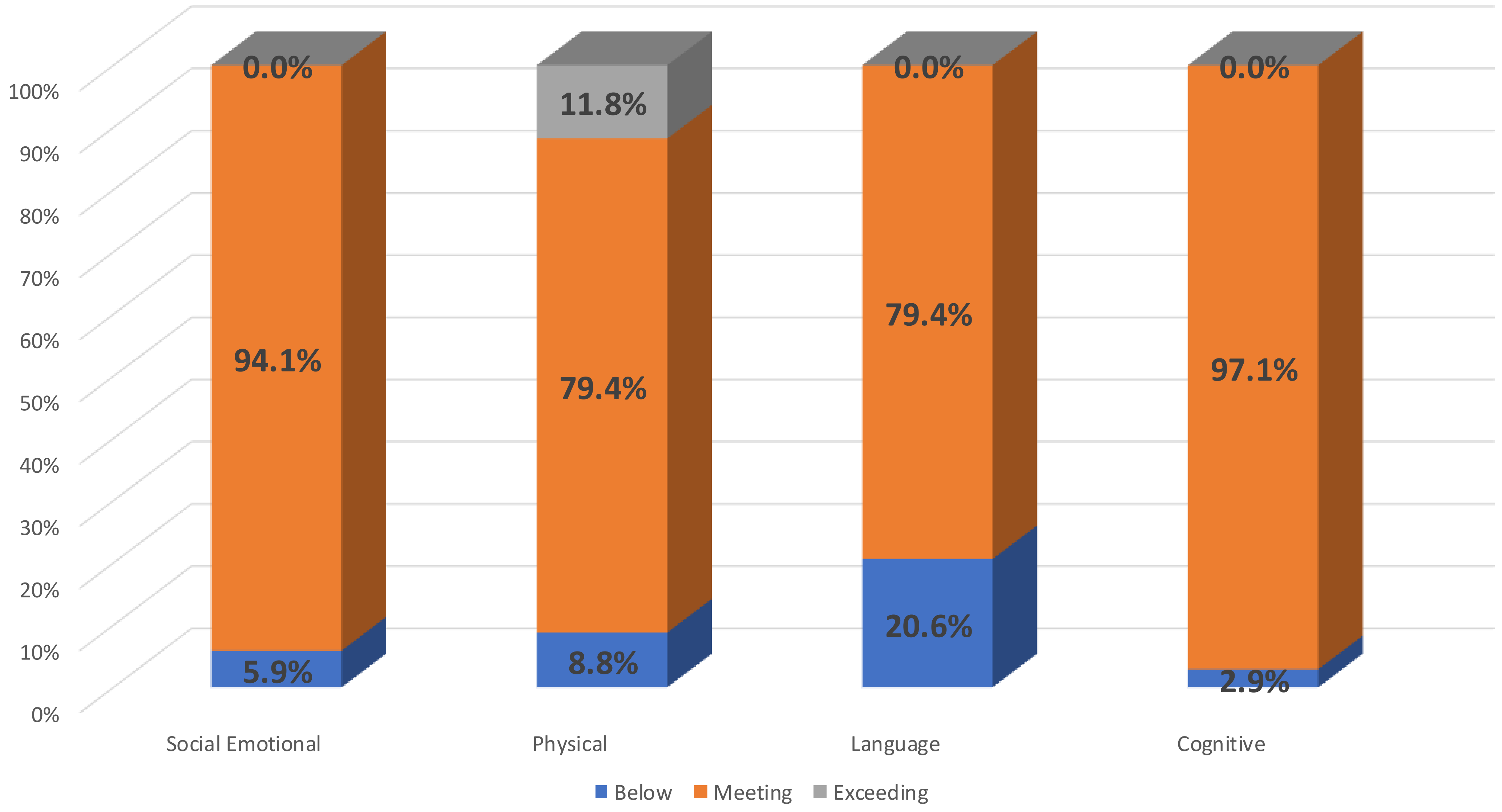
Early Head Start
Birth-1 year (9 children)



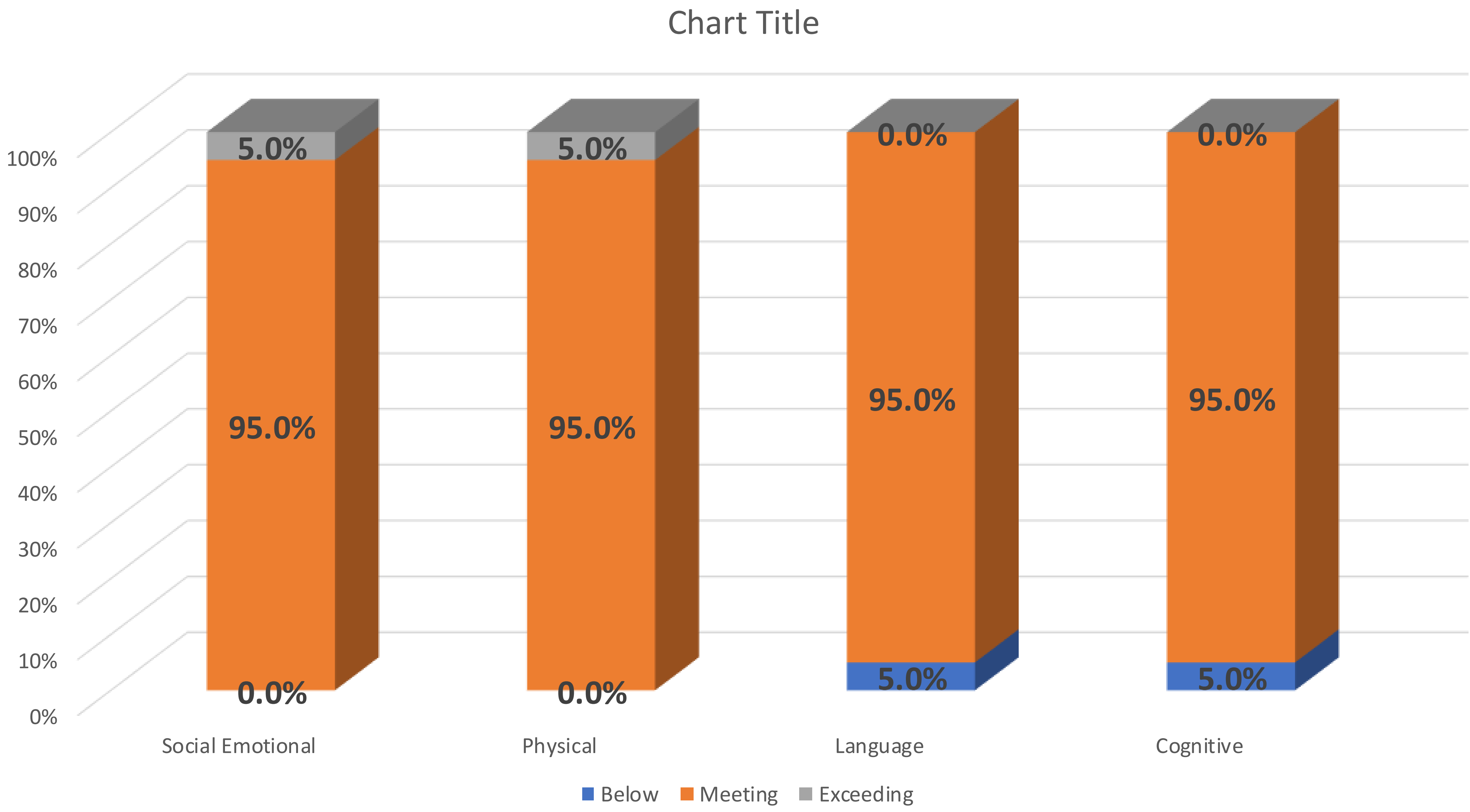
Early Head Start Child Care
2-3 years (51 children)



Early Head Start Child Care
1-2 years (34 children)



Early Head Start Child Care
Birth-1 year (20 children)



ADMINISTRATION FOR
CHILDREN & FAMILIES

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

November 26, 2024

Ms. Darla Galyon, Head Start Director
Lift Community Action Agency, Inc.

Re: Grant No. 06CH012393, 06HP000581

Dear Grant Recipient,

The Office of Head Start (OHS) will conduct a Focus Area 1 (FA1) monitoring review of Lift Community Action Agency, Inc. (06CH012393, 06HP000581) during the week of 01/13/2025. Please note: Review dates are firm, and the OHS will not authorize date changes.

Your review will be led by Ms. Anne Taggart, who will be in touch with you in the next several weeks to schedule a series of calls and other offsite activities for this review. In preparation for the review, please ensure program data entered into the Head Start Enterprise System (HSES) is accurate and up-to-date. As part of the FA1 review process, please be prepared to use the screen-sharing feature on your virtual platform.

Documents you will be requested to share include*:

- Criminal Records Check Document (see attached)
- Staff Qualifications Tracking Document (see attached)
- Previous Program Year and Current Program Year Tracking system for family partnership goals (e.g., child assessments, family outcomes, and child health compliance data)
- Fiscal data and documentation (e.g., financial reports, cost allocation plans)

Please note that the Review Team may ask for additional documentation during the review week.
*It is preferred that all documents requested are submitted in English.

Additional information about the Federal monitoring process, resources, and tools for grant recipients can be found on the Early Childhood Learning and Knowledge Center (ECLKC) and on the Aligned Monitoring System Virtual Expo.

Sincerely,

OHS Monitoring Team

U.S. Department of Health & Human Services Administration for Children & Families

OFFICE OF HEAD START

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-OHS-IM-24-07	2. Issuance Date: 11/08/2024
	3. Originating Office: Office of Head Start	
	4. Key Words: Monitoring; FY 2025; CLASS®	

INFORMATION MEMORANDUM

TO: All Head Start Recipients

SUBJECT: Fiscal Year 2025 Monitoring Process for Head Start Recipients

INFORMATION:
Section 641A of the Improving Head Start for School Readiness Act of 2007 (the Act) requires the Office of Head Start (OHS) to implement ongoing monitoring of all programs receiving federal funds.

This Information Memorandum (IM) outlines the OHS monitoring process for fiscal year 2025 (FY25). It describes the types of monitoring reviews that recipients may experience, highlighting Focus Area 1 (FA1), Focus Area 2 (FA2), Classroom Assessment Scoring System (CLASS®), Risk Assessment Notification (RAN), and unannounced reviews.

This IM supersedes ACF-OHS-IM-24-02 with updates to the FY25 monitoring implementation format.

FY25 Monitoring Review Types and Start Dates

Review Type*	FY25 Implementation Format	Start Date
FA1	FA1 reviews are conducted through a virtual format.	December 2024
FA2	FA2 reviews are conducted through on-site monitoring.	December 2024
CLASS®	CLASS reviews are conducted again this year using either self-recorded videos or on-site formats.	October 2024
Follow-up Reviews	Follow-up reviews are conducted either virtually or on site.	Start dates will coincide with the end of the corrective action period.
RAN	RAN reviews are conducted through a virtual format.	As needed
Other	Special reviews may be conducted at any time, on site or virtually, without notice.	As needed

* Monitoring reviews may be conducted with or without prior notification to the recipient. OHS reserves the right to conduct unannounced reviews at any time.

FA1 Reviews

The FA1 review is an opportunity for recipients to describe their approach and plan for providing high-quality services to children and families. It typically occurs in the first or second year of the grant period. This focus area determines if programs are meeting the requirements of the Head Start Program Performance Standards (the Performance Standards), Uniform Guidance, and Head Start Act. The FA1 informs OHS' understanding of each recipient's foundation for program services — staffing structure, program design and governance, education, health and family services, and fiscal infrastructure. The FA1 review also allows OHS to assist recipients in fulfilling application commitments, provide resources to address any identified issues, and support recipients in reaching their goals.

FA2 Reviews

The FA2 review is an opportunity for recipients to demonstrate their implementation of high-quality services to children and families that meet Head Start requirements. It typically occurs in the third or fourth year of a grant period. This focus area broadens OHS' understanding of each recipient's performance and determines if programs are meeting the requirements of the Performance Standards, Uniform Guidance, and Head Start Act.

CLASS® Reviews

Section 641A(c)(2)(F) of the Act requires OHS to assess the quality of teacher–child interactions using a valid and reliable observation measure. For the upcoming FY25 monitoring year, OHS will continue to use the 2008 edition of the Classroom Assessment Scoring System (CLASS®) Pre-K Teacher–Child Observation Instrument. Scores from CLASS observations will count toward Designation Renewal System (DRS) determinations using the competitive thresholds established in the **Final Rule on DRS Changes**.

For FY25, recipients that are scheduled for a CLASS monitoring review will have the option to self-record and submit their own videos (Video Review) or request a traditional on-site review with certified CLASS observers (On-site Review).

American Indian and Alaska Native (AIAN) Head Start programs have the option to do a self-review for the CLASS. OHS will transmit a letter to AIAN grant recipients with additional information on this option.

All recipients will have the opportunity to attend information sessions specifically developed to discuss FY25 CLASS options, including a group of sessions convened specifically for American Indian and Alaska Native recipients.

RAN Reviews

OHS conducts Risk Assessment Notification reviews, as necessary, to address child health and safety incidents. They are initiated when OHS needs to gather more information about significant incidents affecting program participants' health and safety. These reviews have a specific focus on abuse, neglect, inappropriate conduct, inadequate supervision, or unauthorized releases in Head Start programs.

RAN reviews:

- Ensure prompt and accurate reporting of serious incidents
- Investigate contributing program or management factors
- Communicate necessary corrective actions
- Provide feedback to improve program management and prevent future incidents

Other Reviews

Special reviews are conducted, as needed, to explore concerns outside of the typical FA1 or FA2 schedule. OHS reserves the right to conduct unannounced reviews at any time.

Scheduling

Each year, recipients are required to submit an accurate calendar of availability, which is used to schedule monitoring reviews. The availability calendar also gives recipients a way to inform OHS as to when their program is not operational and when children are not in session. Recipients should immediately update their calendars as changes in program availability occur. Please note that OHS has very limited capacity to accommodate requests to reschedule reviews and can only do so under exceptional circumstances.

Monitoring reviews can also be conducted with or without prior notification to the recipient that it will take place.

Communications

Recipients scheduled to receive a monitoring review in FY25 will receive a notification letter 45 calendar days before the start of the event. They can also expect a planning call with their assigned coordinator to discuss their review. During the initial call, recipients should share their program's current service delivery options. OHS Review Reports are typically issued within 60 calendar days of the monitoring review.

If you have any questions regarding the FY25 monitoring season, please contact your regional office.

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

Sincerely,

/ Khari M. Garvin /

Khari M. Garvin
Director
Office of Head Start

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

Transit Advisory Council

Meeting Minutes

September 10, 2024

1005 S. 5th Street

Hugo, OK 74743

Jeannie McMillin, Transit Director, provided the Board with the Transportation Advisory Council Report. 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 thirteenth meeting, held on September 10, 2024 at 9:45 a.m., Advisory Council members were advised that the service was continuing to grow as new drivers were brought on board. 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.

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

November 19, 2024
MINUTES

LIFT Community Action Agency's Head Start/Early Head Start/EHS-CC Policy Council met on Tuesday, November 19, 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, Brittany Ransom; Antlers, Teaha Crow; Boswell II, Tiarra Taylor; Hugo II, Anna Durham; Hugo ELC, Savannah Hughes; Rattan II & III, Angel Rayburn; Soper II, Bessi Black, Clinton Crawley and Patsy Guess; 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, Brittany Bailey; ERSEA Specialist, Brianna Nelson; ERSEA Assistant, Christina Merritt; FCE Specialist, Ashley Stinson; Disability/Mental Health Specialist, Tori Williams; Health Specialist, Ashley Gaddy; Outreach Specialist ,Lisa Heady Mentor Coach, Lisa Gamblin, FCE/Disability/MH Assistant, and Grasela Starlin; Procurement Clerk

Consideration, Discussion and Vote to Accept the minutes from the October 15, 2024 Meeting: Copies of the minutes were provided to the council for review. Bessi Black made a motion to approve as written and Angel Rayburn seconded the motion, 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: Courtney Griffin-Rattan I Teacher Assistant, Anjernell Dewberry-Idabel EHS Caregiver, Lisa Gamblin from HS/EHS/EHS-CC Program Clerk to HS/EHS/EHS-CC FCE/Disability Assistant, and Lindsey Peters from Valliant Teacher Assistant to Ft. Towson Teacher Assistant, pursuant LIFT, CAA Okla. Stat. title 25§ 307 (b) (1). No motion was made, therefore no executive session

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. Brittany Ransom made a motion to approve and Angel Rayburn seconded the motion. The motion carried.

Consideration, Discussion, and Vote to Approve the Acceptance of the SFY 2025 Community Action Agencies State Appropriated Funds for Head Start Award from Oklahoma Dept. Of Commerce-$91,962: Jordan Mack, HS/EHS/EHS-CC Assistant Director explained to the council that these funds are a supplement grant for the program and go toward Head Start Teacher and Family Advocate Salaries. Brittany Ransom made a motion to accept and Key'Osha Jones seconded the motion. The motion carried.

Consideration, Discussion and Vote to Approve the Acceptance of CACFP Award (Head Start/Early Head Start) from Oklahoma Department of OSDE-$688,050: Darla Galyon, HS/EHS/EHS-CC Director explained to the council that this grant is an estimated budget with the actual reimbursement depending on actual number of meals served throughout the program year. These funds will be used to reimburse food costs and cook's salaries. Patsy Guess made a motion to accept and Teaha Crow seconded the motion. The motion carried.

Consideration, Discussion and Vote to Approve the Submittal of FY 2024-Carrryover Application and Non-Federal Share Waiver Request for the Early Head Start Child Care Program: Darla Galyon, HS/EHS/EHS-CC Director stated in total, LIFT CAA is requesting to carry over $92,258 in unobligated FY 2023 funding for the Early Head Start-Child Care Program (Funding Period: 8/1/2023–7/31/2024). If the Carryover Application is approved, the funding would be used during the FY 2024 Budget Period of 8/1/2024–7/31/2025. The carryover monies will be used for playground and facility updates at partner child care centers as well as the purchase of a vehicle for daily use by the maintenance technicians. These activities were allocated in the approved FY 2023 budget, but because of extenuating circumstances, were not able to be expended during the program year. The application would also include a request for a full Waiver of the required $23,065 in Non-Federal Share associated with the Federal funds being carried over into FY 2024. Brittany Ransom made a motion to approve and Teaha Crow seconded the motion. The motion carried.

Consideration, Discussion and Vote to Approve the HS, EHS, SAF, Community Facilities, OECP, USDA, and Non-Fed September, 2024 Financial Statements and Credit Card Distribution Reports and Presentation of the October 2024 Financial Statements and Credit Card Distribution Reports: Darla Galyon, HS/EHS/EHS-CC Director provided copies and an overview of the September , 2024 financial statements and Credit Card Distribution Report for the Council and it was reviewed and they were recommended by the Finance Committee to vote for approval. Darla Galyon also presented the October, 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 December 17, 2024 meeting. Copies will be mailed to members not present. Patsy Guess made a motion to approve the September, 2024 Financials and Angel Rayburn seconded the motion. The motion carried.

Presentation of the 2024 Head Start/Early Head Start/EHS-CC Widely Held Expectations and School Readiness Training: Susie Mashburn, Education Specialist provide a handout along with a power point presentation and discussion.

Policy Council Training on: The Open Meeting Act and Mission, Vision, and Values: Sara Moore, Professional Development Specialist provided and overview and discussion the Open Meeting Act and Mission, Vision and Values for Policy council members present.

Other Reports/Announcements:

Recruitment & Enrollment Update/Enrollment and Attendance Report-Brittany Bailey, ERSEA Specialist: Brittany Bailey reported that as of today, 11/19/2024 264 children are currently enrolled in Head Start, attendance for September, 2024 was 89.6%. Early Head Start currently has 46 children

enrolled and attendance for September, 2024 was 83.1 %. Early Head Start-CC currently has 106 children enrolled and attendance for September, 2024 was 89.4%.
Governing Board Report: Mattie McKee- Mattie McKee, HS/EHS/EHS-CC Assistant Director stated that the Governing Board Met on November 12, 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 October, 2024.
Data Analysis-Jordan Mack-Jordan Mack gave an overview of the data assessed for September, 2024
OHS Communications and Guidance-Darla Galyon presented and reviewed all OHS Communications and Guidance received since the last council meeting.
P**rogram Summary Report-Darla Galyon** presented the HS/EHS/EHS-CC Program Summary for the council to review.
Family Resource Center Update-Ashley Gaddy provide and overview and discussion along with a video and of the Family Resource Center is for. Ashley Gaddy stated that :
***LIFT CAA is proud to announce that we have received $263,497 to establish a community Family Resource Center. This opportunity allows the agency to increase services to Choctaw, McCurtain, and Pushmataha Counties. A primary focus will be connecting and serving families that have children born between 2019 and May 2023, the pandemic years, as some are experiencing developmental delays.**

- LIFT's Family Resource Center will serve as a centralized hub for families to access information/referrals, services, resources, and supports.
- FRC staff will provide direct assistance, conduct consultations/screenings, and facilitate education, training, and 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 and a Community Partnership Council, which will both serve to inform and support the Family Resource Center's efforts.

The Goals of the LIFT Family Resource Center:

- Providing access and awareness of important resources in our community
    - Helping families navigate important systems and access services: employment, education, health and social services
- Enhancing the family unit by providing parent trainings
    - Types of training: positive parenting, effective communication strategies, supporting the family culture, conflict resolution, financial literacy
- Child Development Activities
    - Bonding activities for parents and children
    - Developmental screenings to ensure children are meeting important milestones
- Parent Leadership Development
    - Forming a Parent Advisory Council- allows us to maximize and utilize the parent voice to full potential.
    - Opportunities for parents to come together to provide peer support and learn from one another

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): There was not any.

There being no other business to come before the board, Bessie Black made a motion to adjourn and Savannah Hughes seconded the motion. The motion carried and the meeting ended at 12:00 p.m.

Michael Morris-Chairperson
Mea Janse van Vuuren-Vice-Chairperson
Key'Osha Jones-Secretary

Community Action Agency

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: 10/28/24

Name of Person being nominated for Employee of the Month: Alejondrina Sanchez

Name of Person submitting the nomination: Kimberly Wright

X Is a hard worker Always finishes task ahead of time and stays focused.

X Respects others Very respectful and courteous of others

X Is on time Extremely punctual

X Is organized Very diligent in keeping everything together and organized

X Keeps a positive attitude Upbeat and positive in all situations

X Encourages other people Very motivational and believes in her mission

X Is willing to help others Goes above and beyond to help others succeed in life.

X Makes a good first impression Very composed and has excellent manners

X Follows all workplace rules Refuses to break rules, diligent in this.

X Uses resources wisely Is always looking for a more efficient manner, trying to save money.

X Has good work attendance Very rarely misses, enjoys being at work

X Represents the agency well She is very put together and only has positive things to say.

X Is a loyal employee Loves being at the center and working for Lift.

X Handles crisis well Stays very calm and tries to maintain order during stressful times.

X Goes above and beyond the call of duty Impressive in her stride to help others with employment.

X Works well with others (team player) Enjoys team building activities and working as a group

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www.liftca.org

Community Action Agency

X____ Is creative A true benefit to the agency, she brings much talent that would be very missed.
X____ Likes to learn new things She is always looking for new things to learn about to strengthen her work
X____ Is a good listener Very attentive and hears what others have to say.
X____ Communicates well Well spoken and is clear with her thought process
X____ Dependable Never has to be asked twice for anything.
X____ Respectful, considerate of others Maintains a professional attitude and brings manners to the center.
X____ Safety conscious Very careful on all safety measures
X____ Good problem solving skills Works hard to come up with solutions to difficult tasks.
_____ Other ____________________
_____ Other ____________________
_____ Other ____________________

Use this space if you have anything additional that you would like to say about the person being nominated.

Alejondrina is a very dedicated member of our center. She brings knowledge and creativity that is much needed. Her ability to learn new things cannot be overlooked. Any idea that is gave to her, she takes serious and creates cutting edge marketing that helps our mission.

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

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: Sept. 30th

Name of Person being nominated for Employee of the Month: Allie Sanchez

Name of Person submitting the nomination: Kelly Thomas

X Is a hard worker Allie comes to work every day with work vision and mission in mind

X Respects others Allie has a deep understanding of what respect looks like and executes it to all she comes into contact with

X Is on time Allie is on time

X Is organized Allie's organizational skills are exceptional, as she works with a purpose

X Keeps a positive attitude Always! sometimes the rules change midstream and Allie looks for the silver lining

X Encourages other people in her work as Job Coach she encourages all in the workshops for self betterment

X Is willing to help others Allie helps others every day especially 2 weeks out of every month during workshop weeks

X Makes a good first impression Allie is very professional and carries herself well

X Follows all workplace rules Allie by her very nature is a rule follower

X Uses resources wisely Yes

X Has good work attendance Rarely misses work. Infact she returned to work from maternity leave as soon as the dr would release her

X Represents the agency well Is very professional and mission minded

X Is a loyal employee Allie is very loyal to the program and to the agency

X Handles crisis well Allie radiates a great calm when there is a crisis and she has told me of at least 2 with in the last month

X Goes above and beyond the call of duty yes, if we make a simple plan Allie will level up at least 2 notches of a greater plan

X Works well with others (team player) Allie is a great team player

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X____ Is creative Allie is super creative, she is the office decorator and event planner, she has great and fun ideas

X____ Likes to learn new things loves to learn, is always looking for classes to take in order to do her job better

X____ Is a good listener is a very good listener

X____ Communicates well excellent communication skills,

X____ Dependable Allie is dependable, she does what is asked of her

X____ Respectful, considerate of others Allie is always on alert to ensure she is respectful

X____ Safety conscious ____________

X____ Good problem solving skills Allie is very good at working things through to a good end

____ Other ____________

____ Other ____________

____ Other ____________

Use this space if you have anything additional that you would like to say about the person being nominated.

Allie is a key player in the WRO program as she is the driving force behind all of our advertisments and marketing successes. She creates all of our facebook ads each month reaching several thousand viewers. She is a job coach here at WRO-Idabel and she takes her job very seriously. I see her always in the corner somewhere or in her office studying the curriculum material ensuring to deliver the best teaching instruction. She works with a group of patticipants each month in assisting them in planning and executing their job search goals. Allie is goal driven and works with a pupose and a vision. I would love to see her as October employee of the month as I belive she deserves to be named as such.

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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: 4/4/24

Name of Person being nominated for Employee of the Month: JOHNNY DRIGGERS

Name of Person submitting the nomination: AMY WILSON

XXXX Is a hard worker PLEASE READ THE COMMENTS BELOW
_____ Respects others
_____ Is on time
XXXX Is organized
XXXX Keeps a positive attitude even when it comes to Netsuites
XXXX Encourages other people
XXXX Is willing to help others
_____ Makes a good first impression
_____ Follows all workplace rules
_____ Uses resources wisely
_____ Has good work attendance
_____ Represents the agency well
_____ Is a loyal employee
_____ Handles crisis well
XXXX Goes above and beyond the call of duty
XXXX Works well with others (team player)

Community Action Agency

_____ Is creative ______________________________

XXXX Likes to learn new things ______________________________

XXXX Is a good listener ______________________________

XXXX Communicates well______________________________

XXXX Dependable ______________________________

_____ Respectful, considerate of others ______________________________

_____ Safety conscious ______________________________

_____ Good problem solving skills ______________________________

XXXX Other NETSUITE

_____ Other ______________________________

_____ Other ______________________________

Use this space if you have anything additional that you would like to say about the person being nominated.

Through the many changes and challenges created by the software change, one program/group has exceeded all expectations. While no one likes change, their acceptance of the change and their willingness to make the necessary adjustments was remarkable. This much of this was undoubtedly due to Johnny Driggers. Do not misunderstand, the whole process has had a lot of trial and error but that "can do attitude" and attention to details was invaluable. The result to this, is easy for me to see and especially when it comes to reconciling any unpaid bills at the end of the month.
His paperwork is organized, correct, and submitted timely. I appreciate Johnny's willingness to utilize the tools and information provided via the new software and Microsoft 365. Johnny is very good at responding to email, phone calls and communicating the needs of his program and the intricate details of the specialty items used. Make no mistake the entire WX Program deserve an award for this, but I had to start with someone. NO OTHER PROGRAM HAS MADE THIS MUCH PROGRESS WITH THE CHANGES!

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Program Summary
Head Start/Early Head Start/Early Head Start-Child Care Programs
November 2024

Eligibility, Recruitment, Selection, Enrollment & Attendance

During the month of November there were 44 children, age birth to 3, that were provided services in the Early Head Start centers and 104 children served, age birth to 3, in the Early Head Start – Child Care locations. Services were provided for 261 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 September, we had 127 parents that participated in Parent Meetings. Family Advocates are starting goals with families through the Family Partnership Agreement's. The centers started inviting parents and community members in to participate in Parent Ready to Read by having a story time with the children; there were 82 participants, with 19 of them being father figures.

Father Involvement

The dad's day activities for the month of September were various tye-dye shirts, sun, and hand print crafts. For the September Dad's Day, there were 201 people that participated in dads day activities with 97 being father figures. In addition, 26 dads/father figures participated in parent meetings for August. Since the beginning of the 2024-2025 school year, we have had 273 father figures participate in family engagement activities.

Nutrition

For the month of November, the Nutrition team has been very busy. We have started our 2nd round of CACFP (Child and Adult- Care Food Program) kitchen checks, we are very pleased to find that there are no findings and all paperwork is up to date and completed accordingly so far. The Nutrition team also completed our 3rd semester Early Head Start folder checks where we insure that all food allergies and CACFP documents are up to date in our child folders. The nutrition team also presented the BMI report in our FCE/Mental Health Meeting.

Health

- Most all of the 45-day screening for health is complete, with 8 more as of November 12, 2024. These 8 children are still in the 45-day window. Immunization are going well, with only a few that need caught up. Across all 3 program there are only 8 children that have exemptions from immunizations.

- 245 out of 263 have passed hearing screening, with 18 having failed, they will either be rescreened or referred to an audiologist. 248 out of 263 have passed vision screenings. Of the 15 that failed, 14 need a professional exam, 1 received glasses.
- Well child exams/physical/dentals are on track. We currently have 206 dentals out of 263. Of those 25 are past due with appts past the 90-day window and 32 are still within their 90-day window, 221 physicals out of 263. Of those 19 are past due with appts past the 90-day window and 23 are still in the 90-day window. Currently there is 2 children with a high lead level and parents are aware and are waiting on the doctor to rescreen and lead info was sent to staff to give to parents.
- We have finished head start folder checks and have about 6 weeks left to finish up EHS and ELC. We currently keep staff updated with the newest safety info available. We are providing training to our centers on active supervision and health and safety on a regular basis.
- Early Head Start and Early Head Start Child Care are currently in good shape with immunizations and are working on completing necessary exams. There is only 1 child with a high lead level and that child will be rescreened this month.
- We are still a training site for the American Heart Association and Oklahoma State Fire Service Training Center. We currently have 2 people in the office that can teach CPR.
- We have sent out information handouts on the Flu and RSV. We also are reminding parents not to kiss or pick up infants without permission due to cold and flu season being here. We have only had a few cases of rsv/flu

Education

It was once said that children are our most valuable assets. Parents are also valuable parts of their children's lives. The parent/child relationship is essential to a child's school readiness and success in school. As education specialists, Sommer and I would like to thank parents for their involvement in the lives of children. Many parents volunteer their time to Policy Council, reading to children, Parent Meetings, Dad's Day, etc.

Thanksgiving Holidays gave children and teaching staff a much-needed break. We are appreciative of our teaching staff and the effort they put into educating young children. As parents and visitors see the classroom, they may be unaware that staff are responsible for lesson plans, observations/documentations, screenings, family contacts, health, disability, mental health, transition paperwork. Please take time to thank your child's teacher for their devotion in educating children.

Professional Development

During the month of November, the Professional Development Specialist scheduled CPR/First Aid classes taught by LIFT CPR Instructors Tori Williams and/or Ronda Spear, where several LIFT employees received or renewed their Adult and Infant CPR and First Aid certifications. An ELCCT class was scheduled by the Professional Development Specialist in which newly hired LIFT Head Start/Early Head Start employees participated.

The Professional Development Specialist also helped several Head Start/Early Head Start employees apply for and/or renew their Professional Development Ladders and Oklahoma Director's Credentials in November.

The Professional Development Specialist 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 to ensure all new staff meet requirements for the programs they work for including trainings as well. We strive for excellence and want to make 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 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 November 2024.

Canva Club

- The OKACAA offered an opportunity to join a webinar to learn more about utilizing Canva to further market your Head Start program. The outreach specialist joined the webinar and learned more tips and tricks to enhance our outreach efforts.

Choctaw County Public Library

- Coloring sheets with our program information were provided to the library to set out in their children's area.

Help Me Grow Newsletter

- The Help Me Grow Newsletter is a monthly newsletter with family engagement activities, along with information regarding HS/EHS/EHS-CC and our Family Resource Center.

Community Partnerships

Outreach Specialist attends coalition and community partner meetings to promote HS/EHS/CC program and to also learn about events and resources in our community, while also networking and engaging with key community partners.

Radio Ad:

LIFT Head Start is hiring! We are accepting applications for Teacher Assistants and Special Needs Aides in Choctaw, McCurtain and Pushmataha counties. This is a great opportunity to gain hands-on experience, with future advancement opportunities in Head Start. It also allows you to enjoy a similar schedule to your school-aged children. As a Head Start Teacher Assistant, you will assist the Head Start Teacher in all aspects of the care and training of children enrolled in the Head Start Program. As a Special Needs Aide, you will work one-on-one with preschool aged children and will be responsible for the care, well-being, safety, and education of a special needs child. We are currently offering a sign-on incentive to join our Head Start team! $1,200 for a Special Needs Aide and $1,500 for a Teacher Assistant! If you have a passion for working with young children, submit your application today at www.liftca.org. Questions? Call us! 580-326-7581. *Incentives will be discussed during the interview process.

Social Media Impact

On our LIFT Head Start/Early Head Start Facebook page we continue to post program information, a direct link to an online application, open job positions, classroom highlights, family engagement activities, resource information, and conscious discipline highlights.

Job Highlights with the most views/interactions:

Views	Reach	Interactions	Link clicks
3,600	1,661	34	14

Overview

Views	Reach	Interactions	Link clicks
1,609	2,504	28	11

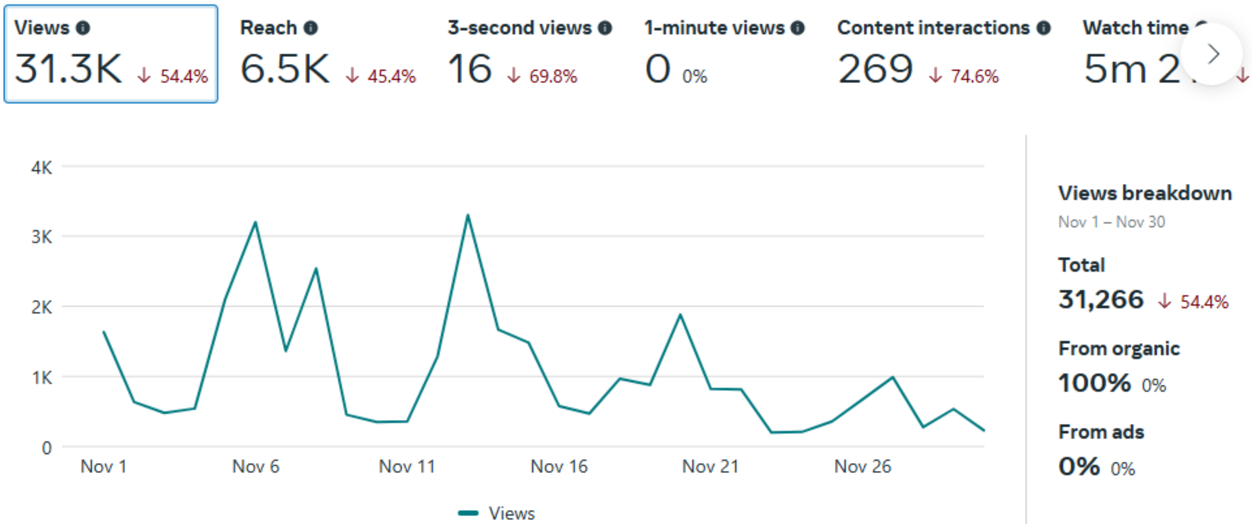
Classroom Highlight with the most views/interactions:

Views	Reach	Interactions
1,101	564	11

Enrollment Post with the most views/interactions:

Views	Reach	Interactions
799	449	15

Overall Facebook Data:

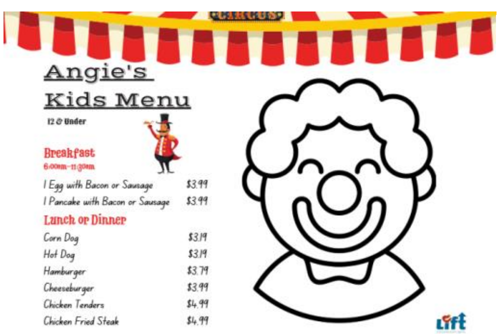


FCE/Mental Health Advisory Meeting

- On November 19th, we held our FCE and Mental Health Advisory meeting here at Head Start. During the meeting, we discussed our recruitment strategies and provided flyers and information to our community partners that attended to provide to families they serve.

Partnering with Local Restaurants

- Angie's Circus City Diner requested more kid menus at their location. Our program information is included on each menu with direct access to an application utilizing a QR code.



Family Resource Center/Help Me Grow Oklahoma

Our Family Resource Center has been taking calls and walk-ins from the community and helping connect families with important resources. We are planning our first CPR/First Aid training, which will be a re-occurring event offered monthly. This will be a free training opportunity for the parents/caregivers in our community. We also held a Resource Drive at our LIFT CAA In-service training, staff provided cleaning supplies and hygiene products to help support the needs of our community.

HEAD START | ECLKC
Early Childhood Learning & Knowledge Center

Performance Standards Information Center

eclkc.ohs.acf.hhs.gov/policy/article/performance-standards-information-center

Quick Links

- Updated Performance Standards
- Preamble
- Compliance Table

The Administration for Children and Families released a final rule in the Federal Register, Supporting the Head Start Workforce and Consistent Quality Programming. The rule updates the Head Start Program Performance Standards (the Performance Standards) to respond to concerns affecting the sustainability of Head Start programs. Changes to the standards improve wages and benefits for Head Start educators and other staff, better integrate mental health supports across program services, strengthen processes to support child health and safety, and enhance family engagement services. They also modernize the process programs use to identify and meet community needs.

These updated Performance Standards provide clear federal requirements for:

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

Updated Performance Standards Implementation Resources

Implementation Updates

Follow below the timeline of policy news related to the 2024 Performance Standards updates.

11/14/2024: Housing Cost Adjustment Calculator

This tool helps families and staff accurately determine adjustments to gross income due to excessive housing cost.

11/7/2024: ACF-OHS-IM-24-06 Reporting Child Health and Safety Incidents

This Information Memorandum clarifies the requirements of 45 CFR §1302.102(d)(1)(ii) for reporting significant incidents regarding the health and safety of children in Head Start programs.

10/31/2024: ACF-OHS-PI-24-06 Final Rule on Supporting the Head Start Workforce and Consistent Quality Programming – Technical Updates

This Program Instruction notes a few technical updates to ACF-OHS-PI-24-05, which summarizes the final rule and outlines changes to the Performance Standards. These technical updates are minor corrections to implementation dates.

10/31/2024: Federal Register Notice Announcement and Correction

Read technical updates that clarify implementation dates to the final rule published Aug. 21, 2024.

10/21/2024: ACF-OHS-IM-24-04 Facilities Guidance

This Information Memorandum helps recipients understand the Head Start application and funding process for facilities activities, based on the Head Start Program Performance Standards updated on Aug. 21, 2024.

10/16/2024: Wages and Pay Parity Tip Sheet

Use this tip sheet to help Head Start programs understand and implement updates to the wages and pay parity standards at Personnel policies, 45 CFR §1302.90.

10/8/2024: Director Garvin Highlights Child Health and Safety Changes

In this video, Director Garvin summarizes important changes in the Head Start Program Performance Standards with respect to child health and safety. These updates center on key areas, such as:

- Increasing a program's capacity to promote child health and safety
- Clarifying important changes to requirements in the Standards of Conduct
- Reporting incidents to OHS

10/1/2024: Director Garvin Announces Updates to the Performance Standards

In this short video, Director Khari M. Garvin discusses updates to the Performance Standards that respond to concerns affecting the sustainability of Head Start programs.

9/30/2024: Workforce Policies in the Updated Head Start Program Performance Standards

Watch this webinar for a deep dive into the workforce standards that increase wages and benefits for Head Start educators and other staff. OHS also offers tips for getting started on implementation in your program.

9/27/2024: Detailed Summary of Changes

These summaries provide more detail about the changes to the Performance Standards across key topics that respond to concerns affecting the sustainability of Head Start programs.

8/28/2024: Updates to the Performance Standards: Nurturing the Promise

In this overview webinar, OHS takes a deeper dive into the updated Performance Standards and offers resources and implementation strategies.

8/27/2024: Compliance Timeline

Review the timeline for compliance with updated Head Start Program Performance Standards requirements.

8/21/2024: Tracked Changes Version of the Standards

Learn where the changes have been made to the Performance Standards.

8/21/2024: ACF-OHS-PI-24-05 Supporting the Head Start Workforce and Consistent Quality Programming

This Program Instruction summarizes the final rule and outlines changes to the Performance Standards in three main areas: workforce supports, mental health, and other quality improvements.

8/21/2024: Preamble – Discussion of Comments

This document shares insights on public comments received through the notice of proposed rulemaking and how they were addressed by the final rule.

8/21/2024: Federal Register Notice

Read the final rule in the Federal Register.

8/19/2024: Supporting the Head Start Workforce and Consistent Quality Programming

The announcement webinar highlights the updated Performance Standards and how the Head Start community's input was instrumental in the changes. OHS leadership and staff discuss the goals to increase staff wages and benefits, integrate mental health across services, and support quality improvement.

8/16/2024: Press Release

Read and share this press release with Head Start stakeholders to understand the final rule.

Questions about the updated Performance Standards?

We've created a dedicated email address for inquiries and clarifications related to the updated Performance Standards. Send your questions to OHS_policy@acf.hhs.gov.

Note: This resource inbox is designed to provide the OHS team with insights into recipient needs and to help inform upcoming programming. While we may be able to directly answer some individual inquiries, others will be used to guide future communications and training and technical assistance. Your input is valuable in shaping our support for the Head Start community.

Read more:

HEAD START | ECLKC
Early Childhood Learning & Knowledge Center

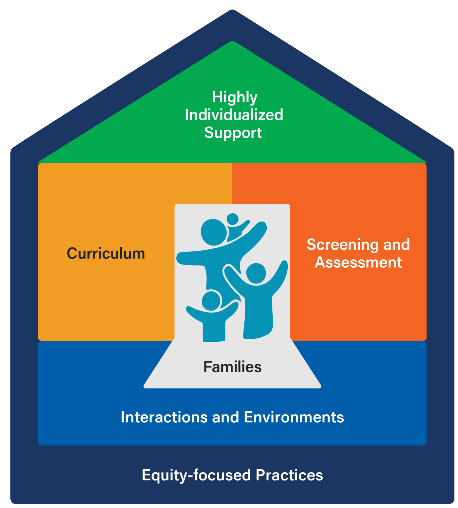
Framework for Effective Practice

eclkc.ohs.acf.hhs.gov/practicas-docentes/framework-effective-practice/framework-effective-practice

Expand All

- The Foundation – Interactions and Environments
- The First Pillar – Curriculum
- The Second Pillar – Screening and Assessment
- The Roof – Individualized Support
- The Center – Families
- The Siding – Equity-focused Practices
- Glossary
- References

The National Center on Early Childhood Development, Teaching, and Learning (NCECDTL) uses a house to represent six elements of quality teaching and learning for children ages birth to 5 in all Head Start program options. Quality teaching and learning uses children's and their families' lived experiences, home languages, perspectives, and cultural ways of knowing and being to make learning more meaningful and engaging. It creates equitable environments where all children feel a sense of belonging, and that promotes their social and emotional development and school readiness.



The six elements of the Framework for Effective Practice, or House Framework are:

- **Interaction and Environments**: Providing nurturing, responsive, and effective interactions, and engaging environments
- **Curriculum**: Implementing research-based curriculum and teaching practices
- **Screening and Assessment**: Using screening and ongoing assessment of children's skills
- **Individualized Support**: Embedding highly individualized teaching and learning
- **Families**: Engaging parents and families
- **Equity-focused Practices**: Promoting high-quality equitable learning environments

When these elements are connected, they form a single structure that surrounds the family in the center. Family is at the heart of the house. Each element is implemented in partnership with parents and families as co-educators in their cultural and community context. Equity-focused practices and policies not only surround the house but are embedded throughout each element to ensure equitable access, belonging, high-quality nurturing and joyful experiences, and positive outcomes for all children and families.

Equitable Teaching and Learning Practices

> **Equity**
>
> *Fair and just treatment to all children, families, and those who support them, enabling everyone to achieve their full potential.*
>
> Equity promotes consistent, systemic, and unbiased access to comprehensive services and systems for everyone, including marginalized groups — African American, Black, Latino, Hispanic, Indigenous, American Indian, Alaska Native, Asian American, Pacific Islander, or other people of color; members of religious minorities; people who are LGBTQIA2S+; people with disabilities; people who live in rural areas; and people adversely affected by persistent poverty or other forms of inequality.
>
> The terms "children and families who are historically and contemporarily marginalized" and "children and families with marginalized identities" are used throughout this resource. Specific groups are named when appropriate.

Equitable teaching and learning practices are built on positive and nurturing relationships and interactions that are culturally and linguistically responsive, bias conscious, and affirm all aspects of children's identities — race, ethnicity, culture, language, disability, gender, socioeconomic status, etc. Children who are Black, Latino, Indigenous, Asian, and all children of color, as well as children with disabilities, children experiencing poverty, children whose parents are LGBTQIA2S+, and their families bring a wealth of diversity and knowledge rooted in cultural ways of knowing and being, which should be centered during their learning experience. Centering their lived experiences seeks to remedy the impacts of historical and contemporary marginalization while creating equitable learning environments where children's joy, brilliance, and identities are validated.

Equity-focused practices teach through the lens of culture in authentic ways that validate children's and families' identities to support development and learning. It is necessary for early learning leaders, education staff (e.g., teachers, home visitors, family child care providers), and coaches to consider how their beliefs and practices work to disrupt bias to encourage a joy in learning. To accomplish this goal, equity-focused practices are an essential practice and elevated within each element of the House Framework.

Equity-focused Mindset

> An equity-focused mindset maintains the following:
>
> - Keeping children and families at the center
> - Being aware of our own biases and assumptions
> - Understanding how bias and assumption lead to prejudiced attitudes, beliefs, and actions toward children and families, particularly those whose identities have been historically and contemporarily marginalized

Education staff play a critical part in children's learning experiences in early childhood and beyond. When staff create learning environments characterized by interactions that are positive and strength-based, children and families experience a sense of belonging. To accomplish this, education staff need to have an equity-focused mindset. Being equity-focused means that one is consciously aware of the historical and contemporary injustices and discrimination that have marginalized the identities of children and their families in our society. It requires an understanding of the barriers that racism, classism, sexism, ableism, homophobia, xenophobia, and other systems of oppression have had on children and families' lived experiences. It also means that beyond awareness and understanding, one is committed to action to disrupt these inequities within our spheres of influence so children and families can thrive. Having an equity-focused mindset is key to working with children and families from diverse racial, ethnic, cultural, linguistic, and ability backgrounds. In the House Framework, this equity-focused mindset is shown as the strong siding that surrounds the house. It highlights the importance of entering all aspects of the work with awareness of how one's biases and daily actions impact children and families.

Having an equity-focused mindset involves:

- Committing to ongoing self-reflection about one's actions, biases, attitudes, and beliefs
- Learning about the historical and contemporary aspects of our society that unjustly discriminate against people and communities based on their intersecting identities
- Critically reflecting on and unlearning research and educational framings that are deficit-based
- Applying strength-based language and approaches that center the joy and brilliance of all children, particularly children of color and children with disabilities
- Fostering learning environments where children and their families' intersecting identities are included as valuable parts of children's development and learning
- Advocating for greater equity in children and families' access to high-quality education and services, positive and fair experiences, and outcomes that are not based on one's demographic variables

Read more:

Adult–Child Interaction, Equity
, Teaching Practices

Last Updated: May 20, 2024

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**
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
July-24	660	710	637	2007
August-24	2483	2461	3082	8026
September-24	2981	2967	3874	9822
October-24	3074	3043	3757	9874
November-24	2277	2261	2827	7365
YEARLY TOTALS	29786	29612	37046	96444

October 2024 HEAD START TIME & ATTENDANCE REPORT

As of 10/31/24	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	9	1	10	1		1	9	0		9		16	93.5%
Antlers 2			0			0	0	0		0			
Battiest	8		8	2		2	6	0		6	1	15	81.1%
Boswell 1	12		12			0	12	0		12	5	18	93.5%
Boswell 2	12		12			0	12	0		12	5	18	95.4%
Broken Bow 1	11		11			0	11	0		11	2	19	90.9%
Broken Bow 3	10		10			0	10	0		10		19	93.7%
Clayton 1	9		9			0	9	0		9	2	18	92.6%
Clayton 2	8		8			0	8	0		8	2	18	86.1%
Forest Grove 1	18		18	3		3	15	0		15	8	17	88.6%
Forest Grove 2	11	2	13			0	13	0		13	4	17	89.2%
Fort Towson	8		8		1	1	7	1	10/2/2024	8	1	16	76.3%
Haworth	8		8			0	8	0		8	3	17	86.0%
Horace Mann 1	10	1	11	1		1	10	0		10		18	89.8%
Horace Mann 2	16		16	1		1	15	0		15	1	18	92.6%
Horace Mann 3	10	1	11			0	11	0		11	2	18	91.1%
Hugo 2	11		11	1		1	10	0		10		18	84.4%
Hugo 4	11	1	12	2		2	10	0		10	2	18	90.8%
Idabel 1	8		8			0	8	0		8		19	85.5%
Idabel 2	7	3	10			0	10	0		10		19	91.0%
Idabel 3	8	2	10			0	10	0		10		19	94.7%
Rattan 1	9	1	10			0	10	0		10	4	16	85.1%
Rattan 2	3		3			0	3	0		3	1	18	92.6%
Rattan 3	4		4	1		1	3	0		3		18	100.0%
Soper 1	17		17			0	17	0		17	9	17	90.3%
Soper 2	12		12	1		1	11	0		11	5	17	90.9%
Valliant 1			0			0	0	0		0			
Valliant 2	17	2	19	2	3	5	14	3	10/11/2024	17	3	20	82.4%
TOTALS	267	14	281	15	4	19	262	4		266	60		89.6%

October 2024 Pre-K TIME & ATTENDANCE REPORT

As of 10/31/24	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			0			0	0		
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	3		3			0	3	17	100.0%
TOTALS	3	0	3	0	0	0	3		100.0%

October 2024 EHS Time and Attendance

As of 10/31/24	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	28	2	30	4	3	7	23	1	3	10/18/2024	21	81.7%
Hugo	15		15	3		3	12		0		21	82.5%
Idabel	14		14	2		2	12	2	0		21	88.9%
TOTALS	**57**	**2**	**59**	**9**	**3**	**12**	**47**	**3**	**3**			**83.7%**

October 2024 EHS-CC Time and Attendance

As of 10/31/24	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	10		10	2		2	8	1	0		22	89.9%
ELC-Broken Bow	18		18	3	2	5	13	1	2	10/18/2024	20	86.5%
ELC-Hugo	10		10	2	1	3	7		1	10/25/2024	20	79.5%
ELC-Idabel	17		17	1	2	3	14	2	2	10/10/2024	21	82.9%
Cabbage Patch	28	1	29	5		5	24	2	0		22	96.1%
The LearningTree	52		52	13	1	14	38	2	1	10/25/2024	22	87.4%
TOTALS	**135**	**1**	**136**	**26**	**6**	**32**	**104**	**8**	**6**			**88.3%**

KATHRYN B. BREWER
Executive Coordinator

RYAN STEPHENSON
Assistant Executive Coordinator

STATE OF OKLAHOMA

DISTRICT ATTORNEYS COUNCIL

421 NW 13th Street, Suite 290 • Oklahoma City, Oklahoma 73103

	EXECUTIVE	FINANCE	GRANTS	VICTIMS	IT	TRAINING	UVED
	405-264-5000	405-264-5004	405-264-5008	405-264-5006	405-264-5002	405-264-5000	405-264-5010
FAX	405-264-5099	405-264-5099	405-264-5099	405-264-5097	405-264-5099	405-264-5099	405-264-5099

November 20, 2024

DeeDee Atwood
LIFT Community Action Agency, Inc.
603 S.W. "B" Street
Antlers, Oklahoma 74523

District Attorneys Council Site Visit Summary for the 2023-VOCA-LIFT CAA-097 Grant

SUMMARY

The Victims of Crime Act (VOCA) was passed by Congress and signed into law by the President on October 12, 1984. The Act establishes within the U.S. Treasury a separate account known as the Crime Victims Fund. The VOCA funds are awarded by the District Attorneys Council (DAC) VOCA Board to subrecipients for the purpose of providing services to victims of crime. The DAC establishes criteria that must be met by all organizations that receive VOCA funds. Each subrecipient organization must comply with the applicable provisions of the VOCA Program Guidelines, and the requirements of the OJP Financial Guide, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA grant and matching funds.

The DAC site visit of the **2023-VOCA-LIFT CAA-097 grant** primarily focused on comparing the quarterly report with supporting financial documents and the programmatic progress for the time period of **January 1, 2024 through March 31, 2024 for grant 097.** In planning and performing our site visit, we appreciate the helpfulness and timeliness of the staff. The site visit was held on October 21, 2024.

Objectives

The purpose of this site visit was:

1. Evaluate sub grantees compliance with the VOCA grant contract.
2. Determine the adequacy of supporting documents for the funds distributed from the VOCA Grant.
3. Determine if the project is on track to meeting the Goals and Objectives.

SCOPE

The scope of this site visit encompassed the period of **January 1, 2024 through March 31, 2024.** Through review of relevant documents, we conducted a detailed analysis of the following:

1. The VOCA Grant subrecipient ledger
2. Timesheets
3. Payroll Remittance
4. Employer Paid Benefits
5. Goals and Objectives
6. Policies and Procedures supporting Federal Civil Rights Compliance
7. VOCA Paid Employee Interviews

RESULTS

I was pleased to learn of the respect and confidence the judges hold for your program. I was equally pleased to hear about the inroads of collaboration and coordination with community partners and the community at large. Your leadership within the community is worth noting.

In our opinion, LIFT Community Action Agency, Inc. is in compliance with the VOCA Grant financial and programmatic reporting requirements for the period of January 1, 2024 through March 30, 2024. There are no fiscal or programmatic findings or concerns at this time. If you have any questions or require further clarification please do not hesitate to contact me. I can be reached by email at VOCAHelp@dac.state.ok.us via phone at (405) 264-5008.

Sincerely,

Bailey Haile

VOCA Program Monitor

KATHRYN B. BREWER
Executive Coordinator

RYAN STEPHENSON
Assistant Executive Coordinator

STATE OF OKLAHOMA

DISTRICT ATTORNEYS COUNCIL

421 NW 13th Street, Suite 290 • Oklahoma City, Oklahoma 73103

	EXECUTIVE	FINANCE	GRANTS	VICTIMS	IT	TRAINING	UVED
	405-264-5000	405-264-5004	405-264-5008	405-264-5006	405-264-5002	405-264-5000	405-264-5010
FAX	405-264-5099	405-264-5099	405-264-5099	405-264-5097	405-264-5099	405-264-5099	405-264-5099

November 20, 2024

DeeDee Atwood
LIFT Community Action Agency, Inc.
603 S.W. "B" Street
Antlers, Oklahoma 74523

District Attorneys Council Site Visit Summary for the 2023-VOCA-LIFT CAA-098 Grant

SUMMARY

The Victims of Crime Act (VOCA) was passed by Congress and signed into law by the President on October 12, 1984. The Act establishes within the U.S. Treasury a separate account known as the Crime Victims Fund. The VOCA funds are awarded by the District Attorneys Council (DAC) VOCA Board to subrecipients for the purpose of providing services to victims of crime. The DAC establishes criteria that must be met by all organizations that receive VOCA funds. Each subrecipient organization must comply with the applicable provisions of the VOCA Program Guidelines, and the requirements of the OJP Financial Guide, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA grant and matching funds.

The DAC site visit of the **2023-VOCA-LIFT CAA-098 grant** primarily focused on comparing the quarterly report with supporting financial documents and the programmatic progress for the time period of **January 1, 2024 through March 31, 2024 for grant 098.** In planning and performing our site visit, we appreciate the helpfulness and timeliness of the staff. The site visit was held on October 21, 2024.

Objectives

The purpose of this site visit was:

1. Evaluate sub grantees compliance with the VOCA grant contract.
2. Determine the adequacy of supporting documents for the funds distributed from the VOCA Grant.
3. Determine if the project is on track to meeting the Goals and Objectives.

SCOPE

The scope of this site visit encompassed the period of **January 1, 2024 through March 31, 2024.** Through review of relevant documents, we conducted a detailed analysis of the following:

1. The VOCA Grant subrecipient ledger
2. Timesheets
3. Payroll Remittance
4. Employer Paid Benefits
5. Goals and Objectives
6. Policies and Procedures supporting Federal Civil Rights Compliance
7. VOCA Paid Employee Interviews

RESULTS

I was pleased to learn that LIFT Community Action Agency has a positive relationship with Law Enforcement, Courts, and Prosecutors as well as Choctaw Nation. I was equally pleased to hear about the impact the agency has in the community by offering resources to victims of domestic violence. Your leadership within the community is worth noting.

In our opinion, LIFT Community Action Agency, Inc. is in compliance with the VOCA Grant financial and programmatic reporting requirements for the period of January 1, 2024 through March 31, 2024. There are no fiscal or programmatic findings or concerns at this time. If you have any questions or require further clarification please do not hesitate to contact me. I can be reached by email at VOCAHelp@dac.state.ok.us via phone at (405) 264-5006.

Sincerely,

Bailey Haile

VOCA Program Monitor