



CORPORATE BOARD MEETING

May 16, 2023

5:30 PM

AGENDA

Board of Directors

Lori Thrower
Chair

Leroy Giles
Vice Chairman

LeAnne Pence
Secretary

Phyllis Weaver
Treasurer

Clent Stewart
Past Chair

Gerald Murray

Dana Moore

Joseph Blanchard

Emily Virgin

Andrea Marler

Ashley McCarter

Adriene Davis

Charles Baker

Wendy Swatek, JD,
MPA
Executive Director

I. Call to Order

II. Approval of the Minutes

A. March 21, 2023

III. Acceptance of Financial Reports

A. February 2023

B. March 2023

IV. Standing Business

A. Discussion and/or Action re: Approval of Proposed Facility Projects Including Equipment Purchases Over \$5000.

B. Discussion and/or Action re: Approval of Report on Policy Council Meeting from Board Liaison/Policy Council Member.

V. Consent Agenda

A. Discussion and/or Action re: Acceptance of the Head Start Director's Report for March and April 2023.

1. Facilities

2. Accidents

3. Volunteer In-Kind

4. Average Daily Attendance

5. Meals Served (CACFP)

1333 W. Main Norman, Oklahoma 73069 (405) 292-6440 Fax: (405) 292-6442

All roads lead to home

- B. Discussion and/or Action re: Acceptance of the Youth Services Program and Counseling Statistics for March and April, 2023.
- C. Discussion and/or Action re: Acceptance of the Minutes Of the Third Quarter Program Evaluation Committee Meeting.
- D. Discussion and/or Action re: Acceptance of the Youth Services 2nd and 3rd Quarter Incident Report.
- E. Discussion and/or Action: Discussion and/or Action re: Approval of the following Agency Reports
 - 1. 3rd Quarter Medicaid Report
 - 2. 3rd Quarter Cash Account Audit.
- F. Discussion and/or Action re: Approval of the 401K Savings Plan for Jan/Feb/Mar 2023.
- G. Discussion and/or Action re: Update of Job Description.
- H. Discussion and/or Action re: ACF-PI-HS-23-02, FY 2023 Funding Increase
- I. Discussion and/or Action re: ACF-IM-HS-23-01, Lead Poisoning Prevention. The Role of Head Start in Addressing Lead Water.
- J. Discussion and/or Action re: Head Start Vaccine Testing Announcement.
- K. Discussion and/or Action re: Executive Director Wendy Swatek's Evaluation.
- L. Discussion and/or Action re: Salary Schedule to reflect HS/EHS 5.6% COLA.

VI. Old Business

- A. Discussion and/or Action re: One Time Funds Request Update.
- B. Discussion and/or Action re: Update on Ownership Of the Stroud Head Start Building.
- C. Discussion and/or Action re: Southwest Credit Card.

VII. New Business

- A. Discussion and/or Action re: Acceptance of the Head Start Director's Report for March and April 2023.
 - 1. Enrollment/Staff Shortages
 - 2. Treasured Moments
- B. Discussion and/or Action re: Acceptance of the January 17, 2023 OAYS Peer Review/Agency Certification Report.
- C. Discussion and/or Action re: Approval of the Plan and Report for the 2022 Community Needs Assessment. (Link sent in email.)

- D. Discussion and/or Action re: Approval of the 2023 Strategic Organizational Plan. (Link on Website.)
- E. Discussion and/or Action re: Approval of the 990 Tax Return.
- F. Discussion and/or Action re: FY 2023 Agency Budget Revision.
- G. Discussion and/or Action re: HS Notification of Selection for Improper Payment Study.
- H. Discussion and/or Action re: Compliance Update for Financial Reports.
- I. Discussion and/or Action re: Consolidation of Grants.
- J. Discussion and/or Action re: Nomination of Slate of Officers for FY 2023.
 - 1. Chair – Leroy Giles
 - 2. Vice-Chair – Andrea Marler
 - 3. Secretary - Leanne Pence
 - 4. Treasurer – Phyllis Weaver
 - 5. Past Chair – Lori Thrower
- K. Other Business Not Known at Time of Agenda Preparation.

VIII. Announcement

- 1. Board Recruiting
- 2. Open Positions
- 3. Summit Update

IX. Adjournment

Crossroads Youth & Family Services, Inc.

BOARD MEETING MINUTES

March 21, 2023

BOARD MEMBERS PRESENT: Lori Thrower (Chair), Leroy Giles (Vice Chair), Leanne Pence (Secretary), Clent Stewart (Past Chair), Phyllis Weaver (Treasurer), Gerald Murray, Dana Moore, Andrea Marler, Ashley McCarter, Charles Baker

OTHERS PRESENT: Wendy Swatek, Kate Butler, John Griffith, Denise McClure, Jennifer Prince, Jennifer Foster.

I. Call to Order

Chair Lori Thrower determined that a quorum was present, and the meeting was called to order.

II. Presentation of the Child Observation Record C.O.R. Period 1 & 2 TSR and

CLASS for Program Year 2022-23. Presented by: Education Coordinators, Leanne Condray, Juanita Bostick and Merary Soria. A motion to approve the Presentation of the Child Observation Record C.O.R. Period 1 & 2 TSR and CLASS for Program Year 2022-23 was made by Gerald Murray; followed by a second, motion carried.

III. Approval of the Minutes

A. February 28, 2023

A motion to approve the Minutes of the February 28, 2023 Board Meeting was made by Charles Baker; followed by a second, the motion carried.

IV. Acceptance of Financial Reports

A. January, 2023

Chief Financial Officer John Griffith presented the January, 2023 Financial Reports. A motion to accept the Financial Reports was made by Clent Stewart; followed by a second, the motion carried.

V. Standing Business

A. Discussion and/or Action re: Approval of Equipment Purchases over \$5,000.

Chief Financial Officer John Griffith gave the final cost analysis of outdoor equipment at Education Engine, CSBI, Union Street and Beginnings Academy. The outdoor equipment was approved under Standing Business at February 28, 2023 Board Meeting.

- B. Discussion and/or Action re:** Approval of Report on Policy Council Meeting from Board Liaison/Policy Council Member:
No Policy Council Report due to no quorum for meeting.
A motion to approve Standing Business was made by Gerald Murray; followed by a second, motion carried.

VI. Consent Agenda

- A. Discussion and/or Action re:** Acceptance of the Head Start Directors Report for February, 2023.
1. Facilities
 2. Accidents
 3. Volunteer In-Kind
 4. Average Daily Attendance
 5. Meals Served
- B. Discussion and/or Action re:** Acceptance of the Youth Services Program Statistical and Counseling Statistics for February, 2023.
- C. Discussion and/or Action re:** Acceptance of the Youth Services 1st Quarter Incident Report.
- D. Discussion and/or Action re:** Approval of ACF, Grant Close-Out Letter dated February 22, 2023 for Grant Closeout 06HE000880 for Project Period: 04-01-21 – 03-31-23.
- E. Discussion and/or Action re:** Approval of ACF, OHS Under-Enrollment Addendum for Grant 06CH010830.
- F. Discussion and/or Action re:** Approval of ACF, OHS Under-Enrollment Addendum for Grant 06CH012176.
- G. Discussion and/or Action re:** Approval of OHS Grant CH010830 Letter dated March 2, 2023, Eligibility for a Non-Competitive Five-Year Grant Award.
A motion to approve the Consent Agenda was made by Past Chair Clent Stewart; followed by a second, the motion carried.

VII. Old Business

- A. Discussion and/or Action re:** One Time Funds Request Update.
Executive Director Wendy Swatek followed-up this discussion from the February 28, 2023 Meeting. A Cost Spreadsheet was provided for the Board to Review. No motion required.

VIII. New Business

- A. Discussion and/or Action re:** Acceptance of the Head Start Director's Report for February, 2023.
1. Enrollment
 2. Parent Complaints. Executive Director Wendy Swatek discussed two parent complaints that were reported to the Region VI Office of HS. A motion to accept the Head Start Director's Report for February, 2023 was made by Gerald Murray; followed by a second, motion carried.
- B. Discussion and/or Action re:** Approval of the 2022 Annual Management Report. (Click link sent in email.) Jennifer Prince presented and reviewed the Annual Management Report. A motion to accept the Annual Management Report was made by Gerald Murray; followed by a second, motion carried.
- C. Discussion and/or Action re:** Approval of COLA Adjustment for FY 2023.
1. ACF, OHS, Grant No. 06CH010830
 2. ACF, OHS, Grant No. 06CH012176
- Executive Director Wendy Swatek presented and reviewed the COLA Adjustment for FY 2023. A motion to approve the COLA Adjustment for FY 2023 was made by Phyllis Weaver; followed by a second, motion carried.
- D. Discussion and/or Action re:** FY 2022-2023 Budget Revision. Chief Financial Officer John Griffith presented the FY 2022-2023 Budget Revision. A motion to approve the FY 2022-2023 Budget Revision was made by Phyllis Weaver; followed by a second, motion carried.
- E. Discussion and/or Action re:** Refunding Application for Lincoln/Seminole County. Executive Director Wendy Swatek stated we continue to work to complete the Refunding Application which is due April 1, 2023. A motion to accept the Refunding Application for Lincoln/Seminole County was made by Clent Stewart; followed by a second, motion carried.
- F. Discussion and/or Action re:** March 17th Retention Report. Executive Director Wendy Swatek discussed the March 17th Retention Report. A motion to approve the March 17th Retention Report was made by Clent Stewart; followed by a second, motion carried.
- G. Discussion and/or Action re:** Ownership of the Stroud Head Start Building. Executive Director Wendy Swatek make contact via a phone call with person claiming ownership. Wendy requested clarification and documentation of ownership of building. No information provided as to date. (No motion required.)
- H. Other Business Not Known at Time of Agenda Preparation.**
No other Business at time of Agenda Preparation.

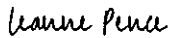
IX. Announcements

1. Board Recruiting -
2. Open Positions
3. Audit Committee/Annual Review

Executive Director Wendy Swatek asked if any Board Members would like to form an Audit Committee. She will be in touch at a later date to schedule this.

X. Adjournment

There being no further business, a motion to adjourn was made by Gerald Murray; followed by a second, the motion carried, and the meeting was adjourned.

DocuSigned by:

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Leanne Pence, Board Secretary

Crossroads Youth & Family Services, Inc.
Balance Sheet
As of 02/28/2023

	<u>Current Year</u>	<u>Prior Year</u>
Assets		
Cash & Cash Equivalents		
Petty Cash	\$ 504.00	\$ 400.00
Cash in Arvest Bank	299,186.80	150,737.60
Cash in Republic Bank	1,279,155.68	595,774.78
BancFirst - Childcare Subsidies	18,103.02	48,159.77
Total Cash & Cash Equivalents	1,596,949.50	795,072.15
Other Current Assets		
Accounts Receivable	969,317.98	1,395,369.15
Employee Receivable	(138.86)	2,130.73
Prepaid Insurance	41,584.08	41,829.00
Prepaid Workers Comp	8,854.63	17,441.45
Prepaid Expense Other	0.00	6,889.50
Deposits	108,310.75	1,500.00
Total Other Current Assets	1,127,928.58	1,465,159.83
Long-term Assets		
Property & Equipment	6,103,160.81	4,576,938.83
Total Assets	<u>\$ 8,828,038.89</u>	<u>\$ 6,837,170.81</u>
Liabilities		
Accounts Payable	\$ 303,203.23	\$ 548,801.36
Deferred Revenue	352,439.42	314,000.00
Accrued Workers Comp	25,384.26	21,840.62
Accrued Wages	183,524.67	151,983.84
Accrued Vacation	110,322.78	96,890.63
Payroll Taxes Payable	54,490.73	43,422.33
Employee Insurance Withholding	58,338.06	(3,854.35)
Employee Retirement Withholding	10,008.60	21,577.18
Flexible Spending Account	7,925.38	7,925.38
Good Samaritan Account	0.00	0.00
Employee Garnishment	1,928.42	2,740.26
PPP Loan	0.00	0.00
Total Liabilities	1,107,565.55	1,205,327.25
Net Assets		
Beginning Net Assets	7,551,216.23	5,403,643.80
Temporarily Restricted Net Assets	98,978.84	195,452.29
Current YTD Net Income	70,278.27	32,747.47
Total Net Assets	7,720,473.34	5,631,843.56
Total Liabilities and Net Assets	<u>\$ 8,828,038.89</u>	<u>\$ 6,837,170.81</u>

*Temp Restricted Assets is comprised of Shelter Clothing (\$4,948.80)
Restricted for Endowment (\$60,000.00) City of Norman ARPA \$390.00
United Way car seats \$456.44 Caleb's Cause (\$250.00)
McMahon (\$11,666.64) Sarkeys (\$5,000.00)
United Way-Shelter (\$3,888.23) United Way-Launch 2021 (\$3,649.08)
Victory Family (\$10,012.08) Galbraith Lumber (\$410.45)

**Originally presented as \$10,789.04

Crossroads Youth & Family Services, Inc.
Income Statement - Youth Services
Fiscal Year thru Period Ending February 28, 2023

66.67%

Description	Month to Date	Year to Date	Annual Budget	Percent	
CBYS - Outreach & FTOP	\$ 29,293.37	\$ 182,468.39	\$ 345,020.00	52.89%	
CBYS - Shelter	49,935.22	370,143.54	480,000.00	77.11%	66.98%
Municipal Shelter	0.00	0.00	0.00	0.00%	66.98%
OJA-Retention	4,085.65	29,576.22	72,000.00	41.08%	
OJA - CARS	7,719.88	44,264.06	96,999.00	45.63%	
OJA-Transitional Living	211.50	3,879.85	0.00	0.00%	
Title XIX-Soonercare	9,614.42	72,443.78	100,000.00	72.44%	
DHS COVID Supplemental	0.00	0.00	0.00	0.00%	
Client Fees	0.00	0.00	200.00	0.00%	
DHS - Food Reimbursement	1,520.12	10,262.18	16,000.00	64.14%	
Contributions	2,674.26	6,386.18	5,000.00	127.72%	
Other Income	0.00	600.48	0.00	0.00%	
Insure Oklahoma-Health Care	45.49	90.98	1,500.00	6.07%	
Interest Income	5,927.28	12,906.10	5,000.00	258.12%	
Total Revenue	111,027.19	733,021.76	1,121,719.00	65.35%	
Salaries & Wages	43,771.99	361,660.49	591,610.00	61.13%	
Payroll Taxes	3,332.06	28,550.27	48,034.00	59.44%	
Employee Benefits	6,398.69	44,534.91	118,580.00	37.56%	
Workers Comp	1,075.54	8,977.64	11,550.00	77.73%	
Contract Labor	10,169.36	76,713.30	123,000.00	62.37%	
Training & Travel	370.14	3,499.69	8,475.00	41.29%	
Rent	738.34	6,885.24	8,825.00	78.02%	
Utilities	772.29	14,484.70	23,200.00	62.43%	
Communication	1,463.23	15,651.68	14,800.00	105.75%	
Repairs & Maintenance	1,947.45	22,550.59	35,750.00	63.08%	
Supplies & Postage	4,386.10	44,721.42	54,250.00	82.44%	
Printing/Pub/Ads	109.89	1,456.92	8,125.00	17.93%	
Child Services	0.00	0.00	0.00	0.00%	
Program Recreation	86.98	848.55	2,500.00	33.94%	
Professional Fees	873.05	14,577.67	15,800.00	92.26%	
Dues and Memberships	52.02	206.64	5,500.00	3.76%	
Preplacement Screening	54.25	2,720.39	5,750.00	47.31%	
Insurance Exp	1,262.20	10,097.59	18,980.00	53.20%	
Miscellaneous Expense	340.97	3,226.73	5,000.00	64.53%	
Meals and Events	91.07	1,379.07	950.00	145.17%	
Total Expenditure	77,295.62	662,743.49	1,100,679.00	60.21%	
Net revenue over (under)	\$ 33,731.57	\$ 70,278.27	\$ 21,040.00	5.14%	

Crossroads Youth & Family Services, Inc.
Income Statement - Head Start
Fiscal Year thru Period Ending February 28, 2023

66.67%

Description	Month to Date	Year to Date	Annual Budget	Percent
Head Start Revenue	\$ 386,824.83	\$ 4,095,402.01	\$ 5,579,686.00	73.40%
Early Head Start Revenue	413,525.64	4,072,318.28	5,933,904.00	68.63%
HS/EHS Revenue - COVID-19	25,305.28	745,012.03	700,067.00	106.42%
DHS COVID Supplemental	0.00	0.00	0.00	0.00%
DHS-ARP Revenue	3,333.34	26,666.72	314,000.00	0.00%
State Appropriated Funds	10,209.47	80,898.30	133,041.00	60.81%
Oklahoma Early Childhood Program	7,115.39	65,692.12	160,000.00	41.06%
Donations - Centerpoint/Sarkeys/McMahc	8,782.07	73,542.18	90,000.00	81.71%
CACFP - USDA	63,821.62	433,220.53	835,113.00	51.88%
Child Care Subsidy	81,838.31	572,020.82	789,641.00	72.44%
E-Rate Reimbursement	0.00	5,140.23	30,000.00	17.13%
Insure Oklahoma-Health Care	8,212.31	52,103.36	0.00	0.00%
Other Income	0.00	0.00	0.00	0.00%
Total Revenue	1,008,968.26	10,222,016.58	14,565,452.00	70.18%
Salaries & Wages	535,218.61	5,628,421.56	8,217,217.00	68.50%
Payroll Taxes	22,808.97	425,633.98	672,686.00	63.27%
Employee Benefits	160,915.97	1,260,495.59	2,105,058.00	59.88%
Workers Comp	4,757.58	56,543.98	46,853.00	120.68%
Contract Labor	0.00	16,560.00	0.00	0.00%
Equipment	0.00	0.00	0.00	0.00%
Training & Travel	42,161.26	263,333.11	268,636.00	98.03%
Child Services	7,380.61	73,618.03	62,594.00	117.61%
Rent	28,729.04	224,605.37	319,296.00	70.34%
Utilities	16,346.30	189,272.68	225,492.00	83.94%
Communication	14,702.95	120,701.08	111,322.00	108.43%
Repairs & Maintenance	27,965.97	559,959.34	602,022.00	93.01%
Supplies & Postage	36,792.06	553,855.64	837,374.00	66.14%
Printing/Pub/Ads	5,626.32	47,244.79	100,647.00	46.94%
Professional Fees	4,262.61	77,592.85	86,800.00	89.39%
Dues and Memberships	356.48	1,711.30	0.00	0.00%
Preplacement Screening	375.50	15,490.92	20,840.00	74.33%
Insurance Exp	15,620.50	125,323.23	129,272.00	96.95%
Meals and Events	517.66	3,843.89	9,230.00	41.65%
Miscellaneous	0.00	887.00	0.00	0.00%
USDA Reimburse Food	84,429.87	576,922.24	750,113.00	76.91%
Total Expenditure	1,008,968.26	10,222,016.58	14,565,452.00	70.18%
Net revenue over (under)	\$ -	\$ -	\$ -	0.00%

Crossroads Youth & Family Services, Inc.
Income Statement - Wewoka Head Start
Fiscal Year thru Period Ending February 28, 2023

66.67%

Description	Month to Date	Year to Date	Annual Budget	Percent
Head Start Revenue	\$ 120,548.11	\$ 1,211,827.69	\$ 1,929,368.00	62.81%
HS Revenue - COVID-19	0.00	0.00	0.00	0.00%
CACFP - USDA	10,417.80	53,313.78	0.00	0.00%
State Appropriated Funds	2,577.17	20,617.36	30,926.00	66.67%
Other Income	0.00	0.00	0.00	0.00%
Total Revenue	133,543.08	1,285,758.83	1,960,294.00	65.59%
Salaries & Wages	71,978.14	685,924.14	1,035,650.00	66.23%
Payroll Taxes	5,641.05	54,140.73	88,434.00	61.22%
Employee Benefits	19,328.01	153,842.17	288,277.00	53.37%
Workers Comp	562.71	5,218.06	4,694.00	111.16%
Contract Labor	0.00	0.00	0.00	0.00%
Equipment	0.00	0.00	0.00	0.00%
Training & Travel	2,990.07	31,314.82	43,814.00	71.47%
Child Services	1,848.47	14,710.68	16,361.00	89.91%
Rent	1,760.00	16,576.69	9,600.00	172.67%
Utilities	2,837.62	18,713.61	24,182.00	77.39%
Communication	1,685.85	19,762.95	21,510.00	91.88%
Repairs & Maintenance	3,171.60	108,895.72	63,916.00	170.37%
Supplies & Postage	1,463.22	51,989.60	314,456.00	16.53%
Printing/Pub/Ads	1,917.85	15,611.91	15,494.00	100.76%
Professional Fees	0.00	415.45	5,000.00	8.31%
Dues and Memberships	50.00	50.00	0.00	0.00%
Preplacement Screening	270.80	2,518.55	12,050.00	20.90%
Insurance Exp	1,659.52	13,276.06	16,856.00	78.76%
Meals and Events	0.00	0.00	0.00	0.00%
Miscellaneous	0.00	0.00	0.00	0.00%
USDA Reimburse Food	16,378.17	92,797.69	0.00	0.00%
Total Expenditure	133,543.08	1,285,758.83	1,960,294.00	65.59%
Net revenue over (under)	\$ -	\$ -	\$ -	0.00%

HEADSTART		1 All Counties																		
Feb-23																				
Description	Total	Less Admin Portion	Month 1		Actual Exp		Actual		(Over) Under Program	Admin Budget	Month 1		Actual Exp		Actual		(Over) Under Program	Total (Over) Under		
			February	February	February	February	YTD	YTD			February	February	February	February	YTD	YTD				
Salary	4,027,550	3,423,418	285,285	221,133	221,133	221,133	221,133	64,152	604,133	50,344	35,795	35,795	35,795	14,549	35,795	14,549	78,701			
Payroll taxes	319,372	271,466	22,622	-1,040	-1,040	-1,040	-1,040	23,662	47,908	3,992	2,162	2,162	2,162	1,830	2,162	1,830	25,492			
Benefits	1,290,827	1,097,203	81,434	71,483	71,483	71,483	19,940	193,624	193,624	16,135	6,821	6,821	6,821	9,314	6,821	9,314	29,254			
Travel/Training	34,432	29,267	2,439	139	139	139	2,300	555	5,165	430	555	555	555	(124)	555	(124)	2,176			
Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Supplies	173,671	147,620	12,302	13,261	13,261	13,261	(960)	26,051	26,051	2,171	6,529	6,529	6,529	(4,358)	6,529	(4,358)	(5,318)			
Contract Labor	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Rent	153,846	130,769	10,897	9,098	9,098	9,098	1,800	23,077	23,077	1,923	3,502	3,502	3,502	(1,579)	3,502	(1,579)	220			
Utilities/Telephone	198,582	168,795	14,066	16,092	16,092	16,092	(2,026)	29,787	29,787	2,482	1,441	1,441	1,441	1,041	1,441	1,041	(965)			
Bldg/Child Liab Ins	88,924	75,585	6,299	7,876	7,876	7,876	(1,577)	13,339	13,339	1,112	1,374	1,374	1,374	(262)	1,374	(262)	(1,839)			
Bldg Maint/Rep	174,849	148,622	12,385	13,050	13,050	13,050	(665)	26,227	26,227	2,186	364	364	364	1,822	364	1,822	1,157			
Local Travel	60,090	51,077	4,256	2,614	2,614	2,614	1,642	9,014	9,014	751	114	114	114	637	114	637	2,279			
Child Service Consultants	70,000	70,000	5,833	7,149	7,149	7,149	(1,315)	0	0	0	0	0	0	0	0	0	(1,315)			
Accounting & Legal	41,406	0	0	0	0	0	0	41,406	41,406	3,451	3,062	3,062	3,062	388	3,062	388	388			
Publications/Adv/Print	59,975	50,979	4,248	2,244	2,244	2,244	2,004	8,996	8,996	750	770	770	770	(20)	770	(20)	1,983			
Training	37,456	31,838	2,653	4,676	4,676	4,676	(2,022)	5,618	5,618	468	897	897	897	(429)	897	(429)	(2,451)			
Preplacement Screening	11,507	9,761	815	81	81	81	735	1,726	1,726	144	0	0	0	144	0	144	878			
Meals & Events	5,950	5,058	421	23	23	23	388	893	893	74	252	252	252	(178)	252	(178)	220			
Food	440,000	440,000	36,667	46,537	46,537	46,537	(9,870)	0	0	0	0	0	0	0	0	0	(9,870)			
Food Related	41,996	41,996	3,500	4,218	4,218	4,218	(718)	0	0	0	0	0	0	0	0	0	(718)			
CACFP Reimbursement	(576,996)	(576,996)	(48,083)	(38,234)	(38,234)	(38,234)	(9,849)	0	0	0	0	0	0	0	0	0	(9,849)			
	6,653,437	5,616,476	468,040	380,410	380,410	380,410	87,630	1,036,961	1,036,961	86,413	63,639	63,639	63,639	22,774	63,639	22,774	110,404			

EARLY HEADSTART		All Counties											
Feb-23													
Description	Total	Less Admin Portion	Month 1 February	Actual Exp February	Actual YTD	(Over) Under Program	Admin Budget	Month 1 February	Actual Exp February	Actual YTD	(Over)/Under Program	Total (Over) Under	
Salary	4,096,431	3,481,966	290,164	225,862	225,862	64,301	614,465	51,205	30,756	30,756	20,449	84,760	
Payroll taxes	324,104	275,488	22,957	17,180	17,180	5,777	48,616	4,051	1,796	1,796	2,256	8,033	
Benefits	1,290,030	1,096,526	91,377	74,772	74,772	16,605	193,505	16,125	6,007	6,007	10,118	26,723	
Travel/Training	29,930	25,441	2,120	72	72	2,048	4,490	374	289	289	85	2,132	
Equipment	0	0	0	0	0	0	0	0	0	0	0	0	
Supplies	127,899	108,714	9,060	10,883	10,883	(1,823)	19,185	1,599	6,119	6,119	(4,520)	(6,343)	
Contract Labor	0	0	0	0	0	0	0	0	0	0	0	0	
Rent	182,156	154,833	12,903	13,103	13,103	(200)	27,323	2,277	3,026	3,026	(749)	(949)	
Utilities/Telephone	138,948	118,106	9,842	12,358	12,358	(2,516)	20,842	1,737	1,158	1,158	579	(1,937)	
Bldg/Child Lab Ins	56,222	47,789	3,982	5,553	5,553	(1,571)	8,433	703	817	817	(115)	(1,686)	
Bldg Maint/Rep	114,312	97,166	8,097	14,247	14,247	(6,150)	17,147	1,429	305	305	1,124	(5,026)	
Local Travel	29,120	24,752	2,063	1,570	1,570	493	4,368	364	61	61	303	796	
Child Service Consultants	12,693	12,693	1,058	232	232	826	0	0	0	0	0	826	
Accounting & Legal	20,149	0	0	0	0	0	20,149	1,679	1,557	1,557	122	122	
Publications/Adv/Print	52,175	44,349	3,696	1,959	1,959	1,736	7,826	652	652	652	(0)	1,736	
Training	81,314	69,117	5,760	6,762	6,762	(1,002)	12,197	1,016	470	470	546	(456)	
Preplacement Screening	9,322	7,924	660	295	295	365	1,398	117	0	0	117	482	
Meals & Events	3,400	2,890	241	11	11	230	510	43	231	231	(186)	41	
Food	345,805	345,805	28,817	31,189	31,189	(2,372)	0	0	0	0	0	(2,372)	
Food Related	27,996	27,996	2,333	2,644	2,644	(311)	0	0	0	0	0	(311)	
CACFP Reimbursement	(373,801)	(373,801)	(31,150)	(25,588)	(25,588)	(5,563)	0	0	0	0	0	(5,563)	
	6,566,205	5,567,752	463,979	393,106	393,106	70,873	1,000,453	83,371	53,246	53,246	30,125	100,998	
	13,221,642	11,184,228	932,019	773,516	773,516	158,503	2,037,414	169,785	116,885	116,885	52,899	211,402	

PROGRAM INCOME														
Feb-23														
Description	Total	All Counties				(Over) Under Program	Admin Budget	Month 1		Actual Inc		Actual		Total (Over) Under
		Less Admin Portion	Month 1 February	Actual Inc February	Actual YTD			February	February	YTD	YTD			
E-Rate Reimbursement	(30,000)	(30,000)	(2,500)	0	(2,500)	0	0	0	0	0	0	0	(2,500)	
Insure Oklahoma-Healthcare	(242,000)	(242,000)	(20,167)	(6,212)	(11,954)	0	0	0	0	0	0	0	(11,954)	
Donations	0	0	0	0	0	0	0	0	0	0	0	0	0	
Gain on Sale	0	0	0	0	0	0	0	0	0	0	0	0	0	
Childcare Subsidy-HS	(887,207)	(887,207)	(73,934)	(49,012)	(24,922)	0	0	0	0	0	0	0	(24,922)	
Childcare Subsidy-EHS	(232,509)	(232,509)	(19,376)	(32,827)	13,451	0	0	0	0	0	0	0	13,451	
	(1,391,716)	(1,391,716)	(115,976)	(90,051)	(25,926)	0	0	0	0	0	0	0	(25,926)	
	11,829,926	9,792,512	816,043	683,466	132,577	2,037,414	169,785	116,885	116,885	52,899	116,885	185,476		
IN-KIND ***														
Feb-23														
All Counties														
Description	Total	Less Admin Portion	Month 1 February	Actual YTD	(Under)/Over Program	Admin Budget	Month 1 February	Actual Inc February	Actual YTD	(Under)/Over Program	Actual YTD	Actual YTD	Total Over (Under)	
	2,957,482	2,513,859	209,488	137,669	(71,819)	443,622	36,969	0	137,669	(36,969)	0	0	(108,788)	

HEADSTART		8 Lincoln/Seminole HS															
Feb-23																	
Description	Total	Less Admin Portion	Month 8 February	Actual Exp February	Actual YTD	(Over) Under Program	Admin Budget February	Month 8 February	Actual Exp February	Actual YTD	(Over) Under Program	Admin Budget February	Month 8 February	Actual Exp February	Actual YTD	(Over) Under Program	Total (Over) Under
Salary	1,004,724	854,015	569,344	58,242	559,170	10,173	150,709	100,472	13,736	126,754	(26,281)	150,709	100,472	13,736	126,754	(26,281)	(16,108)
Payroll taxes	94,004	79,903	53,269	4,574	44,381	8,888	14,101	9,400	1,067	9,759	(359)	14,101	9,400	1,067	9,759	(359)	8,529
Benefits	287,401	244,291	162,861	16,461	131,793	31,067	43,110	28,740	3,430	27,267	1,473	43,110	28,740	3,430	27,267	1,473	32,540
Travel/Training	14,708	12,502	8,335	516	2,733	5,601	2,206	1,471	0	0	1,471	2,206	1,471	0	0	1,471	7,072
Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Supplies	314,456	267,288	178,192	1,463	51,990	126,202	47,168	31,446	0	0	126,202	47,168	31,446	0	0	126,202	157,648
Contract Labor	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rent	9,600	8,160	5,440	1,760	16,577	(11,137)	1,440	960	0	0	960	1,440	960	0	0	960	(10,177)
Utilities/Telephone	46,943	39,902	26,601	4,523	38,477	(11,876)	7,041	4,694	0	0	4,694	7,041	4,694	0	0	4,694	(7,181)
Bldg/Child Liab Ins	16,856	14,328	9,552	1,660	13,276	(3,724)	2,528	1,686	0	0	1,686	2,528	1,686	0	0	1,686	(2,039)
Bldg Maint/Rep	63,916	54,329	36,219	3,172	108,896	(72,877)	9,587	6,392	0	0	6,392	9,587	6,392	0	0	6,392	(66,285)
Local Travel	18,820	15,997	10,665	2,304	21,166	(10,501)	2,823	1,882	0	0	1,882	2,823	1,882	0	0	1,882	(8,619)
Child Service Consultants	15,110	15,110	10,073	1,848	14,711	(4,637)	0	0	0	0	(4,637)	0	0	0	0	0	(4,637)
Accounting & Legal	5,000	0	0	50	50	(50)	5,000	3,333	0	415	2,918	5,000	3,333	0	415	2,918	2,868
Publications/Adv/Print	15,494	13,170	8,760	1,918	15,612	(6,832)	2,324	1,549	0	0	1,549	2,324	1,549	0	0	1,549	(5,283)
Training	16,250	13,813	9,208	170	7,416	1,792	2,438	1,625	0	0	1,625	2,438	1,625	0	0	1,625	3,417
Preplacement Screening	6,086	5,173	3,449	271	2,519	930	913	609	0	0	609	913	609	0	0	609	1,539
Meals & Events	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Food	0	0	0	16,320	92,216	(92,216)	0	0	0	0	0	0	0	0	0	0	(92,216)
Food Related	0	0	0	58	582	(582)	0	0	0	0	0	0	0	0	0	0	(582)
CACFP Reimbursement	0	0	0	(10,418)	(53,314)	53,314	0	0	0	0	0	0	0	0	0	0	53,314
	1,929,368	1,637,979	1,091,986	104,892	1,068,250	23,736	291,389	194,259	18,234	164,195	30,064	291,389	194,259	18,234	164,195	30,064	53,800

Credit Card Purchases February 2023				
Purchaser				
Wendy Swatek	2/16/2023	Vonage Business	4183.02	Vonage Phone Charges
Wendy Swatek	2/19/2023	Zoom	199.90	Agency Video Call
Tydree Lewis	2/8/2023	Amazon	104.85	Shelter Entertainment Items
Tydree Lewis	2/11/2023	Sams Club	214.09	Shelter Supplies and Food
Tydree Lewis	2/20/2023	Sams Club	351.52	Shelter Supplies and Food
Tydree Lewis	2/21/2023	Walmart.com	254.86	Shelter Supplies and Food
Tydree Lewis	2/25/2023	Sams Club	158.59	Shelter Supplies and Food
Candus Ingram	1/30/2023	Care Courses	117.00	Books for Kyra Walker (Union St)
Candus Ingram	1/30/2023	Care Courses	117.00	Books for Jennifer Woolever (SELC)
Candus Ingram	1/30/2023	Wayfair	191.59	Furnishings for Union St
Candus Ingram	2/2/2023	Teachstone Training	125.00	Dava Peters CLASS Report
Candus Ingram	2/6/2023	Walmart.com	102.12	Clev. Co EHS Formula
Candus Ingram	2/6/2023	Walmart.com	141.36	CSBI HS Sensory Rocking Chair
Candus Ingram	2/8/2023	Council for Professional	425.00	CDA for Karri Hollis
Kauanoë Labrie	2/8/2023	Care Courses	120.00	Davenport HS/ Jordan Lewis CDA Books
Kauanoë Labrie	2/24/2023	Care Courses	398.00	Seminole EHS Strother
Jennifer Foster	1/25/2023	Walmart.com	204.00	Psycho Ed Group Supplies
Brittini Cowles	2/3/2023	Care Courses	110.00	Books for Nikki McCurry (BEGN EHS)
Brittini Cowles	2/7/2023	Loving Guidance LLC	119.99	Breanna Jackson Resources Membership
Brittini Cowles	2/8/2023	Loving Guidance LLC	285.20	Summit Ridge Classroom Supplies
Mike Templeton	2/1/2023	Bryan Street	325.00	Rental 3 Units
Mike Templeton	2/3/2023	BNB Technology	879.99	Monthly Datta Backup
Mike Templeton	2/12/2023	PODS	249.00	At Main Street for CSBI
Mike Templeton	2/23/2023	SP All Security	112.51	Door Clickers for Summit Ridge
Mike Templeton	2/23/2023	Techsoup	900.00	Mircrosoft Licenses
Mike Templeton	2/24/2023	City of Prague	303.00	New Location Water/Electric Deposit
Denise McClure	1/27/2023	Sonic	150.00	Birthday Cards for Employees
Denise McClure	1/30/2023	AATRIX	102.00	1099 NEC E-Filling
Denise McClure	2/9/2023	Sams Club	380.00	Yearly Membership Renewal for agency



Account Number: XXXX XXXX XXXX 9064

CROSSROADS YOUTH & FAMILY

Statement Closing Date: 02/27/23

Corporate Account Summary

Previous Balance		\$17,617.46
Purchases and other Charges	+	\$13,837.55
Cash Advances	+	\$0.00
Credits	-	\$0.00
Payments	-	\$21,800.48
Late Payment Charge	+	\$0.00
Finance Charges	+	\$0.00
New Balance		\$9,654.53
Disputed Amount		\$0.00

Corporate Account Summary

Past Due Amount	\$0.00
Credit Limit	\$50,000.00
Available Credit Limit	\$40,345.47
Cash Advance Credit Limit	\$0.00
Days in Billing Cycle	31
Statement Closing Date	02/27/23
Minimum Payment Due	\$290.00
Payment Due Date	03/24/23

Call Customer Service 1-800-356-8085

Lost or Stolen Credit Card 1-800-356-8085

Manage your account online at:

www.arvest.com

Please send billing inquiries and correspondence to:

ARVEST BANK
P.O. BOX 6139
NORMAN, OK 73070-6139

Corporate Account Activity

Trans Date	Post Date	Reference Number	Description	Amount
01/30	01/30	74494573030303000003265	PAYMENT RECEIVED - THANK YOU	-\$4,183.04
02/21	02/21	74494573052305200001984	PAYMENT RECEIVED - THANK YOU	-\$13,434.42
02/22	02/22	74494573053305300001941	PAYMENT RECEIVED - THANK YOU	-\$4,183.02

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual rate on your account.

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Interest Charge
PURCHASES	14.49% (v)	\$0.00	\$0.00
CASH ADVANCES	14.49% (v)	\$0.00	\$0.00

(v) = Variable Rate

REWARDS SUMMARY

Previous Balance	Earned	Other Adjustments	Redeemed	Current Balance
243,732	12,569	0	0	256,301

DETACH HERE: To ensure proper credit, please include lower portion with your payment.

ARVEST BANK
P.O. BOX 6139
NORMAN, OK 73070-6139

Account Number XXXX XXXX XXXX 9064
New Balance \$9,654.53
Minimum Payment Due \$290.00
Payment Due Date 03/24/23

Amount enclosed

\$

New address, phone number or email? PRINT on back.

To ensure proper credit, please return this portion with your payment. Make checks payable to CARD SERVICES.

CROSSROADS YOUTH & FAMILY
ACCOUNTS PAYABLE
1333 W MAIN ST
NORMAN OK 73069-6864

Arvest Bank
PO BOX 2149
Lowell AR 72745

Account Number: XXXX XXXX XXXX 9064
CROSSROADS YOUTH & FAMILY
Statement Closing Date: 02/27/23

IMPORTANT INFORMATION

Balance Subject to Interest Rate. We use a method called "average daily balance (including new purchases)." Accordingly, we figure the interest charge on your account by applying the periodic rate to the "average daily balance" of your account. To get the "average daily balance," we take the beginning balance of your account each day (any credit balance is treated as a "0" balance), add any new purchases, cash advances and fees, and subtract any unpaid interest, other finance charges, annual fees, returned check fees and any payments or credits. This gives us the daily balance. Then, we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle. This gives us the "average daily balance."

What To Do If You Think You Find A Mistake On Your Statement
If you think there is an error on your statement, write to us at:

Arvest Bank
PO Box 6139
Norman, OK 73070

You may also contact us on the Web:
www.arvest.com

In your letter, give us the following information:

- *Account Information:* Your name and account number.
- *Dollar amount:* The dollar amount of the suspected error.
- *Description of Problem:* If you think there is an error on your bill describe what you believe is wrong and why you believe it is a mistake.

You must contact us within 60 days after the error appeared on your statement.

You must notify us of any potential errors in writing or by going to www.arvest.com and completing a Dispute Form. You may call us, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question.

While we investigate whether or not there has been an error, the following are true:

- We cannot try to collect the amount in question, or report you as delinquent on that amount.
- The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
- While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
- We can apply any unpaid amount against your credit limit.

What Will Happen After We Receive Your Letter

When we receive your letter, we must do two things:

1. Within 30 days of receiving your letter, we must tell you that we received your letter. We will also tell you if we have already corrected the error.
2. Within 90 days of receiving your letter, we must either correct the error or explain to you why we believe the bill is correct.

Your Rights If You Are Dissatisfied With Your Credit Card Purchase

If you are dissatisfied with the good or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase.

To use this right, all of the following must be true:

1. The purchase must have been made in your home state or within 100 miles of your current mailing address, and the purchase price must have been more than \$50. (Note: Neither of these are necessary if your purchase was based on an advertisement we mailed to you, or if we own the company that sold you the goods or services.)
 2. You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.
 3. You must not yet have fully paid for the purchase.
- If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing or electronically at:

Arvest Bank
PO Box 6139
Norman, OK 73070
www.arvest.com

While we investigate, the same rules apply to the disputed amount as discussed previously. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

IF YOUR CARD IS LOST OR STOLEN, PLEASE NOTIFY US AS SOON AS POSSIBLE AT 1-800-356-8085

www.arvest.com

S0208-7208-0320

PLEASE PRINT YOUR NEW ADDRESS, TELEPHONE NUMBER AND/OR EMAIL BELOW:

NAME

ADDRESS

CITY, STATE, ZIP

HOME PHONE NUMBER

BUSINESS PHONE NUMBER

EMAIL



Account Number: XXXX XXXX XXXX 9064
 CROSSROADS YOUTH & FAMILY
 Statement Closing Date: 02/27/23

Cardholder Account Summary					
Name and Account Number	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
GARY COONER XXXX XXXX XXXX 9114	\$9,000	\$0.00	\$44.00	\$0.00	\$44.00
TERRIE VICKNAIR XXXX XXXX XXXX 8572	\$4,500	\$0.00	\$70.57	\$0.00	\$70.57
DARLENE CHATAGNIER XXXX XXXX XXXX 5736	\$7,000	\$0.00	\$524.80	\$0.00	\$524.80
WENDY SWATEK XXXX XXXX XXXX 6870	\$10,000	\$0.00	\$4,432.92	\$0.00	\$4,432.92
TYDREE LEWIS XXXX XXXX XXXX 0639	\$4,500	\$0.00	\$1,601.17	\$0.00	\$1,601.17
BRIANY BUTLER XXXX XXXX XXXX 9791	\$5,000	\$0.00	\$29.92	\$0.00	\$29.92
CANDUS INGRAM XXXX XXXX XXXX 9046	\$34,000	\$0.00	\$1,986.65	\$0.00	\$1,986.65
KAUANOË LABRIE XXXX XXXX XXXX 9053	\$5,000	\$0.00	\$606.01	\$0.00	\$606.01
JENNIFER FOSTER XXXX XXXX XXXX 1793	\$3,000	\$0.00	\$204.00	\$0.00	\$204.00
BRITNI COWLES XXXX XXXX XXXX 4628	\$6,500	\$0.00	\$595.19	\$0.00	\$595.19
MIKE TEMPLETON XXXX XXXX XXXX 4325	\$10,000	\$0.00	\$2,903.65	\$0.00	\$2,903.65
DENISE MCCLURE XXXX XXXX XXXX 3704	\$15,000	\$0.00	\$838.67	\$0.00	\$838.67

Cardholder Account Activity					
Name and Account Number	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
GARY COONER XXXX XXXX XXXX 9114	\$9,000	\$0.00	\$44.00	\$0.00	\$44.00
Trans Date	Post Date	Reference Number	Description		Amount
02/02	02/03	24430993033400811124709	MSFT * E0400LV8N1 MSBILL.INFO WA		\$44.00
TERRIE VICKNAIR XXXX XXXX XXXX 8572	\$4,500	\$0.00	\$70.57	\$0.00	\$70.57
Trans Date	Post Date	Reference Number	Description		Amount
01/27	01/30	24492153027713693297326	UBER TRIP HELP.UBER.COM CA		\$21.96
01/28	01/30	24011333028900016593122	USAPARK.NET 303-8259192 OK		\$48.61
DARLENE CHATAGNIER XXXX XXXX XXXX 5736	\$7,000	\$0.00	\$524.80	\$0.00	\$524.80
Trans Date	Post Date	Reference Number	Description		Amount
01/27	01/30	24210733027083330784049	IDENTOGO - OK FINGERPRINT BILLERICA MA		\$54.25
02/03	02/06	2401514303408333323118	IDENTOGO - OK FINGERPRINT BILLERICA MA		\$54.25
02/03	02/06	24015143034083718848168	IDENTOGO - OK FINGERPRINT BILLERICA MA		\$54.25
02/03	02/06	24015143034083748862148	IDENTOGO - OK FINGERPRINT BILLERICA MA		\$54.25
02/06	02/07	24015143037083752716666	IDENTOGO - OK FINGERPRINT BILLERICA MA		\$54.25
02/07	02/08	24015143038083322763320	IDENTOGO - OK FINGERPRINT BILLERICA MA		\$54.25
02/13	02/14	24015143044083338997013	IDENTOGO - OK FINGERPRINT BILLERICA MA		\$54.25
02/13	02/14	24015143044083735755741	IDENTOGO - OK FINGERPRINT BILLERICA MA		\$54.25
02/17	02/20	24733093049091270007702	CO GOVT SERVICES EGOV.COM CO		\$36.55
02/17	02/20	24015143048083353554141	IDENTOGO - OK FINGERPRINT BILLERICA MA		\$54.25
WENDY SWATEK XXXX XXXX XXXX 6870	\$10,000	\$0.00	\$4,432.92	\$0.00	\$4,432.92
Trans Date	Post Date	Reference Number	Description		Amount
02/09	02/10	24692163040108415141524	COX OKLAHOMA COMM SV 800-234-3993 OK		\$50.00
02/16	02/17	24692163047103558461808	VBS*VONAGE BUSINESS 866-901-0242 GA		\$4,183.02
02/19	02/20	24011343050000037141850	ZOOM.US 888-799-9666 WWW.ZOOM.US CA		\$199.90
TYDREE LEWIS XXXX XXXX XXXX 0639	\$4,500	\$0.00	\$1,601.17	\$0.00	\$1,601.17
Trans Date	Post Date	Reference Number	Description		Amount
01/31	02/01	24492163031000040902532	CRUMBL* NORMAN HTTPWWW.CRUM UT		\$40.90
02/01	02/02	24431063033083703723738	AMZN MKTP US*T186M2L23 AM AMZN.COM/BILL WA		\$34.80

(transactions continued on next page)

Account Number: XXXX XXXX XXXX 9064
 CROSSROADS YOUTH & FAMILY
 Statement Closing Date: 02/27/23

Cardholder Account Activity cont.

02/02	02/03	24431063033083341786618	AMZN MKTP US*Z52T479Q3 AM AMZN.COM/BILL WA	\$7.60
02/05	02/06	24034543036000562919974	PHILLIPS 66 - ONCUE 0111 NORMAN OK	\$50.02
02/08	02/09	24431063039083929684049	AMZN MKTP US*356UZ77W3 AM AMZN.COM/BILL WA	\$104.85
02/11	02/13	24445003043400224933794	SAMS CLUB #4761 NORMAN OK	\$214.09
02/14	02/15	24226383046400006887158	SAMSCLUB #4761 NORMAN OK	\$21.73
02/14	02/15	24492163045000044667135	CRUMBL* NORMAN HTTPSWWW.CRUM UT	\$40.90
02/16	02/16	24692163047102945120366	GOOGLE *YT PRIMETIME G.CO/HELPPAY# CA	\$9.00
02/19	02/20	24204293050000703263073	DISNEY PLUS BURBANK CA	\$10.99
02/17	02/20	24204293048000231908145	OCULUS 650-5434800 CA	\$12.99
02/17	02/20	24204293048000262076838	OCULUS 650-5434800 CA	\$12.99
02/17	02/20	24204293048000242857752	OCULUS 650-5434800 CA	\$19.99
02/19	02/20	24492153050713231431254	ADOBE *ACROPRO SUBS 408-536-6000 CA	\$19.99
02/20	02/21	24445003052400188432492	SAMS CLUB #4761 NORMAN OK	\$351.52
02/21	02/22	24692163052107128704532	GOOGLE *YOUTUBE TV G.CO/HELPPAY# CA	\$79.98
02/22	02/23	24492153053743673757822	AMC ONLINE 9640 888-440-4262 KS	\$68.40
02/21	02/23	24445003053200127376134	WALMART.COM 8009666546 800-966-6546 AR	\$254.86
02/25	02/27	24431063057018556463983	AMC 0142 ROBINSON CROS NORMAN OK	\$86.98
02/25	02/27	24226383057360156430587	SAMSCLUB #4761 NORMAN OK	\$158.59

BRIANY BUTLER		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 9791		\$5,000	\$0.00	\$29.92	\$0.00	\$29.92
Trans Date	Post Date	Reference Number	Description	Amount		
02/23	02/24	24164073054091007704409	TARGET 00027391 LAWTON OK	\$29.92		

CANDUS INGRAM		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 9046		\$34,000	\$0.00	\$1,986.65	\$0.00	\$1,986.65
Trans Date	Post Date	Reference Number	Description	Amount		
01/30	01/31	24013393030003393356458	CARE COURSES MC LEAN VA	\$117.00		
01/30	01/31	24013393030003393356649	CARE COURSES MC LEAN VA	\$117.00		
01/30	01/31	24492153030745154206284	WF WAYFAIR3787460613 866-263-8325 MA	\$191.59		
01/31	02/01	24692163031101569671744	WALMART.COM 800-966-6546 AR	\$74.98		
02/01	02/02	24492163032000059661069	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$20.00		
02/01	02/02	24492163032000060376756	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$20.00		
02/02	02/03	24492163033000033715865	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$20.00		
02/02	02/03	24492163033000035103680	TEACHSTONE TRAINING WWW.TEACHSTON VA	\$125.00		
02/03	02/06	24492163034000037398071	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$20.00		
02/03	02/06	24492163034000037733376	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$20.00		
02/06	02/07	24445003037300509974174	WALMART.COM 8009666546 800-966-6546 AR	\$102.12		
02/06	02/07	24445003037200125086751	WALMART.COM 8009666546 800-966-6546 AR	\$141.36		
02/07	02/08	24492163038000041874303	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$20.00		
02/08	02/09	24492163039000036911218	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$20.00		
02/08	02/09	24492163039000037225907	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$20.00		
02/08	02/09	24492163039000037515265	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$20.00		
02/08	02/09	24492163039000037722176	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$20.00		
02/08	02/09	24492163039000037977960	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$20.00		
02/08	02/09	24492163039000038966715	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$20.00		
02/08	02/09	24445003039300503267895	FSP*COUNCIL FOR PROFESSIO 800-424-4310 DC	\$425.00		
02/14	02/15	24492163045000029406160	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$20.00		
02/14	02/15	24492163045000030135451	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$20.00		
02/14	02/15	24492163045000030801722	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$20.00		
02/14	02/15	24492163045000044302360	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$20.00		
02/15	02/16	24492153046852832506523	PAYPAL *CHILDLIKECO 402-935-7733 CA	\$37.00		
02/16	02/20	24445003048200122180026	LITTLE CAESARS 0129 0009 405-767-3313 OK	\$34.54		
02/21	02/22	24492163052000041704253	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$20.00		
02/22	02/23	24492163053000040610872	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$20.00		
02/22	02/23	24492163053000041253672	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$20.00		
02/22	02/23	24445003053300495048370	WALMART.COM 8009666546 800-966-6546 AR	\$21.60		
02/22	02/23	24445003053300495048453	WALMART.COM 8009666546 800-966-6546 AR	\$30.36		
02/25	02/27	24113433057600180674901	THE WEBSTAJURANT STORE INC 717-392-7472 PA	\$34.80		
02/26	02/27	24055233057083310768048	WALMART.COM 800-966-6546 AR	\$57.58		
02/23	02/27	24113433056600195345712	THE WEBSTAJURANT STORE INC 717-392-7472 PA	\$96.72		

KAUANOE LABRIE		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 9053		\$5,000	\$0.00	\$606.01	\$0.00	\$606.01
Trans Date	Post Date	Reference Number	Description	Amount		
02/08	02/09	24013393039000892385369	CARE COURSES MC LEAN VA	\$120.00		
02/20	02/22	24113433053600176805588	THE WEBSTAJURANT STORE INC 717-392-7472 PA	\$88.01		
02/24	02/27	24013393055002620752851	CARE COURSES MC LEAN VA	\$398.00		

(transactions continued on next page)



Account Number: XXXX XXXX XXXX 9064
 CROSSROADS YOUTH & FAMILY
 Statement Closing Date: 02/27/23

Cardholder Account Activity cont.

JENNIFER FOSTER		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 1793		\$3,000	\$0.00	\$204.00	\$0.00	\$204.00
Trans Date	Post Date	Reference Number	Description			Amount
01/25	01/30	24445003029300499762332	WALMART.COM 8009666546 BENTONVILLE AR			\$204.00

BRITNI COWLES		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 4628		\$6,500	\$0.00	\$595.19	\$0.00	\$595.19
Trans Date	Post Date	Reference Number	Description			Amount
01/30	01/31	24492163030000025272050	CENTER FOR EARLY CHILD THERMACUBE.CO OK			\$20.00
02/03	02/06	24013393034000342242025	CARE COURSES MC LEAN VA			\$110.00
02/07	02/08	24492163039000000027538	CENTER FOR EARLY CHILD THERMACUBE.CO OK			\$20.00
02/07	02/08	24755423038270384059610	LOVING GUIDANCE LLC 208-2143911 IL			\$119.99
02/08	02/09	24755423039270393865360	LOVING GUIDANCE LLC 208-2143911 IL			\$285.20
02/17	02/20	24492163048000038483173	CENTER FOR EARLY CHILD THERMACUBE.CO OK			\$20.00
02/21	02/22	24492163052000032773523	CENTER FOR EARLY CHILD THERMACUBE.CO OK			\$20.00

MIKE TEMPLETON		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 4325		\$10,000	\$0.00	\$2,903.65	\$0.00	\$2,903.65
Trans Date	Post Date	Reference Number	Description			Amount
02/01	02/03	24275393033047499486321	BRYAN STREET STORAGE 405-2739933 OK			\$325.00
02/03	02/06	24801973034872390474196	BNB TECHNOLOGY 405-292-5408 OK			\$879.99
02/12	02/13	24013393043001348587230	PODS 9/100 888-7767637 FL			\$249.00
02/23	02/23	24011343054000008183481	SP ALL SECURITY EQUI HTTPSALLSECUR FL			\$112.51
02/23	02/24	24445003054300504539657	TECHSOUP 415-633-9300 CA			\$900.00
02/24	02/27	24430993056400906156758	DNH*GODADDY.COM HTTPS://WWW.G AZ			\$4.99
02/25	02/27	24692163056100183916154	DNH*GODADDY.COM 480-505-8855 AZ			\$50.16
02/22	02/27	24013393055002636394169	PODS 9/100 888-7767637 FL			\$79.00
02/24	02/27	24755423056640564096284	CITY OF PRAGUE PRAGUE OK			\$303.00

DENISE MCCLURE		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 3704		\$15,000	\$0.00	\$838.67	\$0.00	\$838.67
Trans Date	Post Date	Reference Number	Description			Amount
01/27	01/30	24445003028000890848596	DOLLAR TREE NORMAN OK			\$49.75
01/27	01/30	24427333027740297164741	SONIC #1211 NORMAN OK			\$150.00
01/30	01/31	24493983031286633451181	AATRIX SOFTWARE 701-746-6814 ND			\$24.95
01/30	01/31	24493983031286742525073	AATRIX SOFTWARE 701-746-6814 ND			\$102.00
02/09	02/13	24226383041370759824978	SAMS CLUB RENEWAL 888-746-7726 AR			\$380.00
02/13	02/14	24445003045000985739915	WALGREENS #6477 NORMAN OK			\$21.28
02/13	02/14	24247603045001134159218	MOORE NORMAN TECHNOLOGY C 405-364-5763 OK			\$28.50
02/20	02/21	24692163051106341714378	SQ *HURTS DONUT COMPANY NORMAN OK			\$25.72
02/20	02/21	24013393051002178259345	034 BRAUMS STORE NORMAN OK			\$56.47

Account Number: XXXX XXXX XXXX 9064
CROSSROADS YOUTH & FAMILY
Statement Closing Date: 02/27/23

Crossroads Youth & Family Services, Inc.
Balance Sheet
As of 03/31/2023

	<u>Current Year</u>	<u>Prior Year</u>
Assets		
Cash & Cash Equivalents		
Petty Cash	\$ 504.00	\$ 400.00
Cash in Arvest Bank	169,338.80	139,720.35
Cash in Republic Bank	1,283,500.69	896,111.29
BancFirst - Childcare Subsidies	37,585.56	63,921.96
Total Cash & Cash Equivalents	<u>1,490,929.05</u>	<u>1,100,153.60</u>
Other Current Assets		
Accounts Receivable	1,097,848.29	902,937.96
Employee Receivable	(196.36)	1,193.41
Prepaid Insurance	41,484.29	41,283.10
Prepaid Workers Comp	8,854.63	17,441.45
Prepaid Expense Other	0.00	6,889.50
Deposits	108,310.75	1,500.00
Total Other Current Assets	<u>1,256,301.60</u>	<u>971,245.42</u>
Long-term Assets		
Property & Equipment	6,103,160.81	4,576,938.83
Total Assets	<u>\$ 8,850,391.46</u>	<u>\$ 6,648,337.85</u>
Liabilities		
Accounts Payable	\$ 218,275.59	\$ 235,925.55
Deferred Revenue	364,106.08	314,000.00
Accrued Workers Comp	18,831.86	22,514.27
Accrued Wages	264,811.95	229,333.91
Accrued Vacation	110,322.78	96,890.63
Payroll Taxes Payable	77,794.75	65,094.95
Employee Insurance Withholding	59,275.88	1,588.48
Employee Retirement Withholding	14,462.55	11,421.68
Flexible Spending Account	7,925.38	7,925.38
Good Samaritan Account	0.00	0.00
Employee Garnishment	2,122.57	1,922.66
PPP Loan	0.00	0.00
Total Liabilities	<u>1,137,929.39</u>	<u>986,617.51</u>
Net Assets		
Beginning Net Assets	7,550,933.74	5,404,476.11
Temporarily Restricted Net Assets	88,016.07	222,206.62
Current YTD Net Income	<u>73,512.26</u>	<u>35,037.61</u>
Total Net Assets	<u>7,712,462.07</u>	<u>5,661,720.34</u>
Total Liabilities and Net Assets	<u>\$ 8,850,391.46</u>	<u>\$ 6,648,337.85</u>

*Temp Restricted Assets is comprised of Shelter Clothing (\$4,425.81)
 Restricted for Endowment (\$60,000.00) City of Norman ARPA \$390.00
 United Way car seats \$456.44 Caleb's Cause (\$250.00)
 McMahon (\$8,749.97) Sarkeys (\$3,750.00)
 United Way-Shelter (\$3,537.23) United Way-Launch 2021 (\$3,209.42)
 Victory Family (\$4,940.08)

**Originally presented as \$10,789.04

Crossroads Youth & Family Services, Inc.
Income Statement - Youth Services
Fiscal Year thru Period Ending March 31, 2023

75.00%

Description	Month to Date	Year to Date	Annual Budget	Percent	
CBYS - Outreach & FTOP	\$ 33,361.05	\$ 215,829.44	\$ 345,020.00	62.56%	
CBYS - Shelter	51,953.15	422,096.69	480,000.00	87.94%	77.32%
Municipal Shelter	0.00	0.00	0.00	0.00%	77.32%
OJA-Retention	6,557.99	36,134.21	72,000.00	50.19%	
OJA - CARS	8,040.32	52,304.38	96,999.00	53.92%	
OJA-Transitional Living	1,610.38	5,490.23	0.00	0.00%	
Title XIX-Soonercare	12,281.30	84,725.08	100,000.00	84.73%	
DHS COVID Supplemental	0.00	0.00	0.00	0.00%	
Client Fees	0.00	0.00	200.00	0.00%	
DHS - Food Reimbursement	0.00	10,262.18	16,000.00	64.14%	
Contributions	590.78	6,976.96	5,000.00	139.54%	
Other Income	0.00	600.48	0.00	0.00%	
Insure Oklahoma-Health Care	45.49	136.47	1,500.00	9.10%	
Interest Income	5,662.55	18,568.65	5,000.00	371.37%	
Total Revenue	120,103.01	853,124.77	1,121,719.00	76.06%	
Salaries & Wages	63,955.24	425,615.73	591,610.00	71.94%	
Payroll Taxes	5,072.13	33,622.40	48,034.00	70.00%	
Employee Benefits	6,781.70	51,316.61	118,580.00	43.28%	
Workers Comp	1,631.36	10,609.00	11,550.00	91.85%	
Contract Labor	11,831.42	88,544.72	123,000.00	71.99%	
Training & Travel	657.29	4,156.98	8,475.00	49.05%	
Rent	1,441.34	8,326.58	8,825.00	94.35%	
Utilities	1,627.97	16,112.67	23,200.00	69.45%	
Communication	1,510.89	17,162.57	14,800.00	115.96%	
Repairs & Maintenance	2,633.17	25,183.76	35,750.00	70.44%	
Supplies & Postage	6,151.91	50,873.33	54,250.00	93.78%	
Printing/Pub/Ads	769.59	2,226.51	8,125.00	27.40%	
Child Services	0.00	0.00	0.00	0.00%	
Program Recreation	124.84	973.39	2,500.00	38.94%	
Professional Fees	3,140.85	17,718.52	15,800.00	112.14%	
Dues and Memberships	7,807.49	8,014.13	5,500.00	145.71%	
Preplacement Screening	19.00	2,739.39	5,750.00	47.64%	
Insurance Exp	1,262.20	11,359.79	18,980.00	59.85%	
Miscellaneous Expense	388.43	3,615.16	5,000.00	72.30%	
Meals and Events	62.20	1,441.27	950.00	151.71%	
Total Expenditure	116,869.02	779,612.51	1,100,679.00	70.83%	
Net revenue over (under)	\$ 3,233.99	\$ 73,512.26	\$ 21,040.00	5.22%	

Crossroads Youth & Family Services, Inc.
Income Statement - Head Start
Fiscal Year thru Period Ending March 31, 2023

75.00%

Description	Month to Date	Year to Date	Annual Budget	Percent
Head Start Revenue	\$ 438,863.94	\$ 4,534,265.95	\$ 5,579,686.00	81.26%
Early Head Start Revenue	453,831.52	4,526,149.80	5,933,904.00	76.28%
HS/EHS Revenue - COVID-19	495,241.79	1,240,253.82	700,067.00	177.16%
DHS COVID Supplemental	0.00	0.00	0.00	0.00%
DHS-ARP Revenue	3,333.34	30,000.06	314,000.00	0.00%
State Appropriated Funds	10,209.46	91,107.76	133,041.00	68.48%
Oklahoma Early Childhood Program	9,307.68	74,999.80	160,000.00	46.87%
Donations - Centerpoint/Sarkeys/McMahc	9,474.40	83,016.58	90,000.00	92.24%
CACFP - USDA	68,631.11	501,851.64	835,113.00	60.09%
Child Care Subsidy	105,160.44	677,181.26	789,641.00	85.76%
E-Rate Reimbursement	0.00	5,140.23	30,000.00	17.13%
Insure Oklahoma-Health Care	8,212.31	60,315.67	0.00	0.00%
Other Income	0.00	0.00	0.00	0.00%
Total Revenue	<u>1,602,265.99</u>	<u>11,824,282.57</u>	<u>14,565,452.00</u>	<u>81.18%</u>
Salaries & Wages	841,194.73	6,469,616.29	8,217,217.00	78.73%
Payroll Taxes	65,684.52	491,318.50	672,686.00	73.04%
Employee Benefits	164,648.58	1,425,144.17	2,105,058.00	67.70%
Workers Comp	7,781.41	64,325.39	46,853.00	137.29%
Contract Labor	0.00	16,560.00	0.00	0.00%
Equipment	0.00	0.00	0.00	0.00%
Training & Travel	18,546.97	281,880.08	268,636.00	104.93%
Child Services	7,554.91	81,172.94	62,594.00	129.68%
Rent	28,729.04	253,334.41	319,296.00	79.34%
Utilities	17,850.44	207,123.12	225,492.00	91.85%
Communication	15,290.88	135,991.96	111,322.00	122.16%
Repairs & Maintenance	45,513.58	605,472.92	602,022.00	100.57%
Supplies & Postage	289,051.18	842,906.82	837,374.00	100.66%
Printing/Pub/Ads	4,259.28	51,504.07	100,647.00	51.17%
Professional Fees	8,011.27	85,604.12	86,800.00	98.62%
Dues and Memberships	0.00	1,711.30	0.00	0.00%
Preplacement Screening	1,352.25	16,843.17	20,840.00	80.82%
Insurance Exp	15,620.50	140,943.73	129,272.00	109.03%
Meals and Events	972.62	4,816.51	9,230.00	52.18%
Miscellaneous	0.00	887.00	0.00	0.00%
USDA Reimburse Food	70,203.83	647,126.07	750,113.00	86.27%
Total Expenditure	<u>1,602,265.99</u>	<u>11,824,282.57</u>	<u>14,565,452.00</u>	<u>81.18%</u>
Net revenue over (under)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0.00%</u>

Crossroads Youth & Family Services, Inc.
Income Statement - Wewoka Head Start
Fiscal Year thru Period Ending March 31, 2023

75.00%

Description	Month to Date	Year to Date	Annual Budget	Percent
Head Start Revenue	\$ 207,677.50	\$ 1,406,911.43	\$ 1,929,368.00	72.92%
HS Revenue - COVID-19	0.00	0.00	0.00	0.00%
CACFP - USDA	12,113.73	65,427.51	0.00	0.00%
State Appropriated Funds	4,151.39	37,362.51	30,926.00	120.81%
Insure Oklahoma-Health Care	933.36	933.36	0.00	0.00%
Other Income	0.00	0.00	0.00	0.00%
Total Revenue	224,875.98	1,510,634.81	1,960,294.00	77.06%
Salaries & Wages	112,218.52	798,142.66	1,035,650.00	77.07%
Payroll Taxes	8,811.06	62,951.79	88,434.00	71.19%
Employee Benefits	20,652.63	174,494.80	288,277.00	60.53%
Workers Comp	881.76	6,099.82	4,694.00	129.95%
Contract Labor	0.00	0.00	0.00	0.00%
Equipment	0.00	0.00	0.00	0.00%
Training & Travel	3,507.77	34,822.59	43,814.00	79.48%
Child Services	1,898.74	16,609.42	16,361.00	101.52%
Rent	3,160.00	19,736.69	9,600.00	205.59%
Utilities	2,345.43	21,059.04	24,182.00	87.09%
Communication	2,449.16	22,212.11	21,510.00	103.26%
Repairs & Maintenance	43,993.04	152,888.76	63,916.00	239.20%
Supplies & Postage	2,622.48	54,612.08	314,456.00	17.37%
Printing/Pub/Ads	1,859.27	17,471.18	15,494.00	112.76%
Professional Fees	0.00	415.45	5,000.00	8.31%
Dues and Memberships	0.00	50.00	0.00	0.00%
Preplacement Screening	548.25	3,066.80	12,050.00	25.45%
Insurance Exp	1,659.52	14,935.58	16,856.00	88.61%
Meals and Events	0.00	0.00	0.00	0.00%
Miscellaneous	0.00	0.00	0.00	0.00%
USDA Reimburse Food	18,268.35	111,066.04	0.00	0.00%
Total Expenditure	224,875.98	1,510,634.81	1,960,294.00	77.06%
Net revenue over (under)	\$ -	\$ -	\$ -	0.00%

Credit Card Purchases March 2023				
Purchaser				
Juanita Bostick	3/3/2023	Hyatt Place	1066.60	Hyatt Hotel OKC-Room for Breanna Jackson
Juanita Bostick	3/3/2023	Hyatt Place	1066.60	Hyatt Hotel OKC-Room for Angelica Ortiz
Juanita Bostick	3/3/2023	Hyatt Place	1066.60	Hyatt Hotel OKC-Room for Juanita Bostick
Wendy Swatek	3/19/2023	Vonage Business	4184.54	Vonage Phone Charges
Wendy Swatek	3/21/2023	Zoom	199.90	Agency Video Call
Tydree Lewis	3/2/2023	Sams Club	141.24	Shelter Household/Cleaning Supplies
Tydree Lewis	3/7/2023	Walmart.com	402.42	Shelter Food and Supplies
Tydree Lewis	3/13/2023	Sams Club	416.52	Shelter Food and Supplies
Tydree Lewis	3/24/2023	Chick Fil A	105.05	Shelter Outing Lunch
Tydree Lewis	3/17/2023	Walmart.com	358.43	Shelter Food and Supplies
Tydree Lewis	3/23/2023	Sams Club	200.88	Shelter Food and Supplies
Tydree Lewis	3/23/2023	Walmart.com	247.27	Shelter Food and Supplies
Tydree Lewis	3/23/2023	Color Me Mine	124.84	Shelter Outing
Candus Ingram	2/28/2023	EB Autplay	505.55	Dawson Counseling and Play Therapy-Shaunda Dahlem
Candus Ingram	2/28/2023	Hilton Hotels	211.00	Hilton New Orleans Riverside-Region VI (Stacie Casey)
Candus Ingram	2/28/2023	Hilton Hotels	211.00	Hilton New Orleans Riverside-Region VI (Wendy Swatek)
Candus Ingram	2/28/2023	Hilton Hotels	211.00	Hilton New Orleans Riverside-Region VI (Terrie Vicknair)
Candus Ingram	2/28/2023	Hilton Hotels	211.00	Hilton New Orleans Riverside-Region VI (Jennifer Martinez)
Candus Ingram	2/28/2023	Hilton Hotels	211.00	Hilton New Orleans Riverside-Region VI (Ashley Araujo)
Candus Ingram	2/28/2023	Hilton Hotels	211.00	Hilton New Orleans Riverside-Region VI (Ashlee Allen)
Candus Ingram	2/28/2023	Hilton Hotels	211.00	Hilton New Orleans Riverside-Region VI (Tracey Compton)
Candus Ingram	3/1/2023	Holiday Inn	151.19	Holiday Inn Express Shawnee Holly Egan
Candus Ingram	3/3/2023	Hyatt Place	1006.60	Hyatt Hotel OKC-Room for Merary Soria
Candus Ingram	3/3/2023	Hyatt Place	1006.60	Hyatt Hotel OKC-Room for Leanne Condray
Candus Ingram	3/24/2023	Teachstone Training	125.00	Teachstone-Recertification for Leanne Condray
Candus Ingram	3/24/2023	Beckers School Supplies	140.26	Clev Co Replacement Sink Buckets
Candus Ingram	3/19/2023	Escape	104.39	Shelter Outing
Candus Ingram	3/19/2023	Mama Veca	185.43	Birthday Dinner for Shelter
Candus Ingram	3/22/2023	The Webstaurant Store	118.20	Main St Kitchen
Candus Ingram	3/22/2023	Kohl's	145.16	Shelter Clothing
Candus Ingram	3/22/2023	Target	191.97	Shelter Clothing
Candus Ingram	3/24/2023	American Airline	532.80	Flights to Phoenix NHA Conference
Candus Ingram	3/24/2023	American Airline	532.80	Flights to Phoenix NHA Conference
Candus Ingram	3/24/2023	American Airline	532.80	Flights to Phoenix NHA Conference
Candus Ingram	3/24/2023	American Airline	532.80	Flights to Phoenix NHA Conference
Candus Ingram	3/24/2023	American Airline	532.80	Flights to Phoenix NHA Conference
Candus Ingram	3/24/2023	American Airline	532.80	Flights to Phoenix NHA Conference
Amy Gregg	3/20/2023	American Red Cross	108.00	First Aid/CPR for Seminole EHS Teachers
Brittini Cowles	2/28/2023	The Webstaurant Store	165.52	Education Engine Kitchen Supplies
Brittini Cowles	2/28/2023	The Webstaurant Store	284.31	First Start Kitchen Supplies
Brittini Cowles	3/20/2023	Homeland	139.87	Education Engine Formula and Baby Water
Brittini Cowles	3/21/2023	Care Courses	286.00	CDA Coursebooks for Nikki McCurry and Kellie Shelton
Mike Templeton	3/1/2023	Bryan Street	325.00	Bryan Street Storage Rental 03/2023
Mike Templeton	3/7/2023	BNB Technology	879.99	Monthly Datta Backup
Mike Templeton	3/9/2023	Cruise in Auto Spa	156.56	Oil Change/Windshield Wipers for GMC
Mike Templeton	3/17/2023	Ferguson Buick GMC	121.62	Oil Change/Tire Rotation for GMC
Mike Templeton	3/18/2023	Techsoup	177.00	Microsft
Mike Templeton	3/17/2023	Norman Tag Agency	833.44	Tag and Title for Seminole Admin Trax
Mike Templeton	3/22/2023	Budget Dumpster	575.00	Moore
Denise McClure	3/22/2023	McAlisters	237.99	Board Meeting Dinner 03/21/2023



Account Number: XXXX XXXX XXXX 9064

CROSSROADS YOUTH & FAMILY

Statement Closing Date: 03/27/23

Page 1 of 6

Corporate Account Summary

Previous Balance		\$9,654.53
Purchases and other Charges	+	\$24,815.47
Cash Advances	+	\$0.00
Credits	-	\$0.00
Payments	-	\$9,654.53
Late Payment Charge	+	\$0.00
Finance Charges	+	\$0.00
New Balance		\$24,815.47
Disputed Amount		\$0.00

Call Customer Service 1-800-356-8085

Lost or Stolen Credit Card 1-800-356-8085

Manage your account online at:

www.arvest.com

Corporate Account Summary

Past Due Amount	\$0.00
Credit Limit	\$50,000.00
Available Credit Limit	\$25,184.53
Cash Advance Credit Limit	\$0.00
Days in Billing Cycle	28
Statement Closing Date	03/27/23
Minimum Payment Due	\$744.00
Payment Due Date	04/21/23

Please send billing inquiries and correspondence to:

ARVEST BANK

P.O. BOX 6139

NORMAN, OK 73070-6139

Corporate Account Activity

Trans Date	Post Date	Reference Number	Description	Amount
03/22	03/22	74494573081308100001851	PAYMENT RECEIVED - THANK YOU	-\$9,654.53

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual rate on your account.

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Interest Charge
PURCHASES	14.49% (v)	\$0.00	\$0.00
CASH ADVANCES	14.49% (v)	\$0.00	\$0.00

(v) = Variable Rate

REWARDS SUMMARY

Previous Balance	Earned	Other Adjustments	Redeemed	Current Balance
257,572	21,095	0	0	278,667

DETACH HERE: To ensure proper credit, please include lower portion with your payment.

ARVEST BANK
P.O. BOX 6139
NORMAN, OK 73070-6139

Account Number XXXX XXXX XXXX 9064
New Balance \$24,815.47
Minimum Payment Due \$744.00
Payment Due Date 04/21/23

Amount enclosed \$

 New address, phone number or email? PRINT on back.

To ensure proper credit, please return this portion with your payment. Make checks payable to CARD SERVICES.

CROSSROADS YOUTH & FAMILY
ACCOUNTS PAYABLE
1333 W MAIN ST
NORMAN OK 73069-6864

Arvest Bank
PO BOX 2149
Lowell AR 72745

Account Number: XXXX XXXX XXXX 9064
CROSSROADS YOUTH & FAMILY
Statement Closing Date: 03/27/23

IMPORTANT INFORMATION

Balance Subject to Interest Rate. We use a method called "average daily balance (including new purchases)." Accordingly, we figure the interest charge on your account by applying the periodic rate to the "average daily balance" of your account. To get the "average daily balance," we take the beginning balance of your account each day (any credit balance is treated as a "0" balance), add any new purchases, cash advances and fees, and subtract any unpaid interest, other finance charges, annual fees, returned check fees and any payments or credits. This gives us the daily balance. Then, we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle. This gives us the "average daily balance."

What To Do If You Think You Find A Mistake On Your Statement
If you think there is an error on your statement, write to us at:

Arvest Bank
PO Box 6139
Norman, OK 73070

You may also contact us on the Web:
www.arvest.com

In your letter, give us the following information:

- **Account Information:** Your name and account number.
- **Dollar amount:** The dollar amount of the suspected error.
- **Description of Problem:** If you think there is an error on your bill describe what you believe is wrong and why you believe it is a mistake.

You must contact us within 60 days after the error appeared on your statement.

You must notify us of any potential errors in writing or by going to www.arvest.com and completing a Dispute Form. You may call us, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question.

While we investigate whether or not there has been an error, the following are true:

- We cannot try to collect the amount in question, or report you as delinquent on that amount.
- The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
- While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
- We can apply any unpaid amount against your credit limit.

What Will Happen After We Receive Your Letter

When we receive your letter, we must do two things:

1. Within 30 days of receiving your letter, we must tell you that we received your letter. We will also tell you if we have already corrected the error.
2. Within 90 days of receiving your letter, we must either correct the error or explain to you why we believe the bill is correct.

Your Rights if You Are Dissatisfied With Your Credit Card Purchase
If you are dissatisfied with the good or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase.

To use this right, all of the following must be true:

1. The purchase must have been made in your home state or within 100 miles of your current mailing address, and the purchase price must have been more than \$50. (Note: Neither of these are necessary if your purchase was based on an advertisement we mailed to you, or if we own the company that sold you the goods or services.)
2. You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.
3. You must not yet have fully paid for the purchase.

If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing or electronically at:

Arvest Bank
PO Box 6139
Norman, OK 73070
www.arvest.com

While we investigate, the same rules apply to the disputed amount as discussed previously. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

IF YOUR CARD IS LOST OR STOLEN, PLEASE NOTIFY US AS SOON AS POSSIBLE AT 1-800-356-8085

www.arvest.com

S0208-7208-0320

PLEASE PRINT YOUR NEW ADDRESS, TELEPHONE NUMBER AND/OR EMAIL BELOW:

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

HOME PHONE NUMBER _____

BUSINESS PHONE NUMBER _____

EMAIL _____



Account Number: XXXX XXXX XXXX 9064
 CROSSROADS YOUTH & FAMILY
 Statement Closing Date: 03/27/23

Cardholder Account Summary						
Name and Account Number	Credit Limit	Credits	Purchases	Cash Advances	Total Activity	
GARY COONER XXXX XXXX XXXX 9114	\$9,000	\$0.00	\$44.00	\$0.00	\$44.00	
DONNA BENSON XXXX XXXX XXXX 6006	\$4,000	\$0.00	\$30.00	\$0.00	\$30.00	
HILDA RODRIGUEZ XXXX XXXX XXXX 5044	\$3,000	\$0.00	\$86.54	\$0.00	\$86.54	
JUANITA BOSTICK XXXX XXXX XXXX 9044	\$5,000	\$0.00	\$3,211.32	\$0.00	\$3,211.32	
DARLENE CHATAGNIER XXXX XXXX XXXX 5736	\$7,000	\$0.00	\$434.00	\$0.00	\$434.00	
WENDY SWATEK XXXX XXXX XXXX 6870	\$10,000	\$0.00	\$4,389.09	\$0.00	\$4,389.09	
TYDREE LEWIS XXXX XXXX XXXX 0639	\$4,500	\$0.00	\$2,600.39	\$0.00	\$2,600.39	
CANDUS INGRAM XXXX XXXX XXXX 9046	\$34,000	\$0.00	\$8,918.92	\$0.00	\$8,918.92	
KAUANOE LABRIE XXXX XXXX XXXX 9053	\$5,000	\$0.00	\$40.00	\$0.00	\$40.00	
MERARY SORIA XXXX XXXX XXXX 8817	\$1,000	\$0.00	\$132.32	\$0.00	\$132.32	
JENNIFER FOSTER XXXX XXXX XXXX 1793	\$3,000	\$0.00	\$111.35	\$0.00	\$111.35	
AMY GREGG XXXX XXXX XXXX 5925	\$1,000	\$0.00	\$180.00	\$0.00	\$180.00	
BRITNI COWLES XXXX XXXX XXXX 4628	\$6,500	\$0.00	\$1,157.00	\$0.00	\$1,157.00	
MIKE TEMPLETON XXXX XXXX XXXX 4325	\$10,000	\$0.00	\$3,139.05	\$0.00	\$3,139.05	
DENISE MCCLURE XXXX XXXX XXXX 3704	\$15,000	\$0.00	\$341.49	\$0.00	\$341.49	

Cardholder Account Activity						
GARY COONER XXXX XXXX XXXX 9114	Credit Limit \$9,000	Credits \$0.00	Purchases \$44.00	Cash Advances \$0.00	Total Activity \$44.00	
Trans Date	Post Date	Reference Number	Description	Amount		
03/03	03/06	24430993062400818181599	MSFT * E0400MA8QT MSBILL.INFO WA	\$44.00		
DONNA BENSON XXXX XXXX XXXX 6006	Credit Limit \$4,000	Credits \$0.00	Purchases \$30.00	Cash Advances \$0.00	Total Activity \$30.00	
Trans Date	Post Date	Reference Number	Description	Amount		
03/08	03/09	24427333067720260112779	SONIC DRIVE IN #4115 SHAWNEE OK	\$30.00		
HILDA RODRIGUEZ XXXX XXXX XXXX 5044	Credit Limit \$3,000	Credits \$0.00	Purchases \$86.54	Cash Advances \$0.00	Total Activity \$86.54	
Trans Date	Post Date	Reference Number	Description	Amount		
03/02	03/03	24226383062091005649084	SAMSCLUB #8239 LAWTON OK	\$10.94		
03/02	03/03	24445003062400174152706	SAMS CLUB #8239 LAWTON OK	\$75.60		
JUANITA BOSTICK XXXX XXXX XXXX 9044	Credit Limit \$5,000	Credits \$0.00	Purchases \$3,211.32	Cash Advances \$0.00	Total Activity \$3,211.32	
Trans Date	Post Date	Reference Number	Description	Amount		
02/27	02/28	24692163058101305633345	SQ *VALET - PARKING MANAG OKLAHOMA CITY OK	\$33.13		
02/28	03/01	24692163059102123464425	SQ *VALET - PARKING MANAG OKLAHOMA CITY OK	\$33.13		
03/01	03/02	24692163060103068136207	SQ *VALET - PARKING MANAG OKLAHOMA CITY OK	\$33.13		
03/02	03/03	24692163061103919199494	SQ *VALET - PARKING MANAG OKLAHOMA CITY OK	\$33.13		
03/01	03/03	24316053061548326664143	SHELL OIL 10014732001 OKLAHOMA CITY OK	\$59.00		
03/03	03/06	24755423063160631399042	HYATT PLACE OKLAHOMA CITY OK 02/26/23 0035540436	\$1,006.60		
03/03	03/06	24755423063160631399059	HYATT PLACE OKLAHOMA CITY OK 02/26/23 0035540411	\$1,006.60		
03/03	03/06	24755423063160631399067	HYATT PLACE OKLAHOMA CITY OK 02/26/23 0035540441	\$1,006.60		

(transactions continued on next page)

Account Number: XXXX XXXX XXXX 9064
 CROSSROADS YOUTH & FAMILY
 Statement Closing Date: 03/27/23

Cardholder Account Activity cont.

DARLENE CHATAGNIER		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 5736		\$7,000	\$0.00	\$434.00	\$0.00	\$434.00
Trans Date	Post Date	Reference Number	Description			Amount
02/27	02/28	24015143058083754476693	IDENTOGO - OK FINGERPRINT BILLERICA MA			\$54.25
03/02	03/03	24015143061083347435169	IDENTOGO - OK FINGERPRINT BILLERICA MA			\$54.25
03/03	03/06	24015143062083321421382	IDENTOGO - OK FINGERPRINT BILLERICA MA			\$54.25
03/03	03/06	24015143062083745475923	IDENTOGO - OK FINGERPRINT BILLERICA MA			\$54.25
03/06	03/07	24015143065083312587156	IDENTOGO - OK FINGERPRINT 877-512-6962 MA			\$54.25
03/07	03/08	24015143066083305757989	IDENTOGO - OK FINGERPRINT 877-512-6962 MA			\$54.25
03/07	03/08	24015143066083336924038	IDENTOGO - OK FINGERPRINT 877-512-6962 MA			\$54.25
03/09	03/10	24015143068083716491317	IDENTOGO - OK FINGERPRINT 877-512-6962 MA			\$54.25

WENDY SWATEK		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 6870		\$10,000	\$0.00	\$4,389.09	\$0.00	\$4,389.09
Trans Date	Post Date	Reference Number	Description			Amount
03/04	03/06	24692163063105842372773	VBS*VONAGE BUSINESS 866-901-0242 GA			\$4.64
03/16	03/17	24692163075104781348148	VBS*VONAGE BUSINESS 866-901-0242 GA			\$4,184.54
03/19	03/20	24011343078000037311717	ZOOM.US 888-799-9666 WWW.ZOOM.US CA			\$199.90
03/21	03/22	24692163080108525292481	VBS*VONAGE BUSINESS 866-901-0242 GA			\$0.01

TYDREE LEWIS		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 0639		\$4,500	\$0.00	\$2,600.39	\$0.00	\$2,600.39
Trans Date	Post Date	Reference Number	Description			Amount
03/01	03/01	24204293060000032463525	OCULUS 650-5434800 CA			\$29.99
03/01	03/03	24108383061700794617987	OU ATHLETIC TCKT OFF WB 405-325-2151 OK			\$49.00
03/02	03/03	24445003062400174160626	SAMS CLUB #4761 NORMAN OK			\$141.24
03/07	03/08	24692163066107950375090	WALMART.COM 800-966-6546 AR			\$402.42
03/11	03/13	24692163070100555980756	PRIME VIDEO *HG2PZ3S90 888-802-3080 WA			\$3.89
03/10	03/13	244450030700000918580350	PAPA JOHN'S #1160 918-576-7301 OK			\$63.24
03/14	03/14	24692163073102640603275	AMZN MKTP US*HG0I588Y1 AMZN.COM/BILL WA			\$8.69
03/13	03/14	24692163072102494965847	AMZN MKTP US*HC8VW87ZS0 AMZN.COM/BILL WA			\$10.86
03/13	03/14	24226383073400007013545	SAMSClub #4761 NORMAN OK			\$416.52
03/16	03/16	24692163075104168637782	GOOGLE *YT PRIMETIME G.CO/HELPPAY# CA			\$9.00
03/16	03/16	24692163075104273198258	AMZN MKTP US*HC54P4HT0 AMZN.COM/BILL WA			\$24.55
03/14	03/16	24717053074170742051175	SCIENCE MUSEUM OF OKLAHOM OKLAHOMA CITY OK			\$86.71
03/14	03/16	24427333074710022755016	CHICK-FIL-A #03771 405-310-3189 OK			\$105.05
03/18	03/20	24055233077083719730777	WALMART.COM 800-966-6546 AR			\$5.00
03/19	03/20	24204293078000102601079	DISNEY PLUS BURBANK CA			\$10.99
03/17	03/20	24692163076105488961702	AMAZON PRIME*HC9AO97Y0 AMZN.COM/BILL WA			\$14.99
03/19	03/20	24492153078869815873143	ADOBE *ACROPRO SUBS 408-536-6000 CA			\$19.99
03/17	03/20	24055233076083719730778	WALMART.COM 800-966-6546 AR			\$358.43
03/21	03/22	24692163080108428860830	GOOGLE *YOUTUBE TV G.CO/HELPPAY# CA			\$80.98
03/23	03/24	24445003083400177447603	SAMS CLUB #4761 NORMAN OK			\$200.88
03/23	03/24	24692163082109790390602	WALMART.COM 800-966-6546 AR			\$247.27
03/24	03/27	24692163084100968995981	OLD NAVY US 6221 NORMAN OK			\$30.45
03/24	03/27	24793383083002761738720	AMERICAN EAGLE 104 NORMAN OK			\$32.59
03/24	03/27	24055233084840776282773	PACSUN #0399 NORMAN OK			\$35.88
03/24	03/27	24692163084101132484126	FRANCESCA'S B546 NORMAN OK			\$38.06
03/24	03/27	24755423084120840358069	EARTHBOUND SOONER 429 NORMAN OK			\$48.88
03/23	03/27	24269793083500641833905	COLOR ME MINE - NORMAN NORMAN OK			\$124.84

CANDUS INGRAM		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 9046		\$34,000	\$0.00	\$8,918.92	\$0.00	\$8,918.92
Trans Date	Post Date	Reference Number	Description			Amount
02/27	02/28	24492163058000031146824	CENTER FOR EARLY CHILD THERMACUBE.CO OK			\$20.00
02/28	03/01	24492153059717670343152	EB AUTPLAY CERTIFICAT 801-413-7200 CA			\$505.55
02/28	03/02	24755423060160607222312	HILTON HOTELS 504-5610500 LA			\$211.00
			02/28/23 4069721			
02/28	03/02	24755423060160607222320	HILTON HOTELS 504-5610500 LA			\$211.00
			02/28/23 4069725			
02/28	03/02	24755423060160607222338	HILTON HOTELS 504-5610500 LA			\$211.00
			02/28/23 4069728			
02/28	03/02	24755423060160607222833	HILTON HOTELS 504-5610500 LA			\$211.00
			02/28/23 4069729			
02/28	03/02	24755423060160607223260	HILTON HOTELS 504-5610500 LA			\$211.00
			02/28/23 4069722			

(transactions continued on next page)



Account Number: XXXX XXXX XXXX 9064
 CROSSROADS YOUTH & FAMILY
 Statement Closing Date: 03/27/23

Cardholder Account Activity cont.

Trans Date	Post Date	Reference Number	Description	Amount
02/28	03/02	24755423060160607223278	HILTON HOTELS 504-5610500 LA 02/28/23 4069726	\$211.00
02/28	03/02	24755423060160607223294	HILTON HOTELS 504-5610500 LA 02/28/23 4069731	\$211.00
03/01	03/03	24943003061708539147890	HOLIDAY INN EXPRESS & SU SHAWNEE OK 02/28/23 11223232	\$151.19
03/04	03/06	24445003064300556173742	CASEYS #4064 OKLAHOMA CITY OK	\$38.63
03/04	03/06	24692163063105749750501	SQ *ROXY'S ICE CREAM SOCI OKLAHOMA CITY OK	\$57.83
03/03	03/06	24755423063160631399380	HYATT PLACE 405-7024028 OK 02/26/23 0035540290	\$1,006.60
03/03	03/06	24755423063160631399398	HYATT PLACE 405-7024028 OK 02/26/23 0035540287	\$1,006.60
03/12	03/13	24055233071083336126090	WALMART.COM 800-966-6546 AR	\$60.89
03/14	03/15	24492163073000033570105	TEACHSTONE TRAINING WWW.TEACHSTON VA	\$125.00
03/14	03/16	24323003074034777118138	BECKERS SCHOOL SUPPLIES 800-523-1490 NJ	\$140.26
03/19	03/20	24034543078002097981734	PHILLIPS 66 - ONCUE 0111 NORMAN OK	\$45.32
03/19	03/20	24492153078855537936946	SQ *ESCAPE THIS NOR NORMAN OK	\$104.39
03/20	03/21	24492153079852333799049	PAYPAL *CKTC 402-935-7733 OK	\$45.00
03/20	03/21	24492153079852333874651	PAYPAL *CKTC 402-935-7733 OK	\$89.00
03/19	03/21	24707803079030042827275	MAMAVECA MEXICAN REST NORMAN OK	\$185.43
03/22	03/23	24692163081109102175932	WALMART.COM 800-966-6546 AR	\$61.98
03/22	03/23	24113433082600184726334	THE WEBSTAIRANT STORE INC 717-392-7472 PA	\$118.20
03/22	03/23	24445003082600097056456	KOHL'S #1194 NORMAN OK	\$145.16
03/22	03/23	24164073081091008226268	TARGET 00022202 NORMAN OK	\$191.97
03/24	03/27	24943003083634001188424	AMERICAN AIR0010624165379 FORT WORTH TX DAHLEW/SHAUNDA 05/08/23 OKC PHX OKC	\$11.91
03/24	03/27	24943003083634001188432	AMERICAN AIR0010624165378 FORT WORTH TX MAULSBY/SHYRA 05/08/23 OKC PHX OKC	\$11.91
03/24	03/27	24943003083634001188515	AMERICAN AIR0010624165376 FORT WORTH TX MCCLAIN/EMMA 05/08/23 OKC PHX OKC	\$11.91
03/24	03/27	24943003083634001188556	AMERICAN AIR0010624165377 FORT WORTH TX BRYANT/KIMBERLY 05/08/23 OKC PHX OKC	\$11.91
03/24	03/27	24943003083634001188499	AMERICAN AIR0010624165374 FORT WORTH TX SWATEK/WENDY 05/08/23 OKC PHX OKC	\$49.24
03/24	03/27	24943003083634001188531	AMERICAN AIR0010624165375 FORT WORTH TX VICKNAIR/TERRIE 05/08/23 OKC PHX OKC	\$49.24
03/24	03/27	24943003083634001188440	AMERICAN AIR0012381101807 FORT WORTH TX DAHLEW/SHAUNDA 05/08/23 OKC PHX OKC	\$532.80
03/24	03/27	24943003083634001188457	AMERICAN AIR0012381101802 FORT WORTH TX SWATEK/WENDY 05/08/23 OKC PHX OKC	\$532.80
03/24	03/27	24943003083634001188465	AMERICAN AIR0012381101806 FORT WORTH TX MAULSBY/SHYRA 05/08/23 OKC PHX OKC	\$532.80
03/24	03/27	24943003083634001188473	AMERICAN AIR0012381101805 FORT WORTH TX BRYANT/KIMBERLY 05/08/23 OKC PHX OKC	\$532.80
03/24	03/27	24943003083634001188523	AMERICAN AIR0012381101803 FORT WORTH TX VICKNAIR/TERRIE 05/08/23 OKC PHX OKC	\$532.80
03/24	03/27	24943003083634001188549	AMERICAN AIR0012381101804 FORT WORTH TX MCCLAIN/EMMA 05/08/23 OKC PHX OKC	\$532.80

Trans Date	Post Date	Reference Number	Description	Amount
03/22	03/23	24492163081000042450000	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$40.00

Trans Date	Post Date	Reference Number	Description	Amount
02/28	03/01	24692163059102130517017	SQ *VALET - PARKING MANAG OKLAHOMA CITY OK	\$66.16
03/03	03/06	24692163062104723040438	SQ *VALET - PARKING MANAG OKLAHOMA CITY OK	\$66.16

Trans Date	Post Date	Reference Number	Description	Amount
02/28	03/02	24943003060400294000024	PIZZA HUT 029457 NORMAN OK	\$59.19
03/08	03/09	24431063067083702586655	AMAZON.COM*H56821QC2 AMZN AMZN.COM/BILL WA	\$52.16

(transactions continued on next page)

Account Number: XXXX XXXX XXXX 9064
 CROSSROADS YOUTH & FAMILY
 Statement Closing Date: 03/27/23

Cardholder Account Activity cont.

AMY GREGG		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 5925		\$1,000	\$0.00	\$180.00	\$0.00	\$180.00
Trans Date	Post Date	Reference Number	Description	Amount		
03/03	03/06	24692163062104967220116	AMERICAN RED CROSS 800-733-2767 DC	\$72.00		
03/20	03/21	24692163079107735278127	AMERICAN RED CROSS 800-733-2767 DC	\$108.00		

BRITNI COWLES		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 4628		\$6,500	\$0.00	\$1,157.00	\$0.00	\$1,157.00
Trans Date	Post Date	Reference Number	Description	Amount		
02/27	02/28	24492163058000037963313	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$20.00		
02/28	03/01	24113433060600180798754	THE WEBSTAIRANT STORE INC 717-392-7472 PA	\$165.52		
02/28	03/01	24113433060600180798838	THE WEBSTAIRANT STORE INC 717-392-7472 PA	\$284.31		
03/07	03/08	24164073066091007614901	TARGET 00027391 LAWTON OK	\$16.32		
03/21	03/22	24445003080300535443497	FSP*COUNCIL FOR PROFESSIO 800-424-4310 DC	\$33.00		
03/20	03/22	24427333080710035746921	HOMELAND #513 LAWTON OK	\$139.87		
03/21	03/22	24013393080002314441463	CARE COURSES MC LEAN VA	\$286.00		
03/23	03/24	24492163082000047861879	SP INSECT LORE HTTPWWW.INSE CA	\$39.45		
03/23	03/24	24431063082207340500049	NECPA COMMISSIONS INC 855-706-3272 VA	\$74.95		
03/23	03/24	24492163082000047563426	SP INSECT LORE HTTPWWW.INSE CA	\$77.58		
03/24	03/27	24492163083000031362008	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$20.00		

MIKE TEMPLETON		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 4325		\$10,000	\$0.00	\$3,139.05	\$0.00	\$3,139.05
Trans Date	Post Date	Reference Number	Description	Amount		
03/01	03/02	24801973061400041000032	FOREST BUILDING MATERIAL OKLAHOMA CITY OK	\$13.49		
03/01	03/03	24275393061048718974423	BRYAN STREET STORAGE 405-2739933 OK	\$325.00		
03/03	03/06	24906413062168673109682	DNH*GODADDY.COM 480-5058855 AZ	\$9.98		
03/07	03/08	24801973066872180457816	BNB TECHNOLOGY 405-292-5408 OK	\$879.99		
03/09	03/10	24801973068872852368026	CRUISE IN AUTO SPA NORMAN OK	\$156.56		
03/17	03/20	24013393076001863327806	FERGUSON BUICK GMC SERVIC NORMAN OK	\$121.62		
03/18	03/20	24445003077300495440728	TECHSOUP 415-633-9300 CA	\$177.00		
03/17	03/20	24447703076900014952550	NORMAN TAG AGENCY NORMAN OK	\$833.44		
03/22	03/23	24755423081270815770088	BUDGET DUMPSTER 866-2846164 OH	\$575.00		
03/24	03/27	24801973083839000010082	QUALITY LUBE & AUTO SHAWNEE OK	\$46.97		

DENISE MCCLURE		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 3704		\$15,000	\$0.00	\$341.49	\$0.00	\$341.49
Trans Date	Post Date	Reference Number	Description	Amount		
02/27	02/28	24492163058000034711244	NORMAN CHA* OK WWW.NORMANCHA OK	\$75.00		
03/06	03/07	24247603066000985199863	MOORE NORMAN TECHNOLOGY C 405-364-5763 OK	\$28.50		
03/22	03/22	24231683081083732116886	MCALISTERS 100973 MM 214-373-3400 OK	\$237.99		

HEADSTART	2 All Counties																			
	Total	Less Admin Portion	Month 2 March	Actual Exp March	Actual YTD	(Over) Under Program	Admin Budget	Month 2 March	Actual Exp March	Actual YTD	(Over) Under Program	Actual YTD	(Over) Under Program	Total (Over) Under						
Mar-23																				
Description																				
Salary	4,027,550	3,423,418	570,570	254,404	475,537	95,033	604,133	100,689	41,692	77,487	23,202	77,487	23,202	118,234						
Payroll taxes	319,372	271,466	45,244	19,212	18,172	27,072	47,906	7,984	3,212	5,374	2,610	5,374	2,610	29,692						
Benefits	1,290,827	1,097,203	182,867	73,327	144,820	38,047	193,624	32,271	7,390	14,212	18,059	14,212	18,059	56,106						
Travel/Training	34,432	29,267	4,878	1,065	1,204	3,674	5,166	861	765	1,320	(459)	1,320	(459)	3,215						
Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
Supplies	179,671	147,620	24,603	16,056	29,317	(4,714)	26,051	4,342	5,877	12,406	(8,064)	12,406	(8,064)	(12,778)						
Contract Labor	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
Rent	153,846	130,769	21,795	9,098	18,196	3,599	23,077	3,846	3,502	7,005	(3,156)	7,005	(3,156)	441						
Utilities/Telephone	198,582	168,795	28,132	15,920	32,013	(3,880)	29,787	4,965	2,106	3,547	1,417	3,547	1,417	(2,463)						
Bldg/Child Liab Ins	88,924	75,585	12,598	7,876	15,752	(3,156)	13,339	2,223	1,374	2,747	(524)	2,747	(524)	(3,678)						
Bldg Maint/Rep	174,849	148,622	24,770	21,369	34,419	(9,649)	26,227	4,371	2,664	3,028	1,343	3,028	1,343	(8,305)						
Local Travel	60,090	51,077	8,513	5,079	7,693	820	9,014	1,502	273	387	1,115	387	1,115	1,994						
Child Service Consultants	70,000	70,000	11,667	7,199	14,348	(2,681)	0	0	0	0	0	0	0	(2,681)						
Accounting & Legal	41,406	0	0	0	0	0	41,406	6,901	4,051	7,113	(212)	7,113	(212)	(212)						
Publications/Adv/Print	59,975	50,979	8,496	1,765	4,010	4,487	8,996	1,499	466	1,236	263	1,236	263	4,750						
Training	37,456	31,838	5,306	2,271	6,947	(1,640)	5,618	936	789	1,686	(749)	1,686	(749)	(2,390)						
Preplacement Screening	11,507	9,781	1,630	407	488	1,142	1,726	288	0	0	288	0	288	1,430						
Meals & Events	5,950	5,058	843	17	40	803	893	149	492	744	(596)	744	(596)	207						
Food	440,000	440,000	73,333	37,058	83,595	(10,262)	0	0	0	0	0	0	0	(10,262)						
Food Related	41,996	41,996	6,999	3,349	7,567	(567)	0	0	0	0	0	0	0	(567)						
CACFP Reimbursement	(576,996)	(576,996)	(96,166)	(40,747)	(78,981)	(17,185)	0	0	0	0	0	0	0	(17,185)						
	6,653,437	5,616,476	936,079	434,726	815,136	120,944	1,036,961	172,827	74,651	138,291	34,536	138,291	34,536	155,480						

EARLY HEADSTART		All Counties																
Mar-23																		
Description	Total	Less Admin Portion	Month 2		Actual Exp		Actual		Admin Budget	Month 2		Actual Exp		Actual		(Over)/Under Program	(Over)/Under Program	Total (Over)/Under
			March	March	March	March	YTD	YTD		March	March	YTD	YTD					
Salary	4,096,431	3,481,966	580,328	261,415	487,278	93,050	614,465	102,411	36,175	66,932	35,479	128,529						
Payroll taxes	324,104	275,488	45,915	20,103	37,283	8,631	48,616	8,103	2,734	4,529	3,573	12,205						
Benefits	1,290,030	1,096,526	182,754	74,690	149,462	33,292	193,505	32,251	6,644	12,651	19,600	52,892						
Travel/Training	29,930	25,441	4,240	1,114	1,186	3,054	4,490	748	399	689	60	3,114						
Equipment	0	0	0	0	0	0	0	0	0	0	0	0						
Supplies	127,899	108,714	18,119	14,492	25,374	(7,255)	19,185	3,197	5,379	11,498	(8,301)	(15,556)						
Contract Labor	0	0	0	0	0	0	0	0	0	0	0	0						
Rent	182,156	154,833	25,805	13,103	26,206	(401)	27,323	4,554	3,026	6,052	(1,496)	(1,899)						
Utilities/Telephone	138,948	118,106	19,684	13,506	25,864	(6,180)	20,842	3,474	1,609	2,767	707	(5,473)						
Bldg/Child Liab Ins	56,222	47,789	7,965	5,553	11,107	(3,142)	8,433	1,406	817	1,635	(229)	(3,372)						
Bldg Maint/Rep	114,312	97,165	16,194	19,098	33,345	(17,151)	17,147	2,856	2,383	2,688	170	(16,981)						
Local Travel	29,120	24,752	4,125	4,456	6,026	(1,901)	4,368	728	227	288	440	(1,460)						
Child Service Consultants	12,693	12,693	2,116	356	588	1,528	0	0	0	0	0	1,528						
Accounting & Legal	20,149	0	0	0	0	0	20,149	3,358	1,953	3,510	(152)	(152)						
Publications/Adv/Print	52,175	44,349	7,391	1,641	3,601	3,791	7,826	1,304	387	1,039	265	4,056						
Training	81,314	69,117	11,519	1,666	8,428	3,092	12,197	2,033	411	882	1,151	4,242						
Preplacement Screening	9,322	7,924	1,321	945	1,240	81	1,398	233	0	0	233	314						
Meals & Events	3,400	2,890	482	13	24	457	510	85	451	681	(596)	(139)						
Food	345,805	345,805	57,634	27,780	58,969	(1,335)	0	0	0	0	0	(1,335)						
Food Related	27,996	27,996	4,666	2,049	4,693	(27)	0	0	0	0	0	(27)						
CACFP Reimbursement	(373,801)	(373,801)	(62,300)	(27,884)	(53,472)	(8,828)	0	0	0	0	0	(8,828)						
	6,568,205	5,567,752	927,959	434,096	827,202	100,756	1,000,453	166,742	62,595	115,841	50,901	151,658						
	13,221,642	11,184,228	1,864,038	868,822	1,642,338	221,700	2,037,414	339,569	137,247	254,132	85,437	307,137						

PROGRAM INCOME																
Mar-23																
All Counties																
Description	Total	Less Admin Portion	Month 2		Actual Exp		Actual		(Over) Under Program		Admin Budget	Month 2 March	Actual Inc March	Actual YTD	(Over)/Under Program	Total (Over) Under
			March	March	March	YTD	Program	Program								
E-Rate Reimbursement	(30,000)	(30,000)	(5,000)	0	0	0	0	(5,000)	0	0	0	0	0	0	0	(5,000)
Insure Oklahoma-Healthcare	(242,000)	(242,000)	(40,333)	(8,212)	(16,425)	(23,909)	(23,909)	0	0	0	0	0	0	0	0	(23,909)
Donations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gain on Sale	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Childcare Subsidy-HS	(887,207)	(887,207)	(147,868)	(62,301)	(111,313)	(36,555)	(36,555)	0	0	0	0	0	0	0	0	(36,555)
Childcare Subsidy-EHS	(232,509)	(232,509)	(38,752)	(42,859)	(75,686)	36,934	36,934	0	0	0	0	0	0	0	0	36,934
	(1,391,716)	(1,391,716)	(231,953)	(113,373)	(203,423)	(28,529)	(28,529)	0	0	0	0	0	0	0	0	(28,529)
	11,829,926	9,792,512	1,632,085	755,449	1,438,915	193,171	193,171	2,037,414	398,569	137,247	254,132	85,437	278,608			
IN-KIND ***																
Mar-23																
All Counties																
Description	Total	Less Admin Portion	Month 2		Actual Exp		Actual		(Under)/Over Program		Admin Budget	Month 2 March	Actual Inc March	Actual YTD	(Under)/Over Program	Total Over (Under)
			March	March	March	YTD	Program	Program								
	2,957,482	2,513,859	418,977	145,572	279,398	(139,576)	(139,576)	443,622	73,937	0	0	0	0	0	(73,937)	(213,515)

HEADSTART		9 Lincoln/Seminole HS																				
Description	Total	Less Admin Portion		Month 9		Actual Exp		Actual		(Over) Under		Admin Budget		Month 9		Actual Exp		Actual		(Over) Under		
				March		March		YTD		Program		March		March		YTD		Program		Total (Over) Under		
Salary	1,004,724	854,015	640,512	97,356	656,526					(16,015)	150,709	113,031	14,863	141,616							(28,585)	(44,600)
Payroll taxes	94,004	79,903	59,928	7,527	51,909					8,019	14,101	10,575	1,284	11,043							(468)	7,551
Benefits	287,401	244,291	183,218	17,892	149,686					33,532	43,110	32,333	3,642	30,909							1,424	34,956
Travel/Training	14,708	12,502	9,376	178	2,911					6,465	2,206	1,655	0	0							1,655	8,120
Equipment	0	0	0	0	0					0	0	0	0	0							0	0
Supplies	314,456	267,288	200,466	2,622	54,612					145,854	47,168	35,376	0	0							35,376	181,230
Contract Labor	0	0	0	0	0					0	0	0	0	0							0	0
Rent	9,600	8,160	6,120	3,160	19,737					(13,617)	1,440	1,080	0	0							1,080	(12,537)
Utilities/Telephone	46,843	39,902	29,926	4,795	43,271					(13,345)	7,041	5,281	0	0							5,281	(8,064)
Bldg/Child Liab Ins	16,856	14,328	10,746	1,660	14,936					(4,190)	2,528	1,896	0	0							1,896	(2,294)
Bldg Maint/Rep	63,916	54,329	40,746	43,993	152,889					(112,142)	9,587	7,191	0	0							7,191	(104,952)
Local Travel	18,820	15,997	11,998	2,690	23,855					(11,857)	2,823	2,117	0	0							2,117	(9,740)
Child Service Consultants	15,110	15,110	11,333	1,899	16,609					(5,277)	0	0	0	0							0	(5,277)
Accounting & Legal	5,000	0	0	0	50					(50)	5,000	3,750	0	415							3,335	3,285
Publications/Adv/Print	15,494	13,170	9,877	1,859	17,471					(7,594)	2,324	1,743	0	0							1,743	(5,851)
Training	16,250	13,813	10,359	640	8,056					2,303	2,438	1,828	0	0							1,828	4,132
Preplacement Screening	6,086	5,173	3,880	548	3,067					813	913	695	0	0							685	1,498
Meals & Events	0	0	0	0	0					0	0	0	0	0							0	0
Food	0	0	0	18,153	110,369					(110,369)	0	0	0	0							0	(110,369)
Food Related	0	0	0	115	697					(697)	0	0	0	0							0	(697)
CACFP Reimbursement	0	0	0	(11,384)	(64,698)					64,698	0	0	0	0							0	64,698
	1,929,368	1,637,979	1,228,484	193,703	1,261,953					(33,468)	291,389	218,542	19,789	183,984							34,558	1,089

PROGRAM INCOME	Lincoln/Seminole HS										Total (Over) Under	
	Total		Less Admin Portion		Month 9 March		Actual Exp March		Actual YTD			(Over) Under Program
Mar-23												
Description												
E-Rate Reimbursement	0	0	0	0	0	0	0	0	0	0	0	0
Insure Oklahoma-Healthcare	0	0	0	0	0	933	933	933	933	933	(933)	(933)
Insurance Proceeds	0	0	0	0	0	0	0	0	0	0	0	0
Donations	0	0	0	0	0	0	0	0	0	0	0	0
Gain on Sale	0	0	0	0	0	0	0	0	0	0	0	0
Childcare Subsidy-HS	0	0	0	0	0	0	0	0	0	0	0	0
DHS COVID Supplemental	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	933	933	933	933	933	(933)	(933)
	1,929,368	1,637,979	1,228,484	194,637	1,262,866	(34,402)	291,389	218,542	19,789	183,984	34,558	156
IN-KIND ***												
Mar-23												
Description												
Total	482,342	409,991	307,493	12,860	107,337	(200,156)	72,351	54,263	0	0	(54,263)	(254,419)

**HEAD START/ EARLY HEAD START
DIRECTOR'S REPORT
March
2023**

Enrollment Summary

Cleveland/Comanche/Pottawatomie/Seminole EHS
Funded Enrollment: 935
HS 595 EHS 340

Lincoln /Seminole
Funded Enrollment 151
HS 119 EHS 32

(See enrollment spreadsheet for detailed breakdown)

Facilities Summary

See facility update for details

Cleveland County

CSBI Head Start/Early Head Start

No major facility issues at this time.

Baby Steps Teen Parent Program

No major facility issues at this time.

Main Street Head Start/Early Head Start

No major facility issues at this time

St. Stephens Head Start

No major facility issues at this time.

Noble Head Start

No major facility issues at this time.

Little Axe Head Start

No major facility issues at this time.

Moore Head Start/Early Head Start

No major facility issues at this time

Pottawatomie County

Union Street Head Start

No major facility issues at this time

Bethel Head Start

No major facility issues at this time.

Neighborhood Head Start

No major facility issues at this time.

Tecumseh Head Start

No major facility issues at this time.

Maud Head Street

No major facility issues at this time.

Learning Tree Head Start/Early Head Start

No major facility issues at this time.

Treasured Moments Early Head Start

No major facility issues at this time

Seminole CountySeminole Child Development Center Early Head Start

No major facility issues at this time.

Seminole Head Start

No major facility issues at this time

Comanche CountyBeginnings

No major facility issues at this time

Children's Chateau Early Head Start

No major facility issues at this time

Education Engine

No major facility issues at this time

First Start Early Head Start

No major facility issues at this time.

Summit Ridge Head Start

No major facility issues at this time

Lincoln County

Agra

No major facility issues

Davenport

No major facility issues at this time

Stroud

No major facility issues at this time.

Prague

Alterations are completed, work still needs to be completed on the playground

Volunteer in-kind documentation

(See attached volunteer/in-kind spreadsheet for detailed breakdown)

Accident Report Summary

(See attached accident spreadsheet for detailed breakdown)

None for the month of August due to no classes open

Terrie Vicknair, HS/EHS Program Director

Date

**Crossroads Head Start/CCPS
March 31, 2023**

Total Page

Head Start recap by county	Funded Enrollment	Current Enrollment (0% to 100%)	Current Enrollment (101% to 130%)	Current Enrollment (130% ^)	Total Enrollment	Vacancies Less than 30 days	Vacancies Past 30 days	Waiting list (0%-100%)		Waiting list (101-130%)		Waiting list (130% - ^)		Pending
								EHS Transistions	WL	EHS Transistions	WL	EHS Transistions	WL	
Cleveland 7/12 CR closed	204	82	12	8	102	1	101	9	57	1	8	1	33	56
Comanche	204	147	14	3	164	3	37	12	0	0	0	0	0	2
Pottawatomie	187	131	7	7	145	2	40	10	10	0	0	0	14	9
Totals	595	360	33	18	411	6	178	31	67	1	8	1	47	67
	69% enrolled													

**Crossroads Head Start/Lincoln-Seminole
March 31, 2023**

Head Start recap by county	Funded Enrollment	Current Enrollment (0% to 100%)	Current Enrollment (101% to 130%)	Current Enrollment (130% ^)	Total Enrollment	Vacancies Less than 30 days	Vacancies Past 30 days	Waiting list (0%-100%)		Waiting list (101-130%)		Waiting list (130% - ^)		Pending
								EHS Transistions	WL	EHS Transistions	WL	EHS Transistions	WL	
Lincoln	85	75	3	4	82	0	3	0	5	0	0	0	8	0
Seminole	34	32	0	0	32	2	0	0	3	0	0	0	5	0
Total	119	107	3	4	114	2	3	0	8	0	0	0	13	0
	93% enrolled													

**Crossroads Early Head Start/CCPS
March 31, 2023**

Total Page

Head Start recap by county	Funded Enrollment	Current Enrollment (0% to 100%)	Current Enrollment (101% to 130%)	Current Enrollment (130% ^)	Total Enrollment	Vacancies Less than 30 days	Vacancies Past 30 days	Waiting list (0%-100%)	Waiting list (101-130%)	Waiting list (130% - ^)	Pending
Cleveland	96	54	2	1	57	0	39	57	8	27	37
Comanche	136	103	11	0	114	7	15	5	0	31	3
Pottawatomie	76	66	0	0	66	2	8	36	5	14	9
Seminole	32	30	0	0	30	2	0	18	3	7	0
Totals	340/78% enrolled	253	13	1	267	11	62	116	16	72	49

**Crossroads Early Head Start/Lincoln-Seminole
March 31, 2023**

Head Start recap by county	Funded Enrollment	Current Enrollment (0% to 100%)	Current Enrollment (101% to 130%)	Current Enrollment (130% ^)	Total Enrollment	Vacancies Less than 30 days	Vacancies Past 30 days	Waiting list (0%-100%)	Waiting list (101-130%)	Waiting list (130% - ^)	Pending
Lincoln	16	0	0	0	0	0	24	0	0	0	0
Seminole	16	8	0	0	8	0	0	18	3	7	0
Total	32 25% enrolled	8	0	0	8	0	24	18	3	7	0

**Crossroads Head Start/CCPS
March 31, 2023**

Cleveland County HS	Funded Enrollment	Current Enrollment (0% to 100%)	Current Enrollment (101% to 130%)	Current Enrollment (130% ^)	Total Enrollment	Vacancies Less than 30 days	Vacancies Past 30 days	Waiting list (0%-100%)		Waiting list (101-130%)		Waiting list (130%-^)		Pending
								EHS Transitions	WL	EHS Transitions	WL	EHS Transitions	WL	
CSBI ½ cr closed	34	16	1	1	18	0	16	3	22	1	0	0	6	11
Little Axe Closed 1/1	17	0	0	0	0	0	17	0	0	0	0	0	0	0
Main St.	34	26	5	2	33	1	0	2	9	0	2	0	6	12
Moore 2/4 cr closed	68	26	5	4	35	0	33	3	25	0	6	1	12	26
Noble Holding enrollment Staff short	17	14	1	1	16	0	1	1	1	0	0	0	9	7
St. Stephens Closed 2/2	34	0	0	0	0	0	34	0	0	0	0	0	0	0
Totals	204	78	12	8	102	1	101	9	57	1	8	1	33	56

Crossroads Head Start/CCPS

March 31, 2023

Pottawatomie County	Funded Enrollment		Current Enrollment (0% to 100%)	Current Enrollment (101% to 130%)	Current Enrollment (130% ^)	Total	Vacancies Less than 30 days	Vacancies Past 30 days	Waiting list (0%-100%)		Waiting list (101-130%)		Waiting list (130%-^)		Pending	
									EHS	WL	EHS	WL	EHS	Transitions		Transitions
Bethel	17	17	14	2	1	17	0	0	1	3	0	0	0	0	7	0
Learning Tree	17	17	16	0	0	16	1	0	0	0	0	0	0	0	0	0
Maud	17	17	10	0	1	11	0	6	0	0	0	0	0	0	0	0
Neighborhood	17	17	16	1	0	17	0	0	0	0	0	0	0	0	0	0
Tecumseh	34	34	30	1	3	34	0	0	3	1	0	0	0	0	1	0
Union St. 2/5 cr closed	85	51	44	3	2	49	2	34	6	6	0	0	0	0	6	9
Total	187	153	131	7	7	145	2	40	10	10	0	0	0	0	14	9

**Crossroads Head Start/Lincoln-Seminole
March 31, 2023**

Lincoln County	Funded Enrollment	Current Enrollment (0% to 100%)	Current Enrollment (101% to 130%)	Current Enrollment (130% ^)	Total	Vacancies Less than 30 days	Vacancies Past 30 days	Waiting list (0%-100%)		Waiting list (101-130%)		Waiting list (130%-^)		Pending
								EHS	Transitions	WL	EHS	Transitions	WL	
Agra	17	16	1	0	17	0	0	0	0	0	0	0	0	0
Davenport 1	17	15	1	1	17	0	0	0	0	0	0	0	0	0
Davenport Rim 2	17	12	1	1	14	0	3	0	1	0	0	0	0	0
Prague	17	17	0	0	17	0	0	0	2	0	0	0	8	0
Stroud	17	15	0	2	17	0	0	0	2	0	0	0	0	0
County Total	85	75	3	4	82	0	3	0	5	0	0	0	8	0
Seminole County														
Seminole	34	32	0	0	32	2	0	0	3	0	0	0	5	0
County Total	34	32	0	0	32	2	0	0	3	0	0	0	5	0
Total	119	107	3	4	114	2	3	0	8	0	0	0	13	0

**Crossroads Early Head Start /CCPS
March 31,2023**

Cleveland County	Funded Enrollment	Current Enrollment (0% to 100%)	Current Enrollment (101% to 130%)	Current Enrollment (130% ^)	Total	Vacancies Less than 30 days	Vacancies Past 30 days	Waiting list (0%-100%)	Waiting list (101-130%)	Waiting list (130%-^)	Pending
Baby Steps ½ cr closed	16	8	0	1	9	0	7	1	0	0	0
CSBI 1/3	24	15	1	0	16	0	8	10	2	4	13
Main 2/4cr closed	32	15	1	0	16	0	16	17	5	10	12
Moore ½ cr closed	16	8	0	0	8	0	8	22	0	3	9
Noble	8	8	0	0	8	0	0	7	0	10	3
Total	96	56	54	2	57	0	39	57	8	27	37

Crossroads Early Head Start / CCPS March 31, 2023											
Comanche County	Funded Enrollment	Current Enrollment (0% to 100%)	Current Enrollment (101% to 130%)	Current Enrollment (130% ^)	Total	Vacancies Less than 30 days	Vacancies Past 30 days	Waiting list (0%-100%)	Waiting list (101-130%)	Waiting list (130%-^)	Pending
Beginnings	24	18	1	0	19	5	0	2	0	3	0
Children's Chateau	32	25	5	0	30	2	0	2	0	5	0
Education Engine 1 cr closed	32	24	0	0	24	0	8	3	0	10	0
First start	32	21	4	0	25	0	7	0	0	2	2
Summit Ridge	16	15	1	0	16	0	0	1	0	3	0
Total	136	103	11	0	114	7	15	5	0	31	3

Crossroads Early Head Start /CCPS March 31,2023											
Pottawato mie County	Funded Enrollment	Current Enrollment (0% to 100%)	Current Enrollment (101% to 130%)	Current Enrollment (130% ^)	Total	Vacancies Less than 30 days	Vacancies Past 30 days	Waiting list (0%-100%)	Waiting list (101-130%)	Waiting list (130%-^)	Pend ing
Bethel	8	8	0	0	8	0	0	2	1	5	0
Learning Tree	36	35	0	0	35	1	0	34	4	9	9
Neighborhood	8	7	0	0	7	1	0	0	0	0	0
Treasured Moments	8	8	0	0	8	0	0	0	0	0	0
Union St ½ cr closed	16	8	0	0	8	0	8	0	0	0	0
Total	76	66	0	0	66	2	8	36	5	14	9
Seminole County											
Seminole	32	30	0	0	30	2	0	18	3	7	0
Total	32	30	0	0	30	2	0	18	3	7	0

Crossroads Early Head Start /Lincoln -Seminole											
March 31,2023											
Lincoln County	Funded Enrollment	Current Enrollment (0% to 100%)	Current Enrollment (101% to 130%)	Current Enrollment (130% ^)	Total	Vacancies Less than 30 days	Vacancies Past 30 days	Waiting list (0%-100%)	Waiting list (101-130%)	Waiting list (130%-^)	Pending
Prague Not Open	8	0	0	0	0	0	8	0	0	0	0
Davenport Not open	16	0	0	0	0	0	16	0	0	0	0
Lincoln Total	24	0	0	0	0	0	24	0	0	0	0
Seminole County											
Seminole	8	8	0	0	8	0	24	18	3	7	0
Total	32	8	0	0	8	0	24	18	3	7	0

Total OI

CCPS HS 36-18 enrolled =18 left

CCPS EHS 26-1 enrolled =25 left

Lin/Sem 10-4 enrolled = 6 left

Location (Site)	Date	Incident Type	Describe Cause of Injury	Injury
Report: Accident Report for Policy Council				
Baby Steps EHS	3/22/23	Minor	Hit her head on the table leg.	Hit her head on the table leg.
Baby Steps EHS	3/22/23	Minor	Child bite while playing	Child bite while playing
Beginnings Academy EHS	3/03/23	Minor	Tripped bumped forehead on toy truck	Red mark L side forehead
Beginnings Academy EHS	3/28/23	Minor	Other child pinched on cheeks	Scrape, pinch L cheek
Beginnings Academy EHS	3/28/23	Minor	Accidentally scratched by other playing	Scrape L side neck
Beginnings Academy EHS	3/29/23	Minor	Bitten by other child	Child bite
Beginnings Academy EHS	3/29/23	Minor	Bitten by other child	Child bite L cheek
Beginnings Academy HS	3/01/23	Minor	Slide backwards/belly, got hit with foot	Swollen area R eye area
Beginnings Academy HS	3/01/23	Minor	Fell off monkey bars, head hit ground	Fell, hit head, no visible injury
Beginnings Academy HS	3/07/23	Minor	Ran into pole on playground	Swollen area center forehead
Beginnings Academy HS	3/09/23	Minor	Running, tripped, fell	Bruise knee, scratch L cheek
Beginnings Academy HS	3/22/23	Minor	Jumped from one log to another, fell	Cut on lip, scrape on L arm
Beginnings Academy HS	3/23/23	Minor	Tripped, fell on sensory walk	Scrape R side abdomen
Beginnings Academy HS	3/23/23	Minor	Kicked by other	Skin discoloration on nose
Beginnings Academy HS	3/24/23	Minor	Slipped, hit lip on table	Scrape, swollen lower L lip
Bethel Acres EHS	3/08/23	Minor	another child scratched her	another child scratched her
Bethel Acres EHS	3/08/23	Minor	child bite	bit by another child
Bethel Acres EHS	3/28/23	Minor	hit by a toy from another child	hit by a toy from another child
Bethel Acres EHS	3/29/23	Minor	scratched	scratched
Bethel Acres HS	3/22/23	Minor	scratched by another child	scratched by another child
Bethel Acres HS	3/27/23	Minor	fell and hit her head on a pole	fell and hit her head on a pole
Bethel Acres HS	3/28/23	Minor	hit by a toy from another child	hit by a toy from another child
Bethel Acres HS	3/29/23	Minor	scratched	scratched
Bethel Acres HS	3/30/23	Minor	hit with a toy on his hand	hit with a toy on his hand

Location (Site)	Date	Incident Type	Describe Cause of Injury	Injury
Children's Chateau EHS	3/07/23	Minor	Ran into pole on playground	Swollen area center forehead
Children's Chateau EHS	3/22/23	Minor	Other child bit	Child bite L shoulder
Children's Chateau EHS	3/22/23	Minor	Other child scratched	Scratch L cheek
Children's Chateau EHS	3/23/23	Minor	Tripped, hit forehead on carpet	Carpet burn forehead
Children's Chateau EHS	3/23/23	Minor	Hit by maraca by other child	Swollen area upper L forehead
Children's Chateau EHS	3/24/23	Minor	Sat up on knees fell forward to shelf	Skin discoloration forehead
Children's Chateau EHS	3/27/23	Minor	Fell off jumbo climbing blocks	Cut, swollen upper lip
Children's Chateau EHS	3/27/23	Minor	Slid down soft climber face first, hit carpet	Swollen upper lip
Children's Chateau EHS	3/30/23	Minor	Running, fell on a toy	Busted lower lip
Children's Chateau EHS	3/31/23	Minor	Fell getting off activity climber	Cut on upper gums
CSBI EHS	3/07/23	Minor	Lost footing while climbing and fell	Lost footing while climbing and fell
CSBI EHS	3/07/23	Minor	a child threw a shoe	A child threw a shoe
CSBI EHS	3/07/23	Minor	Fell over backward and bumped head on floor	Fell over backward and bumped head on floor
CSBI EHS	3/07/23	Minor	Hit by a toy during play	Hit by a toy during play
CSBI EHS	3/29/23	Minor	Trip and fall while stepping up	Trip and fall while stepping up
CSBI HS	3/24/23	Minor	Dancing and bumped his head	Dancing and bumped his head
CSBI HS	3/28/23	Minor	She ran into a stick that a friend was playing wit	She ran into a stick that a friend was playing wit
Education Engine HS	3/06/23	Minor	Bitten by other child	Child bite
Education Engine HS	3/20/23	Minor	Hit by other child	Scrapes neck, cheek, eye area
Education Engine HS	3/27/23	Minor	Bitten by other child wanting toy	Child bite L arm
First Start EHS	3/03/23	Minor	Other child scratched	Scratch, red mark R side head
First Start EHS	3/23/23	Minor	Scratched self on leg	Scrape R leg
Learning Tree EHS	3/23/23	Minor	fell	slipped and bumped his nose
Learning Tree EHS	3/28/23	Minor	fell and cut his lip	fell and cut his lip

Location (Site)	Date	Incident Type	Describe Cause of Injury	Injury
Learning Tree EHS	3/30/23	Minor	running, fell and hit his knee	running, fell and hit his knee
Learning Tree HS	3/28/23	Minor	another child sratched him on the neck	a friend scratched him
Main Street EHS	3/02/23	Minor	Bumped heads witha friend	Bumped heads witha friend
Main Street EHS	3/08/23	Minor	Lost balance and fell while spinning	Lost balance and fell while spinning
Main Street HS	3/02/23	Minor	Bumped heads witha friend	Bumped heads witha friend
Main Street HS	3/02/23	Minor	Hit by a toy while playing	Hit by a toy while playing
Main Street HS	3/08/23	Minor	Lost balance and fell while spinning	Lost balance and fell while spinning
Main Street HS	3/22/23	Minor	Scraped his back while playing under the table	Scraped his back while playing under the table
Main Street HS	3/22/23	Minor	Outside running, fell scraping his knee	Outside running, fell scraping his knee
Main Street HS	3/27/23	Minor	Transittingion to nap ,jumped on cot hitting his h	Transittingion to nap ,jumped on cot hitting his h
Main Street HS	3/27/23	Minor	Caught his finger in the bathroom door	Caught his finger in the bathroom door
Main Street HS	3/27/23	Minor	A friend squeezed his neck	A friend squeezed his neck
Maud HS	3/21/23	Minor	fell & hit lip	fell and hit lip
Moore HS	3/24/23	Minor	bitten by another child	bitten on arm
Moore HS	3/31/23	Minor	Running on the playground and tripped and fell	scrape on left side of head
Neighborhood EHS	3/20/23	Minor	hit his head obn floor	red mark
Neighborhood EHS	3/22/23	Minor	hit his head	hit his head
Neighborhood HS	3/01/23	Minor	paper cut	paper cut
Neighborhood HS	3/06/23	Minor	tripped and fell	fell and hit his head
Neighborhood HS	3/07/23	Minor	fell	fell when running
Neighborhood HS	3/22/23	Minor	scrap hand on metal stall	scrap hand on metal stall
Neighborhood HS	3/22/23	Minor	fell over another child	fell over another child
Neighborhood HS	3/28/23	Minor	while running she fell	while running she fell
Neighborhood HS	3/29/23	Minor	another child threw a block and hit him	another child threw a block and hit him

Location (Site)	Date	Incident Type	Describe Cause of Injury	Injury
Seminole EHS	3/06/23	Minor	Too close on climber, another child bit his arm	child bite
Seminole EHS	3/06/23	Minor	Kid grabbed her crayon, accidently scratched cheek	Scratch
Seminole EHS	3/06/23	Minor	Fighting over toy, another child scratched his arm	Scratch
Seminole EHS	3/06/23	Minor	Kid grabbed her crayon, accidently scratched cheek	Scratch
Seminole EHS	3/30/23	Minor	Tripped and fell on sidewalk, hit head.	bump on head
Seminole EHS	3/31/23	Minor	Another child bit his finger at the table.	child bite
Seminole HS	3/06/23	Minor	Fighting over ball, other child bit Malachi's arm	child bite
Seminole HS	3/06/23	Minor	Ran into another child on playground	busted lip
Seminole HS	3/06/23	Minor	Foot slipped when climbing up ladder on playground	swollen area on head
Seminole HS	3/06/23	Minor	Another child bit Charlie's arm, fighting over toy	child bite
Seminole HS	3/24/23	Minor	Slipped and hit face on chair	Bruise on face
Seminole HS	3/29/23	Minor	Another child scratched her	scratch
Summit Ridge EHS	3/21/23	Minor	Trying to stand, fell onto toy	Skin discoloration below R eye
Summit Ridge EHS	3/23/23	Minor	Bitten by other child	Child bite L shoulder
Summit Ridge HS	3/22/23	Minor	Running, other child fell onto	Swollen areas forehead, L thumb
Summit Ridge HS	3/22/23	Minor	Other child scratched	Scratch L cheek
Summit Ridge HS	3/23/23	Minor	Scratched by other child	Scratch L upper chect
Tecumseh HS	3/22/23	Minor	fell & cut his knee	fell and cut hius knee
Union Street EHS	3/31/23	Minor	hit her head	hit her head on the table
Union Street HS	3/01/23	Minor	pushed	pushed and hit his mouth
Union Street HS	3/01/23	Minor	scratched	scratched by another child
Union Street HS	3/03/23	Minor	child bit	bit by another child
Union Street HS	3/20/23	Minor	another child got upset and scratched him	another child got upset and scratched him
Union Street HS	3/28/23	Minor	scratched by another child	scratched by another child

Crossroads Head Start/Early Head Start
 Volunteer Inkind Report
 February 2023

Location	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Total	Annual Cost	% Achieved	
Early Head Start																
Baby Steps EHS	1,055.64													8,898.60	0.0%	
Beginnings Academy EHS	1,092.68													13,334.40	0.0%	
Bethel EHS	864.33													4,444.80	0.0%	
Children's Chateau	1,930.71													17,779.20	0.0%	
CSBI EHS	2,154.32													13,334.40	0.0%	
Education Engine EHS	1,926.08													13,334.40	0.0%	
First Start EHS	347.25													17,779.20	0.0%	
Learning Tree EHS	2,430.75													20,668.80	0.0%	
Main Street EHS	2,000.16													17,779.20	0.0%	
Moore EHS	1,379.74													8,898.60	0.0%	
Neighborhood EHS	667.98													4,444.80	0.0%	
Noble EHS	777.84													4,444.80	0.0%	
Seminole EHS	1,490.96													17,779.20	0.0%	
Summit Ridge EHS	458.37													8,898.60	0.0%	
Treasured Moments	805.62													4,444.80	0.0%	
Union Street EHS	1,000.08													4,444.80	0.0%	
SubTotal	20,422.41													166,681.60	0.0%	
Head Start																
Beginnings Academy HS	2,139.06													37,780.80	0.0%	
Bethel HS	2,481.68													9,445.20	0.0%	
CSBI HS	3,301.19													18,890.40	0.0%	
Education Engine HS	5,398.58													56,671.20	0.0%	
Learning Tree HS	1,018.60													9,445.20	0.0%	
Little Axe	-													9,445.20	0.0%	
Main Street HS	958.41													18,890.40	0.0%	
Maud	1,842.74													9,445.20	0.0%	
Moore HS	3,416.94													37,780.80	0.0%	
Neighborhood HS	1,208.43													9,445.20	0.0%	
Noble HS	2,074.24													9,445.20	0.0%	
St Stephens	-													18,890.40	0.0%	
Summit Ridge HS	3,643.81													18,890.40	0.0%	
Tecumseh	3,318.71													18,890.40	0.0%	
Union Street HS	463.00													47,226.00	0.0%	
SubTotal	31,266.39													330,582.00	0.0%	
Policy Council																
Total OverAll	51,688.80													517,263.60	0.0%	

Crossroads Head Start/Early Head Start
 Volunteer Inkind Report
 Lincoln County
 February 2023

Location	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Total	Annual Goal	% Achieved
Agra	1,167.48						37.04	347.25	564.86	972.30	833.40	1,111.47	5,033.80	8,761.80	57.5%
Buhrer														8,761.80	0.0%
Chandler														8,761.80	0.0%
Davenport	2,217.77						55.56	717.65	1,912.19	1,764.03	476.89	2,051.09	9,195.18	17,523.60	52.5%
Prague	240.76						250.02	176.68	1,113.76	1,138.96	250.02	527.82	3,698.08	8,761.80	42.2%
Seminole HS	7,107.65						899.13	2,703.92	6,573.92	6,593.72	2,245.55	6,403.29	32,525.98	17,523.60	185.6%
Stroud	958.41						206.74	783.95	537.08	2,185.36	1,045.02	592.64	6,289.20	8,761.80	71.8%
***Total**	11,691.47						1,448.49	4,709.45	10,701.83	12,653.79	4,850.88	10,866.31	56,742.22	78,956.20	72.0%

4/3/2023
9:22 AM

Page 1 of 1
JenniferM

Crossroads HS/EHS

2301 - Average Daily Attendance

Agency: Crossroads HS/EHS, Enrollment Status: Enrolled Attendance Date: 3/1/2023 - 3/31/2023

Crossroads HS/EHS

	Attendance Records			Operating Days	ADA	Funded Enrollment		Actual Enrollment	
	Present ¹	Absent ⁶	Neither ⁷			Count	% Attendance	Count ²	% Attendance ³
Baby Steps EHS	127	22	0	17.00 (avg)	7.47	16	46.89%	8.76	85.23%
Beginnings Academy EHS	265	51	0	17.00 (avg)	15.58	24	64.95%	18.59	83.86%
Beginnings Academy HS	720	96	0	17.00 (avg)	42.35	51	83.04%	48.00	88.24%
Bethel Acres EHS	89	22	0	17.00 (avg)	5.24	8	65.44%	6.53	80.18%
Bethel Acres HS	252	37	0	17.00 (avg)	14.82	17	87.20%	17.00	87.20%
Children's Chateau EHS	434	37	0	17.00 (avg)	25.53	32	79.78%	27.71	92.14%
CSBI EHS	245	18	0	17.00 (avg)	14.41	16	90.07%	15.47	93.16%
CSBI HS	285	21	0	17.00 (avg)	16.76	17	98.62%	18.00	93.14%
Education Engine EHS	339	46	4	18.33 (avg)	18.56	24	77.05%	21.01	88.28%
Education Engine HS	1,274	172	1	17.00 (avg)	72.44	85	85.16%	82.26	88.11%
First Start EHS	306	72	0	17.00 (avg)	18.00	32	66.25%	22.23	80.95%
Learning Tree EHS	508	61	0	17.00 (avg)	29.89	36	83.01%	33.47	89.28%
Learning Tree HS	225	42	0	17.00 (avg)	13.24	17	77.85%	15.71	84.27%
Main Street EHS	254	18	0	17.00 (avg)	14.94	16	93.38%	16.00	93.38%
Main Street HS	515	46	0	17.00 (avg)	30.29	34	89.10%	33.00	91.80%
Maud HS	169	51	4	21.00 (avg)	8.05	17	47.34%	10.48	76.82%
Moore EHS	120	14	0	17.00 (avg)	7.06	8	88.24%	7.88	89.55%
Moore HS	517	51	0	17.00 (avg)	30.41	34	89.45%	33.41	91.02%
Neighborhood EHS	102	17	0	17.00 (avg)	6.00	8	75.00%	7.00	85.71%
Neighborhood HS	223	49	0	16.00 (avg)	13.94	17	81.99%	17.00	81.99%
Noble EHS	119	10	0	17.00 (avg)	7.00	8	87.50%	7.59	92.25%
Noble HS	232	26	0	17.00 (avg)	13.65	17	80.28%	15.18	89.92%
Seminole EHS	409	60	0	21.00 (avg)	19.48	32	60.86%	22.34	87.21%
Summit Ridge EHS	238	34	0	17.00 (avg)	14.00	16	87.50%	16.00	87.50%
Summit Ridge HS	393	52	10	17.00 (avg)	23.12	34	67.99%	26.17	88.31%
Tecumseh HS	448	116	0	17.00 (avg)	26.35	34	77.51%	33.18	79.43%
Treasured Moments EHS	94	32	0	17.00 (avg)	5.53	8	69.12%	7.41	74.60%
Union Street EHS	120	16	0	17.00 (avg)	7.06	8	88.24%	8.00	88.24%
Union Street HS	697	130	0	17.00 (avg)	41.00	51	80.39%	48.64	84.28%
Crossroads HS/EHS	9,719	1,418	19	17.42 (avg)	562.17	717	78.06%	644.02	87.27%
Report Totals	9,719	1,418	19	17.42 (avg)	562.17	717	78.06%	644.02	87.27%

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.
2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days
3. Percent Attendance is the Present count divided by the sum of Present and Absent Count
4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.
5. Statuses counted as Present: Present(P), Present Offsite(PO), Tardy(T), Left Early(LE), Tardy and Left Early(TLE), Virtual(V), Late Pickup(LP), Tardy and Late Pickup(TLP)
6. Statuses counted as Absent: Absent(A), Excused(E)
7. Statuses counted as Neither: No Class (-), Not Scheduled (N)

4/3/2023
9:23 AM

Crossroads HS/EHS 2301 - Average Daily Attendance

Page 1 of 1
JenniferM

Agency: Crossroads Lincoln/Seminole HS/EHS, Enrollment Status: Enrolled Attendance Date: 3/1/2023 - 3/31/2023

Crossroads Lincoln/Seminole HS/EHS

	Attendance Records			Operating Days	ADA ¹	Funded Enrollment		Actual Enrollment	
	Present ⁴	Absent ⁶	Neither ⁷			Count	% Attendance	Count ²	% Attendance ³
Agra HS	256	33	0	17.00 (avg)	15.06	17	88.58%	17.00	88.58%
Davenport HS	365	34	2	14.00 (avg)	26.07	34	76.68%	28.50	91.48%
Prague HS	230	42	0	16.00 (avg)	14.38	17	84.56%	17.00	84.56%
Seminole EHS	110	7	0	17.00 (avg)	6.47	8	80.88%	6.88	94.02%
Seminole HS	448	96	0	17.00 (avg)	26.35	34	77.51%	32.00	82.35%
Stroud HS	233	56	0	17.00 (avg)	13.71	17	80.62%	17.00	80.62%
Crossroads Lincoln/Seminole HS/EHS	1,642	268	2	16.13 (avg)	102.04	127	80.49%	118.38	85.97%
Report Totals	1,642	268	2	16.13 (avg)	102.04	127	80.49%	118.38	85.97%

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.
2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days
3. Percent Attendance is the Present count divided by the sum of Present and Absent Count
4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.
5. Statuses counted as Present: Present(P), Present Offsite(PO), Tardy(T), Left Early(LE), Tardy and Left Early(TLE), Virtual(V), Late Pickup(LP), Tardy and Late Pickup(TLP)
6. Statuses counted as Absent: Absent(A), Excused(E)
7. Statuses counted as Neither: No Class (-), Not Scheduled (N)

CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
 REPORT OF FACILITIES OPERATING UNDER ONE INSTITUTION

MONTH: MARCH 2023

SPONSORING ORGANIZATION: Crossroads Youth/Family

Complete and return with each month's claim for reimbursement AGREEMENT NUMBER: DC-14-182

LIST EACH FACILITY	# DAYS	# ENROLLED	PARTICIPATION		# MEALS SERVED PROGRAM CHILDREN		
			FREE	TOTAL	BREAKFAST 1ST	LUNCH 1ST	SUPPLEMENT 3RD PM
Baby Steps EHS	19	8	8	8	96	110	105
Beginnings Academy							
HS	19	17	17	17	629	687	657
EHS	19	21	21	21	204	242	240
Bethel Acres							
HS	19	17	17	17	251	250	239
EHS	19	8	8	8	87	88	85
Children's Chateau	19	34	34	34	447	447	430
CSBI							
HS	19	17	17	17	253	286	251
EHS	19	16	16	16	192	220	185
Education Engine							
HS	19	85	85	85	1186	1208	444
EHS	19	24	24	24	319	329	283
First Start EHS	19	27	27	27	331	320	300
Learning Tree							
HS	19	17	17	17	209	227	222
EHS	19	40	40	40	500	525	506
Little Axe HS	0	0	0	0	0	0	0
Main St Head Start							
HS	19	34	34	34	489	511	271
EHS	19	16	16	16	249	254	240
Maud HS	19						
Moore Extend Day Hd Strt							
HS	19	34	34	34	507	517	159
EHS	19	8	8	8	117	113	68
Neighborhood Hd Strt							
HS	19	17	17	17	202	200	193
EHS	19	8	8	8	73	103	83
Noble Hd Strt							
HS	19	16	16	16	209	215	209
EHS	19	8	8	8	113	114	108
Seminole ELC	19	31	31	31	389	379	353
St Stephens HS	0	0	0	0	0	0	0
Summit Ridge Head Start							
HS	19	32	32	32	408	410	227
EHS	19	16	16	16	233	235	227
Tecumseh HS	19	34	34	34	410	443	373
Treasured Moments HS	19	8	8	8	93	93	93
Crossroads Union St HS							
HS	19	51	51	51	680	680	437
EHS	19	8	8	8	116	119	115
TOTALS					9099	9433	7128

CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
 REPORT OF FACILITIES
 OPERATING UNDER ONE INSTITUTION

AGENCY WIDE

MONTH: MARCH

	# MEALS SERVED TO PROGRAM ADULTS		
	Breakfast	1st Lunch	PM Supp
Cleveland HS	200	200	196
Cleveland EHS	233	233	233
Comanche HS	324	331	285
Comanche EHS	523	521	519
Pott HS	299	296	296
Pott EHS	321	340	327
Seminole EHS	134	133	134
Totals	2034	2054	1989

CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
 REPORT OF FACILITIES OPERATING UNDER ONE INSTITUTION

MONTH: MARCH 2023

SPONSORING ORGANIZATION: Crossroads Youth/Family

Complete and return with each month's claim for reimbursement AGREEMENT NUMBER: DC-14-182

LIST EACH FACILITY	# DAYS	# ENROLLED	PARTICIPATION		# MEALS SERVED PROGRAM CHILDREN			
			FREE	TOTAL	BREAKFAST	LUNCH	SUPPLEMENT	3RD PM
Agra HS	17	17	17	17	251	254	205	
Chandler		0	0	0	0	0	0	
HS	0	0	0	0	0	0	0	
EHS	0	0	0	0	0	0	0	
Davenport HS	17	28	28	28	350	350	343	
Prague								
HS	17	17	17	17	200	226	210	
EHS								
Seminole								
HS	17	34	34	34	447	441	426	
EHS	17	8	8	8	97	95	88	
Stroud HS	17	17	17	17	228	226	206	
Wewoka EHS	0	0	0	0	0	0	0	
TOTALS		121	121	121	1573	1592	1478	

I (We) certify that the above information is true and correct to the best of my (our) knowledge and that the same is supported by the records maintained in accordance with our Child and Adult Care Food Program Agreement.

By: _____ Date: _____

CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
 REPORT OF FACILITIES
 OPERATING UNDER ONE INSTITUTION

AGENCY WIDE

MONTH: MARCH

	# MEALS SERVED TO PROGRAM ADULTS			
	Breakfast	1st Lunch	PM Supp	
Lin/Sem HS	301	297	151	
Lin/Sem EHS	34	34	34	
TOTALS	335	331	185	

HEAD START/ EARLY HEAD START DIRECTOR'S REPORT

April
2023

Enrollment Summary

Cleveland/Comanche/Pottawatomie/Seminole EHS
Funded Enrollment: 935
HS 595 EHS 340

Lincoln /Seminole
Funded Enrollment 151
HS 119 EHS 32

(See enrollment spreadsheet for detailed breakdown)

Facilities Summary

See facility update for details

Cleveland County

CSBI Head Start/Early Head Start

No major facility issues at this time.

Baby Steps Teen Parent Program

No major facility issues at this time.

Main Street Head Start/Early Head Start

No major facility issues at this time

St. Stephens Head Start

No major facility issues at this time.

Noble Head Start

No major facility issues at this time.

Little Axe Head Start

No major facility issues at this time.

Moore Head Start/Early Head Start

No major facility issues at this time

Pottawatomie County

Union Street Head Start

No major facility issues at this time

Bethel Head Start

No major facility issues at this time.

Neighborhood Head Start

No major facility issues at this time.

Tecumseh Head Start

No major facility issues at this time.

Maud Head Street

No major facility issues at this time.

Learning Tree Head Start/Early Head Start

No major facility issues at this time.

Treasured Moments Early Head Start

Was destroyed in the Tornado and the children were relocated to the Union Street location.

Seminole CountySeminole Child Development Center Early Head Start

No major facility issues at this time.

Seminole Head Start

No major facility issues at this time

Comanche CountyBeginnings

No major facility issues at this time

Children's Chateau Early Head Start

No major facility issues at this time

Education Engine

No major facility issues at this time

First Start Early Head Start

No major facility issues at this time.

Summit Ridge Head Start

No major facility issues at this time

Lincoln County

Agra

No major facility issues

Davenport

No major facility issues at this time

Stroud

No major facility issues at this time.

Prague

Alterations are completed, work still needs to be completed on the playground,
We are awaiting and Occupancy Permit. We should be ready to open in August.

Volunteer in-kind documentation

(See attached volunteer/in-kind spreadsheet for detailed breakdown)

Accident Report Summary

(See attached accident spreadsheet for detailed breakdown)

None for the month of August due to no classes open

Terrie Vicknair, HS/EHS Program Director

Date

**Crossroads Head Start/CCPS
April 30, 2023**

Total Page

Head Start recap by county	Funded Enrollment	Current Enrollment (0% to 100%)	Current Enrollment (101% to 130%)	Current Enrollment (130% ^)	Total Enrollment	Vacancies Less than 30 days	Vacancies Past 30 days	Waiting list (0%-100%)		Waiting list (101-130%)		Waiting list (130% - ^)		Pending
								EHS Transitions	WL	EHS Transitions	WL	EHS Transitions	WL	
Cleveland 7/12 CR closed	204	81	12	8	101	2	101	13	63	1	8	1	33	65
Comanche	204	146	16	2	164	6	34	2	0	0	0	18	0	0
Pottawatomie	187	130	7	7	144	5	38	10	8	0	0	0	13	20
Totals	595	357	35	17	409	13	173	25	71	1	8	19	46	85
	68% enrolled													

**Crossroads Head Start/Lincoln-Seminole
April 30, 2023**

Head Start recap by county	Funded Enrollment	Current Enrollment (0% to 100%)	Current Enrollment (101% to 130%)	Current Enrollment (130% ^)	Total Enrollment	Vacancies Less than 30 days	Vacancies Past 30 days	Waiting list (0%-100%)		Waiting list (101-130%)		Waiting list (130% - ^)		Pending
								EHS Transitions	WL	EHS Transitions	WL	EHS Transitions	WL	
Lincoln	85	75	3	4	82	0	3	0	5	0	0	0	8	0
Seminole	34	32	0	0	32	2	0	0	3	0	0	0	5	0
Total	119	110	3	4	117	0	2	0	8	0	0	0	12	0
	98% enrolled													

**Crossroads Early Head Start/CCPS
April 30, 2023**

Total Page

Head Start recap by county	Funded Enrollment	Current Enrollment (0% to 100%)	Current Enrollment (101% to 130%)	Current Enrollment (130% ^)	Total Enrollment	Vacancies Less than 30 days	Vacancies Past 30 days	Waiting list (0%-100%)	Waiting list (101-130%)	Waiting list (- ^)	Pending
Cleveland	96	53	2	1	56	1	39	63	7	26	35
Comanche	136	100	10		110	8	18	7	0	30	1
Pottawatomie	76	64	0	0	64	4	8	35	4	12	14
Seminole	32	32	0	0	32	0	0	18	3	7	0
Totals	340/7% enrolled	249	12	1	262	13	65	123	14	75	50

**Crossroads Early Head Start/Lincoln-Seminole
April 30, 2023**

Head Start recap by county	Funded Enrollment	Current Enrollment (0% to 100%)	Current Enrollment (101% to 130%)	Current Enrollment (130% ^)	Total Enrollment	Vacancies Less than 30 days	Vacancies Past 30 days	Waiting list (0%-100%)	Waiting list (101-130%)	Waiting list (- ^)	Pending
Lincoln	16	0	0	0	0	0	24	0	0	0	0
Seminole	16	8	0	0	8	0	0	18	3	7	0
Total	32 25% enrolled	8	0	0	8	0	24	18	3	7	0

**Crossroads Head Start/CCPS
April 30, 2023**

Cleveland County HS	Funded Enrollment		Current Enrollment (0% to 100%)	Current Enrollment (101% to 130%)	Current Enrollment (130% ^)	Total Enrollment	Vacancies Less than 30 days	Vacancies Past 30 days	Waiting list (0%-100%)		Waiting list (101-130%)		Waiting list (130%-^)		Pending
									EHS Transitions	WL	EHS Transitions	WL	EHS Transitions	WL	
CSBI ½ cr closed	34	17	16	1	1	18	0	16	3	24	1	0	0	6	10
Little Axe Closed 1/1	17	0		0	0	0	0	17	0	0	0	0	0	0	0
Main St.	34	34	24	5	2	31	2	1	4	12	0	2	0	6	22
Moore 2/4 cr closed	68	34	26	5	4	35	0	33	3	25	0	6	1	12	26
Noble Holding enrollment Staff short	17	17	15	1	1	17	0	0	3	2	0	0	0	9	7
St. Stephens Closed 2/2	34	0	0	0	0	0	0	34	0	0	0	0	0	0	0
Totals	204	102	81	12	8	101	2	101	13	63	1	8	1	33	65

Crossroads Head Start/CCPS April 30, 2023

Comanche County	Funded Enrollment		Current Enrollment (0% to 100%)	Current Enrollment (101% to 130%)	Current Enrollment (130% ^)	Total	Vacancies Less than 30 days		Vacancies Past 30 days		Waiting list (0%-100%)		Waiting list (101-130%)		Waiting list (130%-^)		Pending	
							EHS	Transitions	WL	EHS	Transitions	EHS	Transitions	EHS	Transitions	EHS		Transitions
Beginnings ¼ cr closed	68	51	39	10	1	50	1		17		0	0	0	0	4	0	0	0
Education Engine 1/6 cr closed	102	85	75	5	1	81	4	17		1	0	0	0	11		0	0	0
Summit Ridge	34	34	32	1	0	33	1	0		1	0	0	0	3		0	0	0
Total	204	170	146	16	2	164	6	34		2	0	0	0	18	0	0	0	0

Crossroads Head Start/CCPS

April 30, 2023

Pottawatomie County	Funded Enrollment		Current Enrollment (0% to 100%)	Current Enrollment (101% to 130%)	Current Enrollment (130% ^)	Total	Vacancies Less than 30 days	Vacancies Past 30 days	Waiting list (0%-100%)		Waiting list (101-130%)		Waiting list (130%-^)		Pending	
	17	17							EHS	WL	EHS	WL	EHS	WL		
Bethel	17	17	14	2	1	17	0	0	0	3	0	0	0	0	7	0
Learning Tree	17	17	17	0	0	17	0	0	0	0	0	0	0	0	0	0
Maud	17	17	12	0	1	13	0	4	0	0	0	0	0	0	0	0
Neighborhood	17	17	15	1	0	16	1	0	0	0	0	0	0	0	0	0
Tecumseh	34	34	28	1	3	32	2	0	1	3	0	0	0	0	1	0
Union St. 2/5 cr closed	85	51	44	3	2	49	2	34	9	5	0	0	0	0	5	20
Total	187	153	130	7	7	144	5	38	10	8	0	0	0	0	13	20

**Crossroads Head Start/Lincoln-Seminole
April 30, 2023**

Lincoln County	Funded Enrollment	Current Enrollment (0% to 100%)	Current Enrollment (101% to 130%)	Current Enrollment (130% ^)	Total	Vacancies Less than 30 days	Vacancies Past 30 days	Waiting list (0%-100%)		Waiting list (101-130%)		Waiting list (130%-^)		Pending
								EHS Transitions	WL	EHS Transitions	WL	EHS Transitions	WL	
Agra	17	16	1	0	17	0	0	0	0	0	0	0	0	0
Davenport 1	17	15	1	1	17	0	0	0	0	0	0	0	0	0
Davenport Rm 2	17	13	1	1	15	0	2	0	0	0	0	0	0	0
Prague	17	17	0	0	17	0	0	0	2	0	1	0	7	0
Stroud	17	15	0	2	17	0	0	0	2	0	0	0	0	0
County Total	85	76	3	4	82	0	2	0	4	0	0	0	7	0
Seminole County														
Seminole	34	34	0	0	34	0	0	0	4	0	0	0	5	0
County Total	34	34	0	0	34	0	0	0	4	0	0	0	5	0
Total	119	110	3	4	117	0	2	0	8	0	0	0	12	0

Crossroads Early Head Start /CCPS April 30, 2023												
Pottawato mie County	Funded Enrollment	Current Enrollment (0% to 100%)	Current Enrollment (101% to 130%)	Current Enrollment (130% ^)	Total	Vacancies Less than 30 days	Vacancies Past 30 days	Waiting list (0%-100%)	Waiting list (101-130%)	Waiting list (130%-^)	Pend ing	
Bethel	8	8	0	0	8	0	0	1	2	6	0	
Learning Tree	36	36	0	0	36	0	0	31	2	6	14	
Neighborhood	8	9	0	0	8	0	0	0	0	0	0	
Treasured Moments	8	4	0	0	4	4	0	0	0	0	0	
Union St ½ cr closed	16	8	0	0	8	0	8	0	0	0	0	
Total	76	68	0	0	64	4	8	35	4	12	14	
Seminole County												
Seminole	32	32	0	0	32	0	0	18	3	7	0	
Total	32	32	0	0	32	0	0	18	3	7	0	

Crossroads Early Head Start /Lincoln -Seminole April 30,2023											
Lincoln County	Funded Enrollment	Current Enrollment (0% to 100%)	Current Enrollment (101% to 130%)	Current Enrollment (130% ^)	Total	Vacancies Less than 30 days	Vacancies Past 30 days	Waiting list (0%-100%)	Waiting list (101-130%)	Waiting list (130%-^)	Pending
Prague Not Open	8	0	0	0	0	0	8	0	0	0	0
Davenport Not open	16	0	0	0	0	0	16	0	0	0	0
Lincoln Total	24	0	0	0	0	0	24	0	0	0	0
Seminole County											
Seminole	8	8	0	0	8	0	24	18	3	7	0
Total	32	8	0	0	8	0	24	18	3	7	0

Total OI

CCPS HS 36-17 enrolled =19 left

CCPS EHS 26-1 enrolled =25 left

Lin/Sem 10-4 enrolled = 6 left

Location (Site)	Date	Incident Type	Describe Cause of Injury	Injury
Report: Accident Report for Policy Council				
Beginnings Academy EHS	4/04/23	Minor	Pulling up on shelf, hit shelf	Swollen, bruised R forehead
Beginnings Academy EHS	4/07/23	Minor	Other child pinched	Pinch, skin discoloration
Beginnings Academy EHS	4/11/23	Minor	Slid off foam slide, bit lip	Bit own lower lip
Beginnings Academy EHS	4/18/23	Minor	Tried to sit on toy firetruck, flipped up	Red mark R cheek
Beginnings Academy EHS	4/20/23	Minor	Ran into computer chair pushing toy on carpet	Red area back of R arm
Beginnings Academy EHS	4/25/23	Minor	Pulling self up on rocking chair, fell	Swollen area forehead
Beginnings Academy EHS	4/28/23	Minor	Bitten by other child	Child bite on back
Beginnings Academy EHS	4/28/23	Minor	Pushing fire truck, tripped, hit fire truck	Red mark R upper cheek
Beginnings Academy HS	4/05/23	Minor	Other child scratched/prestending cats	Scratch L arm
Beginnings Academy HS	4/10/23	Minor	Fell outside	Scrape L arm
Beginnings Academy HS	4/11/23	Minor	Finger pinched between chairs	Pinch pinky finger L hand
Beginnings Academy HS	4/12/23	Minor	Fell off swing	Reddened area L side head
Beginnings Academy HS	4/12/23	Minor	Tripped, fell on concrete walkway	Scrape L knee
Beginnings Academy HS	4/12/23	Minor	Hit by thrown block	Swollen, reddened L side forehead
Beginnings Academy HS	4/13/23	Minor	Tripped, fell on concrete	Scrape L lower leg
Beginnings Academy HS	4/17/23	Minor	Crawling under playground stairs	Scrape lower back
Beginnings Academy HS	4/19/23	Minor	Missed last step on stairs	Cut inside lip
Beginnings Academy HS	4/20/23	Minor	Other child scratched	Scratch R cheek
Beginnings Academy HS	4/20/23	Minor	Fell onto monkey bars, abdomen	No visible injury
Beginnings Academy HS	4/24/23	Minor	Other child scratched	Scrape R side forehead
Beginnings Academy HS	4/25/23	Minor	Hit on nose by other's head	No visible injury
Beginnings Academy HS	4/26/23	Minor	Hit by toy	Red mark L side forehead
Beginnings Academy HS	4/26/23	Minor	Fell, hit lip on floor	Cut, swollen area lower lip
Beginnings Academy HS	4/26/23	Minor	Tripped over other child's foot, fell	Scrape, skin discoloration L cheek

Location (Site)	Date	Accident Type	Describe Cause of Injury	Injury
Beginnings Academy HS	4/28/23	Minor	Bumped head on wall in safe place	Reddened area back of head
Bethel Acres EHS	4/03/23	Minor	another child hit her with a toy	another child hit her with a toy
Bethel Acres EHS	4/03/23	Minor	fell and hit head on playground	fell on a toy
Bethel Acres EHS	4/07/23	Minor	child bite	Child bite
Bethel Acres EHS	4/13/23	Minor	bite his lip	bite his lip
Bethel Acres HS	4/12/23	Minor	child threw a block causing him to bite hi	another child threw a block causing him to bite hi
Bethel Acres HS	4/13/23	Minor	bite his lip	bite his lip
Children's Chateau EHS	4/06/23	Minor	Tripped, fell, bumped forehead on toys	Skin discoloration R upper head
Children's Chateau EHS	4/17/23	Minor	Climbing soft climber, fell	Red mark forehead
Children's Chateau EHS	4/17/23	Minor	Tripped, hit slide in GMR	Cut on gums lower left
Children's Chateau EHS	4/21/23	Minor	Tripped, hit table	Bruise, swollen area forehead
Children's Chateau EHS	4/26/23	Minor	Tripped over other child's foot, fell	Scrape, skin discoloration L cheek
CSBI EHS	4/05/23	Minor	Trip and fall	Trip and fall
CSBI EHS	4/19/23	Minor	Pulling up on table and bumped lip	Pulling up on table and bumped lip
CSBI EHS	4/20/23	Minor	Fell of sofa and hit head on floor	Fell of sofa and hit head on floor
CSBI EHS	4/24/23	Minor	Running, trip and fall	Running, trip and fall
CSBI EHS	4/25/23	Minor	Child bite	Child bite
CSBI HS	4/12/23	Minor	Running and ran into a classmate	Running and ran into a classmate
CSBI HS	4/24/23	Minor	Collided with friend	Collided with friend
Education Engine EHS	4/10/23	Minor	Tripped, fell	Cut on nose
Education Engine EHS	4/10/23	Minor	Bitten by other child	Child bite
Education Engine EHS	4/13/23	Minor	Bitten by other child	Child bite L upper arm
Education Engine EHS	4/17/23	Minor	Fell trying to climb onto bike	Scrape L elbow
Education Engine EHS	4/19/23	Minor	Bitten by other child	Child bite upper R shoulder

Location (Site)	Date	Accident Ty	Describe Cause of Injury	Injury
Education Engine EHS	4/24/23	Minor	Bitten by other child	Child bite R foot
Education Engine EHS	4/28/23	Minor	Fell getting off of tricycle	Scrape nose, cut inner upper lip
Education Engine EHS	4/28/23	Minor	Hit head on side of computer desk door	Swollen area R side head
Education Engine HS	4/13/23	Minor	Bitten by other child	Child bite L upper arm
Education Engine HS	4/13/23	Minor	Bitten by other child	Child bite L hand
Education Engine HS	4/24/23	Minor	Hit by thrown toy	Scrape, swollen L eye area
First Start EHS	4/03/23	Minor	Bitten by other child	Child bite L lower arm
First Start EHS	4/06/23	Minor	Tried to scoot in high chair, tipped forward	Swollen area face
First Start EHS	4/28/23	Minor	Being changed, other reached up, scratched	Scratch on L side face
Learning Tree EHS	4/03/23	Minor	bite from another child	child bite
Learning Tree EHS	4/03/23	Minor	child bite	child bite
Learning Tree EHS	4/03/23	Minor	child bite	child bite
Learning Tree EHS	4/03/23	Minor	fell and hit his nose	fell and hit his nose
Learning Tree EHS	4/03/23	Minor	bite by another child	bite by another child
Learning Tree EHS	4/04/23	Minor	Child bite	child bite
Learning Tree EHS	4/04/23	Minor	fell	fell on a toy
Learning Tree EHS	4/05/23	Minor	fell from climbing on a shelf	fell from climbing on a shelf
Learning Tree EHS	4/11/23	Minor	child bite	child bite
Learning Tree EHS	4/24/23	Minor	child bite	child bit
Learning Tree EHS	4/24/23	Minor	fell and hit his face	fell and hit his face
Learning Tree EHS	4/26/23	Minor	child bite	child bite
Learning Tree EHS	4/27/23	Minor	fell and hit his chin on the table	fell and hit his chin on the table
Learning Tree EHS	4/27/23	Minor	tripped on a toy and hit his head	tripped on a toy and hit his head
Learning Tree HS	4/24/23	Minor	child bite	child bit
Main Street EHS	4/17/23	Minor	Trip and fall	Trip and fall

Location (Site)	Date	Accident Ty	Describe Cause of Injury	Injury
Main Street EHS	4/18/23	Minor	Pinched finger it cabinet door in house area	Finger stuck in cabinet door while playing
Main Street EHS	4/24/23	Minor	Pushing toy and bumped eye	Pushing toy and bumped eye
Main Street HS	4/19/23	Minor	Standing near slid when a friend bumped into her	Standing near slid when a friend bumped into her
Moore HS	4/07/23	Minor	Hit by a friend	Hit by a friend
Moore HS	4/11/23	Minor	He pulled the fire extinguisher off the wall	He pulled the fire extinguisher off the wall
Moore HS	4/11/23	Minor	A child hit him	A child hit him
Moore HS	4/11/23	Minor	Hit by a tablet that a child threw	Hit by a tablet that a child threw
Moore HS	4/19/23	Minor	Pinched by peer	Pinched by peer
Moore HS	4/21/23	Minor	Child Bite	Child bite
Neighborhood EHS	4/10/23	Minor	standing up in a high chair and fell	standing up in a high chair and fell
Neighborhood EHS	4/11/23	Minor	standing on the couch and fell backwards	standing on the couch and fell backwards
Neighborhood EHS	4/13/23	Minor	running and fell	running and fell
Neighborhood EHS	4/24/23	Minor	hit his face on a book shelf	hit his face on a book shelf
Neighborhood HS	4/05/23	Minor	fell and hit lip	fell and hit lip
Neighborhood HS	4/10/23	Minor	fell	running and fell
Neighborhood HS	4/11/23	Minor	running outside and fell	running outside and fell
Neighborhood HS	4/17/23	Minor	bite	child bite
Neighborhood HS	4/24/23	Minor	another child bumped a cup that hit his chin	another child bumped a cup that hit his chin
Neighborhood HS	4/28/23	Minor	running and fell	running and fell
Neighborhood HS	4/28/23	Minor	hit by a toy	hit by a toy
Noble EHS	4/20/23	Minor	Fell from chair	Fell out of chair and hit head on table
Noble HS	4/19/23	Minor	Running and fell	Running and fell
Noble HS	4/20/23	Minor	Fell from chair	Fell out of chair and hit head on table
Noble HS	4/20/23	Minor	Fell while climbing on the climber	Fell while climbing on the climber

1083 - Accident Report for Policy Council

Location (Site)	Date	Accident Type	Describe Cause of Injury	Injury
Noble HS	4/20/23	Minor	Slipped while crawling, hit her chin in the f	Hand slipped while crawling, hit her chin in the f
Seminole EHS	4/11/23	Minor	Another child pushed him down the slide	bruise
Summit Ridge HS	4/17/23	Minor	Crawling, ran into bucket on shelf	Reddened area R side forehead
Tecumseh HS	4/06/23	Minor	another person stepped on her hand	another person stepped on her hand
Tecumseh HS	4/17/23	Minor	child bite	coming inside
Tecumseh HS	4/25/23	Minor	hugging a friend and they fell	hugging a friend and they fell
Union Street HS	4/03/23	Minor	hurt her eye	hurt her eye
Union Street HS	4/05/23	Minor	standing on a tote and it broke	standing on a tote and it broke
Union Street HS	4/06/23	Minor	another child scratched his neck	another child scratched his neck
Union Street HS	4/06/23	Minor	scratched by another child	scratched by another child
Union Street HS	4/06/23	Minor	child bite	child bite
Union Street HS	4/27/23	Minor	smashed in a door in the house area	smashed in a door in the house area
Union Street HS	4/28/23	Minor	another child scratched him	another child scratched him

2022-2023 Accidents

HS/EHS CENTERS	August			Sept.			Oct.			Nov.			Dec.			Jan.			Feb.			March			April			May			June			July			Yearly Totals		
	Adults	Children	Minor	Adults	Children	Minor	Adults	Children	Minor	Adults	Children	Minor	Adults	Children	Minor	Adults	Children	Minor	Adults	Children	Minor	Adults	Children	Minor	Adults	Children	Minor	Adults	Children	Minor	Adults	Children	Minor						
Cleveland County HS																																							
Little Axe	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
St. Stephens	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Pottawatomie County HS																																							
Bethel	0	0	4	0	0	10	0	0	1	0	0	1	0	0	0	0	0	2	0	0	1	0	0	2	0	0	0	6	0	0	0	0	0	0	0	0	0	0	0
Maud	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Neighborhood	0	0	0	0	0	0	0	0	1	0	0	5	0	0	0	0	0	5	0	0	4	0	0	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tecumseh	0	0	0	0	0	4	0	0	1	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0
Cleveland County EHS																																							
Baby Steps	0	0	0	0	0	1	0	0	0	0	0	1	0	0	0	0	0	1	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pottawatomie County EHS																																							
Neighborhood EHS	0	0	0	0	0	1	0	0	1	0	0	1	0	0	0	0	0	5	0	0	4	0	0	2	0	0	0	11	0	0	0	0	0	0	0	0	0	0	0
Treasured Moments	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Seminole County EHS																																							
Seminole EHS	1	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	2	0	0	0	0	0	6	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Combined HS/EHS																																							
CSBI	0	0	1	0	0	6	0	0	7	0	0	4	0	0	3	0	0	3	0	0	6	0	0	7	1	0	7	0	0	0	0	0	0	0	0	0	0	0	0
Learning Tree	0	0	2	2	0	3	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0	15	0	0	0	0	0	0	0	0	0	0	0	0
Main Street	0	0	0	0	0	7	0	0	5	0	0	3	0	0	3	0	0	4	0	0	1	0	0	10	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0
Moore	0	0	1	0	0	0	0	0	5	0	0	0	0	0	0	0	0	1	0	1	2	0	0	2	0	0	6	0	0	0	0	0	0	0	0	0	0	0	0
Noble	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	1	5	0	0	0	0	0	0	0	0	0	0	0	0
Union	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	2	0	0	6	0	0	7	0	0	0	0	0	0	0	0	0	0	0	0
Totals	1	0	9	2	0	35	1	0	25	0	0	19	0	0	6	0	0	27	0	1	20	0	0	48	1	1	65	0	0	0	0	0	0	0	0	0	261		

Crossroads Head Start/Early Head Start
 Volunteer Inkind Report
 March 2023

Location	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Total	Annual Goal	% Achieved
Early Head Start															
Baby Steps EHS	1,055.64	1,449.19												8,669.60	28.2%
Beginnings Academy EHS	1,092.68	500.04												13,334.40	11.9%
Bethel EHS	884.33	430.89												4,444.60	29.8%
Children's Chateau	1,930.71	2,189.99												17,779.20	23.2%
CSBI EHS	2,154.32	1,802.55												13,334.40	29.7%
Education Engine EHS	1,926.08	1,991.84												13,334.40	29.3%
First Start EHS	347.25	1,555.68												17,779.20	10.7%
Learning Tree EHS	2,430.75	3,421.57												26,668.80	21.9%
Main Street EHS	2,000.16	2,463.16												17,779.20	25.1%
Moore EHS	1,379.74	1,578.83												8,669.60	33.3%
Neighborhood EHS	697.98	754.69												4,444.60	32.5%
Noble EHS	777.84	-												777.84	17.5%
Seminole EHS	1,490.86	1,819.59												17,779.20	16.6%
Summit Ridge EHS	458.37	879.70												8,669.60	15.1%
Treasured Moments	805.62	703.76												4,444.60	34.0%
Union Street EHS	1,000.08	1,476.97												4,444.60	0.0%
SubTotal	20,422.41	23,007.95											40,953.31	166,681.60	21.9%
Head Start															
Beginnings Academy HS	2,139.06	2,713.18												37,780.80	12.8%
Bethel HS	2,481.68	-												9,445.20	26.3%
CSBI HS	3,301.19	4,537.40												18,890.40	41.5%
Education Engine HS	5,398.56	7,079.27												56,671.20	22.0%
Learning Tree HS	1,019.60	1,087.29												9,445.20	22.3%
Little Ave	-	-												9,445.20	0.0%
Main Street HS	958.41	935.26												18,890.40	10.0%
Maud	1,842.74	1,615.67												9,445.20	35.6%
Moore HS	3,416.94	6,537.56												37,780.80	26.3%
Neighborhood HS	1,208.43	745.43												9,445.20	20.7%
Noble HS	2,074.24	-												9,445.20	22.0%
St. Stephens	-	-												18,890.40	0.0%
Summit Ridge HS	3,643.81	4,597.59												18,890.40	43.6%
Tecumseh	3,319.71	3,287.30												18,890.40	36.0%
Union Street HS	463.00	326.73												47,226.00	1.7%
SubTotal	31,266.39	33,464.88											64,731.27	330,682.00	19.6%
Policy Council															
Total OverAll	51,688.80	56,472.83											105,684.58	517,263.60	20.4%

Crossroads Head Start/Early Head Start
 Volunteer Inkind Report
 Lincoln County
 March 2023

Location	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Total	Annual Goal	% Achieved
Early Head Start															
Seminole EHS	-	509.30											509.30	4,444.80	11.5%
Sub Total		509.30											509.30	4,444.80	11.5%
Head Start															
Agia	1,187.48	1,778.64					37.04	347.25	584.86	972.30	833.40	1,111.47	6,812.44	8,761.60	77.9%
Davenport	2,217.77	2,240.92					53.58	717.65	1,812.19	1,764.03	476.89	2,051.09	11,436.10	17,523.60	65.3%
Prague	240.76	782.65					250.02	176.68	1,113.78	1,138.88	250.02	527.82	4,460.71	6,761.60	50.9%
Seminole HS	7,107.05	5,871.75					899.13	2,703.92	6,573.92	6,583.12	2,245.55	6,403.29	38,197.73	17,523.60	218.0%
Stroud	958.41	1,365.65					206.74	783.95	597.98	2,185.36	1,045.02	592.84	7,655.05	8,761.60	87.4%
Sub Total	11,691.47	11,819.61					1,448.49	4,799.45	10,701.83	12,653.79	4,850.88	10,686.31	68,562.03	61,332.60	111.8%
Total Over All	11,691.47	12,328.11					1,448.49	4,799.45	10,701.83	12,653.79	4,850.88	10,686.31	69,071.33	65,777.40	105.0%

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Crossroads HS/EHS

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JenniferM

2301 - Average Daily Attendance

Agency: Crossroads HS/EHS, Enrollment Status: Enrolled Attendance Date: 4/1/2023 - 4/30/2023

Crossroads HS/EHS

	Attendance Records			Operating Days	ADA ¹	Funded Enrollment		Actual Enrollment	
	Present ⁴	Absent ⁶	Neither ⁷			Count	% Attendance	Count ²	% Attendance ³
Baby Steps EHS	149	31	0	20.00 (avg)	7.45	16	46.56%	9.00	82.78%
Beginnings Academy EHS	298	63	0	19.00 (avg)	15.69	24	65.35%	19.00	82.55%
Beginnings Academy HS	769	144	0	19.00 (avg)	40.48	51	79.36%	48.05	84.23%
Bethel Acres EHS	106	11	0	18.00 (avg)	5.89	8	73.61%	6.50	90.60%
Bethel Acres HS	252	54	0	18.00 (avg)	14.00	17	82.35%	17.00	82.35%
Children's Chateau EHS	455	93	0	19.00 (avg)	23.95	32	74.84%	28.84	83.03%
CSBI EHS	275	29	0	19.00 (avg)	14.48	16	90.46%	16.00	90.46%
CSBI HS	315	27	0	19.00 (avg)	16.58	17	97.52%	18.00	92.11%
Education Engine EHS	359	59	0	19.00 (avg)	18.89	24	78.73%	22.00	85.89%
Education Engine HS	1,256	278	0	19.00 (avg)	66.10	85	77.77%	80.74	81.88%
First Start EHS	351	67	0	19.00 (avg)	18.47	32	57.73%	22.00	83.97%
Learning Tree EHS	467	92	0	17.00 (avg)	27.46	36	76.31%	32.89	83.54%
Learning Tree HS	256	28	0	17.00 (avg)	15.06	17	88.58%	16.71	90.14%
Main Street EHS	278	26	0	19.00 (avg)	14.63	16	91.45%	16.00	91.45%
Main Street HS	532	57	0	19.00 (avg)	28.00	34	82.35%	31.00	90.32%
Maud HS	216	29	0	19.00 (avg)	11.37	17	66.87%	12.89	88.16%
Moore EHS	115	18	0	19.00 (avg)	6.05	8	75.66%	7.00	86.47%
Moore HS	563	97	0	19.00 (avg)	29.63	34	87.15%	34.74	85.30%
Neighborhood EHS	108	15	0	17.00 (avg)	6.35	8	79.41%	7.24	87.80%
Neighborhood HS	187	85	0	17.00 (avg)	11.00	17	64.71%	16.00	68.75%
Noble EHS	143	9	0	19.00 (avg)	7.53	8	94.08%	8.00	94.08%
Noble HS	292	30	0	19.00 (avg)	15.37	17	90.40%	16.95	90.68%
Seminole EHS	489	101	0	20.00 (avg)	24.45	32	76.41%	29.50	82.88%
Summit Ridge EHS	257	47	0	19.00 (avg)	13.52	16	84.54%	16.00	84.54%
Summit Ridge HS	489	103	0	19.00 (avg)	25.74	34	75.70%	31.16	82.60%
Tecumseh HS	446	162	0	19.00 (avg)	23.48	34	69.04%	32.00	73.36%
Treasured Moments EHS	63	9	0	15.00 (avg)	4.20	8	52.50%	4.80	87.50%
Union Street EHS	119	17	0	17.00 (avg)	7.00	8	87.50%	8.00	87.50%
Union Street HS	646	188	0	17.33 (avg)	37.15	51	73.08%	48.06	77.46%
Crossroads HS/EHS	10,251	1,969	0	18.63 (avg)	549.97	717	76.75%	656.07	83.89%
Report Totals	10,251	1,969	0	18.63 (avg)	549.97	717	76.75%	656.07	83.89%

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.
2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days
3. Percent Attendance is the Present count divided by the sum of Present and Absent Count
4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.
5. Statuses counted as Present: Present(P), Present Offsite(PO), Left Early(LE)
6. Statuses counted as Absent: Absent(A), Excused(E), Unexcused(U)
7. Statuses counted as Neither: Not Scheduled (N)

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Crossroads HS/EHS 2301 - Average Daily Attendance

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JenniferM

Agency: Crossroads Lincoln/Seminole HS/EHS, Enrollment Status: Enrolled Attendance Date: 4/1/2023 - 4/30/2023

Crossroads Lincoln/Seminole HS/EHS

	Attendance Records			Operating Days	ADA ¹	Funded Enrollment		Actual Enrollment	
	Present ⁵	Absent ⁶	Neither ⁷			Count	% Attendance	Count ²	% Attendance ³
Agra HS	257	32	0	17.00 (avg)	15.12	17	88.93%	17.00	88.93%
Davenport HS	404	29	0	14.00 (avg)	28.85	34	84.87%	30.93	93.30%
Prague HS	223	48	0	16.00 (avg)	13.94	17	81.99%	16.94	82.29%
Seminole EHS	110	34	0	18.00 (avg)	6.11	8	76.39%	8.00	76.39%
Seminole HS	443	147	0	18.00 (avg)	24.61	34	72.39%	32.78	75.08%
Stroud HS	252	37	0	17.00 (avg)	14.82	17	87.20%	17.00	87.20%
Crossroads Lincoln/Seminole HS/EHS	1,689	327	0	16.50 (avg)	103.45	127	81.12%	122.65	83.78%
Report Totals	1,689	327	0	16.50 (avg)	103.45	127	81.12%	122.65	83.78%

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.
2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days
3. Percent Attendance is the Present count divided by the sum of Present and Absent Count
4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.
5. Statuses counted as Present: Present(P), Present Offsite(PO), Left Early(LE)
6. Statuses counted as Absent: Absent(A), Excused(E), Unexcused(U)
7. Statuses counted as Neither: Not Scheduled (N)

CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
 REPORT OF FACILITIES OPERATING UNDER ONE INSTITUTION

MONTH: APRIL 2023 SPONSORING ORGANIZATION: Crossroads Youth/Family

Complete and return with each month's claim for reimbursement AGREEMENT NUMBER: DC-14-182

LIST EACH FACILITY	# DAYS	# ENROLLED	PARTICIPATION		# MEALS SERVED PROGRAM CHILDREN		
			FREE	TOTAL	BREAKFAST 1ST	LUNCH 1ST	SUPPLEMENT 3RD PM
Agra HS	18	17	17	17	254	256	214
Chandler							
HS	0	0	0	0	0	0	0
EHS	0	0	0	0	0	0	0
Davenport HS	18	31	31	31	391	391	381
Prague							
HS	18	17	17	17	198	216	206
EHS	0	0	0	0	0	0	0
Seminole							
HS	18	34	34	34	435	434	408
EHS	18	8	8	8	92	88	76
Stroud HS	18	17	17	17	245	231	224
Wewoka EHS	0	0	0	0	0	0	0
TOTALS					1615	1616	1509

I (We) certify that the above information is true and correct to the best of my (our) knowledge and that the same is supported by the records maintained in accordance with our Child and Adult Care Food Program Agreement

By: _____ Date: _____

CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
 REPORT OF FACILITIES
 OPERATING UNDER ONE INSTITUTION

AGENCY WIDE MONTH: Apr-23

	# MEALS SERVED TO PROGRAM ADULTS		
	Breakfast	1st Lunch	PM Supp
Lim/Sem HS	283	283	135
Lim/Sem EHS	148	144	145
TOTALS	431	427	280

CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
 REPORT OF FACILITIES
 OPERATING UNDER ONE INSTITUTION

MONTH: APRIL 2023 SPONSORING ORGANIZATION: Crossroads Youth/Family

Complete and return with each month's claim for reimbursement AGREEMENT NUMBER: DC-14-182

LIST EACH FACILITY	# DAYS	# ENROLLED	PARTICIPATION		# MEALS SERVED PROGRAM CHILDREN		
			FREE	TOTAL	BREAKFAST 1ST	LUNCH 1ST	SUPPLEMENT 3RD PM
Baby Steps EHS	20	8	8	8	120	129	126
Beginnings Academy							
HS	20	49	49	49	715	772	739
EHS	20	19	19	19	219	278	277
Bethel Acres							
HS	20	17	17	17	246	248	240
EHS	20	8	8	8	89	89	87
Children's Chateau	20	33	33	33	422	422	405
CSBI							
HS	20	17	17	17	279	313	268
EHS	20	16	16	16	224	245	214
Education Engine							
HS	20	85	85	85	1215	1254	476
EHS	20	23	23	23	356	367	311
First Start EHS	20	25	25	25	354	352	332
Learning Tree							
HS	20	17	17	17	244	258	251
EHS	20	40	40	40	461	485	477
Little Axe HS	0	0	0	0	0	0	0
Main St Head Start							
HS	20	33	33	33	520	538	294
EHS	20	16	16	16	269	272	257
Maud HS	20	13	13	13	160	155	43
Moore Extend Day Hd Sirt							
HS	20	34	34	34	550	561	191
EHS	20	8	8	8	117	115	92
Neighborhood Hd Sirt							
HS	20	17	17	17	185	179	175
EHS	20	8	8	8	85	104	85
Noble Hd Sirt							
HS	20	17	17	17	285	287	259
EHS	20	8	8	8	139	141	116
Seminole ELC	20	32	32	32	461	454	414
St Stephens HS	20	0	0	0	0	0	0
Summit Ridge Head Start							
HS	20	33	33	33	483	478	250
EHS	20	16	16	16	255	253	237
Tecumseh HS	20	34	34	34	408	451	375
Treasured Moments HS	20	8	8	8	117	117	116
Crossroads Union St HS							
HS	20	49	49	49	600	617	390
EHS	20	8	8	8	117	117	116
TOTALS					9670	10026	7589

AGENCY WIDE MONTH: Apr-23

	# MEALS SERVED TO PROGRAM ADULTS		
	Breakfast	1st Lunch	PM Supp
Cleveland HS	224	221	192
Cleveland EHS	256	255	253
Comanche HS	369	368	315
Comanche EHS	581	580	578
Pott HS	339	351	345
Pott EHS	285	287	285
Seminole EHS	38	38	38
Totals	2092	2100	2102

Crossroads Youth & Family Services, Inc.				
Counseling & Emergency Shelter Statistical Summary				
FY 2022 / 2023				
	Month: March 2023	YTD Totals	FY22 Goal	% reached
Counseling Services: (TXIX & SS ONLY)				
# of Counseling Referrals	5	33	100	33%
# of Counseling Assessments (BHOP)	8	30	75	40%
# of Assessment (BHOP) Hours*	13.25	39.08	150	26%
# of Initial Treatment Plans	3	16	55	29%
# of Initial Treatment Plan Hours	2.5	13.09	55	24%
# of Treatment Plan Reviews	9	47		
# of Treatment Plan Review Hours	3.6	14.7		
# of Treatment Plan Modifications	0	0		
Client Age at Intake				
0-5 years	0	0		
6-10 years	3	12		
11-14 years	1	8		
15-17 years	4	10		
18+ years	0	0		
# of Client Intakes by Community				
Moore	0	1		
Lexington	0	0		
Little Axe	0	0		
Noble	1	1		
Norman	7	28		
Newalla	0	0		
Other	0	0		
Monthly Case Count				
# of Clients Carried Forward (from previous month)	39	N/A		
# of New Clients	8	30		
# of Cases Closed	3	17		
Total # of Clients Served	47	70	130	54%
			FY22 Goal	% reached
*Includes Face-to-Face and Non Face-to-Face Hours				
# of Individual Sessions	147	1158	2000	58%
# of Individual Therapy Hours	132.76	1054.73	1850	57%
# of Families Served in Family Sessions	6	70	75	93%
# of Family Therapy Hours	2.6	25.87	65	40%
Emergency Crisis Counseling Hours	0	0		
Case Management Sessions	0	0		
# of Transfer Clients within Agency	0	1		
# of Clients Transferred out of Agency	0	0		
			FY22 Goal	% reached
Counseling Services: (CARS)				
# of Referrals	9	37	45	82%

# of Assessments	7	34	45	76%
# of Assessment Hours	19	98	85	115%
# of Initial Treatment Plans	4	22	30	73%
# of Initial Treatment Plan Hours	6	33	45	73%
# of Treatment Plan Reviews	6	22		
# of Treatment Plan Review Hours	6.5	21.5		
# of Treatment Plan Modifications	0	0		
Client Age at Intake				
0-5 years	0	0		
6-10 years	0	0		
11-14 years	2	9		
15-17 years	5	24		
18+ years	0	1		
# of Client Intakes by Community				
Moore	0	1		
Lexington	0	0		
Little Axe	0	0		
Noble	0	2		
Norman	7	26		
Newalla	0	1		
Other	0	4		
Monthly Case Count				
# of Clients Carried Forward (from previous month)	13	N/A		
# of New Clients	6	31		
# of Cases Closed	9	26		
Total # of Clients Served	19	43	60	72%
			FY22 Goal	% reached
Counseling Services Provided: (CARS)				
# of Individual Sessions	46	349	300	116%
# of Individual Therapy Hours	39.75	308	275	112%
# of Families Served: (In Family Sessions)	6	54	50	108%
# of Family Therapy Hours	5.5	49.75	40	124%
Emergency Crisis Counseling Hours	0	0		
# of Community-Based Prevention Groups	0	0		
			FY22 Goal	% reached
Psychoeducational Groups: (CARS)				
# of Group Rehab Hours	0	0		
# of Group Therapy Hours	4.5	19.5		
# of New Participants in Group Therapy	0	6		
			FY22 Goal	% reached
Teens and Parents in Partnership (TAPP)				
# of TAPP Referrals	6	24	30	80%
# of Enrollments (Intakes)	4	18	25	72%
Total # of Groups Completed	1	6	12	50%
Total # of Participants Completed	11	44	50	88%
Total # of Groups Currently in Progress	0	0		
Total # of Participants Currently in Progress	0	0		

Total # of Participants Referred to CYFS Counseling	0	2		
Total # of Participants Referred to Another Agency	0	0		
Truancy			FY22	%
			Goal	reached
# of Truancy Referrals	0	4	7	57%
# of Enrollments (Intakes)	0	5	5	100%
Total # of Groups Completed	0	3	3	100%
Total # of Participants Completed	0	7	5	140%
Total # of Groups Currently in Progress	0	1		
Total # of Participants Currently in Progress	0	3		
Total # of Participants Referred to CYFS Counseling	0	0		
Total # of Participants Referred to Another Agency	0	0		
Psychoeducational Groups: (TXIX & SS ONLY)			FY22	%
			Goal	reached
# of New Clients Served: Shelter Group Rehab	4	34	45	76%
# of Shelter Group Rehab Hours	8	58.75	90	65%
# of DID Classes	2	17	22	77%
# of DID Participants	7	59	200	30%
# of Community-Based Prevention Groups	48	348	250	139%
# of New Clients Served: Community-Based Prevention Groups	0	225	200	113%
Emergency Shelter Services:			FY22	%
			Goal	reached
# of Shelter Intakes	4	25	50	50%
# of Total Carryovers	7	15		
# of Total Kids Served	11	34	60	57%
# of Total Shelter Care Days	203	1571	1825	86%
# of Kids Attending School	11	31	50	62%
# of Total School Hours	85	655		
# of Kids in Shelter Past 30 Days	4	8		
# of Outings	16	134		
# of Incident Reports	5	23		
# of Grievances	0	0		
# of Structured Recreation Hours	27	238	260	92%
# of Resident Intakes by Community/County				
McClain County	0	0		
Oklahoma County	0	2		
Canadian County	0	0		
Mayes County	0	0		
Seminole County	0	0		
Osage County	0	0		
Pottawattamie County	0	2		
Cleveland County	2	12		
Tulsa County	0	0		
Major County	0	0		
Bryan County	0	0		
Comanche County	0	1		
Logan County	0	0		

Wagnor County	0	0		
Pushmataha County	0	0		
Blaine County	0	0		
Woodward County	0	0		
Custer County	2	2		
Garfield County	0	0		
Muskogee County	0	0		
Grady County	0	0		
Carter County	0	1		
Sequoyah County	0	0		
Rogers County	0	1		
Ottowa County	0	1		
Johnston County	0	2		

Crossroads Youth & Family Services, Inc.				
Counseling & Emergency Shelter Statistical Summary				
FY 2022 / 2023				
	Month: April 2023	YTD Totals	FY22 Goal	% reached
Counseling Services: (TXIX & SS ONLY)				
# of Counseling Referrals	5	38	100	38%
# of Counseling Assessments (BHOP)	4	34	75	45%
# of Assessment (BHOP) Hours*	5.33	44.41	150	30%
# of Initial Treatment Plans	2	18	55	33%
# of Initial Treatment Plan Hours	1.17	14.26	55	26%
# of Treatment Plan Reviews	5	52		
# of Treatment Plan Review Hours	1.84	16.54		
# of Treatment Plan Modifications	0	0		
Client Age at Intake				
0-5 years	0	0		
6-10 years	1	13		
11-14 years	3	11		
15-17 years	0	10		
18+ years	0	0		
# of Client Intakes by Community				
Moore	0	1		
Lexington	0	0		
Little Axe	0	0		
Noble	0	1		
Norman	4	32		
Newalla	0	0		
Other	0	0		
Monthly Case Count				
# of Clients Carried Forward (from previous month)	46	N/A		
# of New Clients	5	30		
# of Cases Closed	1	17		
Total # of Clients Served	51	75	130	58%
*Includes Face-to-Face and Non Face-to-Face Hours			FY22 Goal	% reached
# of Individual Sessions	146	1304	2000	65%
# of Individual Therapy Hours	136.53	1191.26	1850	64%
# of Families Served in Family Sessions	5	75	75	100%
# of Family Therapy Hours	2.84	28.71	65	44%
Emergency Crisis Counseling Hours	0	0		
Case Management Sessions	0	0		
# of Transfer Clients within Agency	0	1		
# of Clients Transferred out of Agency	0	0		
Counseling Services: (CARS)			FY22 Goal	% reached
# of Referrals	6	43	45	96%

# of Assessments	5	39	45	87%
# of Assessment Hours	13	111	85	131%
# of Initial Treatment Plans	4	26	30	87%
# of Initial Treatment Plan Hours	6	39	45	87%
# of Treatment Plan Reviews	0	22		
# of Treatment Plan Review Hours	0	21.5		
# of Treatment Plan Modifications	0	0		
Client Age at Intake				
0-5 years	0	0		
6-10 years	0	0		
11-14 years	1	10		
15-17 years	4	28		
18+ years	0	1		
# of Client Intakes by Community				
Moore	0	1		
Lexington	0	0		
Little Axe	0	0		
Noble	1	3		
Norman	4	30		
Newalla	0	1		
Other	0	4		
Monthly Case Count				
# of Clients Carried Forward (from previous month)	16	N/A		
# of New Clients	6	31		
# of Cases Closed	2	26		
Total # of Clients Served	22	49	60	82%
Counseling Services Provided: (CARS)			FY22 Goal	% reached
# of Individual Sessions	42	391	300	130%
# of Individual Therapy Hours	41.5	349.5	275	127%
# of Families Served: (In Family Sessions)	11	65	50	130%
# of Family Therapy Hours	12.5	62.25	40	156%
Emergency Crisis Counseling Hours	0	0		
# of Community-Based Prevention Groups	0	0		
Psychoeducational Groups: (CARS)			FY22 Goal	% reached
# of Group Rehab Hours	0	0		
# of Group Therapy Hours		19.5		
# of New Participants in Group Therapy	0	6		
Teens and Parents in Partnership (TAPP)			FY22 Goal	% reached
# of TAPP Referrals	2	26	30	87%
# of Enrollments (Intakes)	2	20	25	80%
Total # of Groups Completed	1	7	12	58%
Total # of Participants Completed	2	46	50	92%
Total # of Groups Currently in Progress	0	0		
Total # of Participants Currently in Progress	0	0		

Total # of Participants Referred to CYFS Counseling	0	2		
Total # of Participants Referred to Another Agency	0	0		
Truancy			FY22 Goal	% reached
# of Truancy Referrals	0	4	7	57%
# of Enrollments (Intakes)	0	5	5	100%
Total # of Groups Completed	0	3	3	100%
Total # of Participants Completed	0	7	5	140%
Total # of Groups Currently in Progress	0	1		
Total # of Participants Currently in Progress	0	3		
Total # of Participants Referred to CYFS Counseling	0	0		
Total # of Participants Referred to Another Agency	0	0		
Psychoeducational Groups: (TXIX & SS ONLY)			FY22 Goal	% reached
# of New Clients Served: Shelter Group Rehab	3	36	45	80%
# of Shelter Group Rehab Hours	6	64.75	90	72%
# of DID Classes	0	17	22	77%
# of DID Participants	0	59	200	30%
# of Community-Based Prevention Groups	2	350	250	140%
# of New Clients Served: Community-Based Prevention Groups	0	225	200	113%
Emergency Shelter Services:			FY22 Goal	% reached
# of Shelter Intakes	4	29	50	58%
# of Total Carryovers	7	18		
# of Total Kids Served	11	38	60	63%
# of Total Shelter Care Days	187	1758	1825	96%
# of Kids Attending School	10	35	50	70%
# of Total School Hours	100	755		
# of Kids in Shelter Past 30 Days	3	8		
# of Outings	14	148		
# of Incident Reports	2	25		
# of Grievances	0	0		
# of Structured Recreation Hours	26.5	264.5	260	102%
# of Resident Intakes by Community/County				
McClain County	0	0		
Oklahoma County	3	5		
Canadian County	0	0		
Mayes County	0	0		
Seminole County	0	0		
Osage County	0	0		
Pottawattamie County	0	2		
Cleveland County	0	12		
Tulsa County	1	1		
Major County	0	0		
Bryan County	0	0		
Comanche County	0	1		
Logan County	0	0		

Wagnor County	0	0		
Pushmataha County	0	0		
Blaine County	0	0		
Woodward County	0	0		
Custer County	0	2		
Garfield County	0	0		
Muskogee County	0	0		
Grady County	0	0		
Carter County	0	1		
Sequoyah County	0	0		
Rogers County	0	1		
Ottawa County	0	1		
Johnston County	0	2		

**MINUTES OF PROGRAM EVALUATION COMMITTEE MEETING
FISCAL YEAR 2022 / 23**

**3rd QUARTER
April 26th, 2023**

ATTENDEES: Lori Thrower, Ty Lewis, Kaylee Marshall, Spencer Wilson, and Jennifer Foster

Behavioral Health Outpatient Program (BHOP)

This program targets Cleveland County children under the age of 18 and their families who are eligible for counseling services. BHOP services include individual, group, and family counseling; emergency crisis counseling; school-based counseling services, etc.

GOAL: To increase the level of individual and family functioning, stability, and communication through behavioral health services.

Progress toward this goal is measured through quarterly assessments using the following:

- Level of Service Objectives and Measures
- Effectiveness Objectives and Measures
- Efficiency Objectives and Measures
- Client Satisfaction

Counselors Providing Service:

Jennifer Foster
Heather Malork
Kaylee Marshall
Ty Boyd

Levels of Service (Output)

Service Type	Projected by 6/30/21	Quarter				Year-To-Date	% Achieved [Goal is 75%]
		1 st	2 nd	3 rd	4 th		
Assessment/BHOP							
- Clients served	75	11	6	13		30	40%
- Hours of service	150	12	6.83	20.25		39.08	26%
- Individuals referred	100	9	12	12		33	33%
Initial Treatment Plan	55	8	5	3		16	29%
Treatment Plan Reviews	NA	17	14	16		47	N/A

Family Counseling							
- # of Families Served: (In Family Sessions)	75	23	28	19		70	93%
- # of Family Therapy Hours	65	13.65	6.49	5.73		25.87	40%
Individual Counseling							
- # of Individual Therapy Hours	1850	344.58	339.23	370.92		1054.73	57%
Clients who stayed past 3 months	60	N/A	10	4		14	23.33%
Norman Public Schools Psychoeducation Group New Participants	200	87	84	54		225	113%
Norman Public Schools Psychoeducation Group Hours	250	64	149	135		348	139%

Major Policy Issues/Recommendations:

No major policy issues or recommendations at this time.

In this quarter, we wrapped up our Norman Public Schools Psychoeducation groups. We continued our group at Noble High School. In total, we were able to provide 135 groups in this quarter.

We had 4 Counselors offering their services, 1 being a staff member who was recently able to pass their National Counseling Exam and start their supervision hours. We had one intern start their Practicum hours in this quarter and one intern was hired but has not started yet.

Community At-Risk Services (CARS)

This program targets Cleveland County children under the age of 18 and their families who are eligible for counseling services. BHOP services include individual, group, and family counseling; emergency crisis counseling; school-based counseling services, etc.

GOAL: To increase the level of individual and family functioning, stability, and communication through behavioral health services.

Progress toward this goal is measured through quarterly assessments using the following:

- Level of Service Objectives and Measures
- Efficiency Objectives and Measures

Counselors Providing Service:

Nolonda Sobel

Ty Boyd

Levels of Service (Output)

Service Type	Projected by 6.30.21	Quarter				Year- To-Date	% Achieved [Goal is 75%]
		1 st	2 nd	3 rd	4 th		
Assessments							
- Clients served	45	9	9	16		34	76%
- Hours of service	85	27	25	46		98	115%
- Individuals referred	45	11	8	18		37	82%
Initial Treatment Plan	30	7	7	8		22	73%
Treatment Plan Reviews	NA	6	6	10		22	N/A
Family Counseling							
- # of Families Served: (In Family Sessions)	50	14	18	22		54	108%
- # of Family Therapy Hours	40	12.5	15	22.25		49.75	124%
Individual Counseling							
- # of Individual Therapy Hours	300	109.5	82.75	115.75		308	112%
Group Therapy - # of Group Therapy Hours	NA	9	1.5	9		19.5	N/A
Clients who stayed past 3 months	30	N/A	9	4		13	43.33%

Major Policy Issues/Recommendations: No major policy issues or recommendations at this time.

First Time Offender Program (FTOP)

This program serves at-risk youth ages thirteen (13) to eighteen (18) that have encounter law enforcement and the juvenile justice system for social rules violations. Youth are offered intake/assessment and referral services that can include group, individual, and family counseling; mentoring or tutoring; and psycho-educational classes of 12 hours' duration to help prevent or intervene in any continued school failure, delinquency, or family problems.

GOAL: To decrease continued risk for juvenile delinquency in pre-delinquent youth or first-time offenders in Cleveland County.

- Levels of Service
- Effectiveness Objectives and Measures
- Efficiency Objectives and Measures
- Client Satisfaction

Levels of Service (Output)

Service Type	Projected by 6/30/21	Quarter				Year-To-Date
		1 st	2 nd	3 rd	4 th	
Referrals Received						
Family	30	4	7	13	24	
#Intake/Assessments	25	2	4	11	17	
- Clients served:		4	9	22	35	
Teens		2	4	11	17	
Parents		2	5	11	18	
- Hours of service		2	4	11	17	
Pro-Social Skills (total):						
Large Group	12	1	1	3	5	
Individual Families		1	0	0	1	
- Clients Served	50	6	9	29	44	
- Hours of service	144	24	12	36	72	

Effectiveness

Effectiveness Objectives	Effectiveness Measures	Effectiveness Results
Each parent and youth completing the service will agree it was useful in key areas of skill development	Average rating of at least "4" (<i>Useful</i>) on a five (5) point Likert Scale ranging from 5 ("Very Useful") to 1 ("Not At All Useful") across six (6) skill areas [see chart below]	15 # of Surveys (parents) 14 # of Surveys (youth) <u>4.55</u> Overall Program Effectiveness average score <u>4.8</u> Overall Program Evaluation Score

PROGRAM EFFECTIVENESS RATINGS

Component	Youth	Parents/Guardians	Average
Adolescent Development	4.29	4.53	4.41
Juvenile Justice System	4	4.4	4.2
Communication Skills	4.64	4.87	4.64
Anger Management	4.64	4.87	4.64
Problem Solving/Decision Making	4.5	4.8	4.65
Value Awareness/Cultural Sensitivity	4.43	4.6	4.52
Totals	4.42	4.68	4.55

In addition, data was gathered for OAYS effectiveness ratings over the quarter. Scores are based on a five (5) point Likert Scale with "1" being "Strongly Disagree" to "5" being "Strongly Agree".

PROGRAM EVALUATION RATINGS

Component	Youth	Parents/Guardians	Average
Intake Clarity	4.57	4.93	4.75
Treated with Dignity and Respect	5	5	5
Facilitator Promptness	4.79	5	4.9
Ability to Handle Problems More Effectively	4.21	4.93	4.57
Benefit to Others	4.57	4.93	4.75
Totals	4.63	4.96	4.8

Efficiency

Efficiency Objective	Efficiency Measure	Efficiency Results
At least 85% of enrolled adolescents and their parents will successfully complete the program	Success/fail rate, based on attendance at all six classes and expressed in a %.	100 % of successful completion

Major Policy Issues/Recommendations:

There are currently no major policy recommendations.

In this quarter, we were able to continue having in-person representation at the Norman Municipal Court Docket and Noble Municipal Court Docket during the months of January, February, and March. Our FTOP coordinator was able to have a completely full class in January and March, with February having a full class until the day of, when a parent dropped out and got moved to the next month. Evaluations for the TAPP class are reported in this quarter. We received 1 referral for a Truancy class in January and completed the class in February. Referrals have slowed down in the month of March, going into April.

Emergency Youth Shelter

This program targets children from Cleveland and McClain Counties who are under the age of 18 and are experiencing a crisis such as being removed from home because of alleged abuse/neglect, running away from home, losing parents through death/divorce, etc.

GOAL: To provide a safe non-threatening environment of 24-hour care to meet the immediate needs of children experiencing crisis.

Progress toward this goal is measured through quarterly assessments using the following:

- Levels of Service
- Effectiveness Objectives and Measures

- Efficiency Objectives and Measures
- Client Satisfaction

Levels of Service

	Projected	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD	% Achieved
Children Served	60	19	11	17		34	56.67%
Shelter Intakes	50	10	6	9		25	50%
Days of Care	1,825	427	554	590		1571	86%

Resident Satisfaction

Satisfaction Objectives	Satisfaction Measures	Resident Satisfaction Results
The average score on the consumer satisfaction survey completed by residents at discharge will be at least "4"	Scores on a five- point Likert Scale ranging from "1" (Strongly Disagree) to "5" (Strongly Agree)	<i>See results in chart below</i>

RESIDENT SATISFACTION SURVEY RESULTS	Average Score For Quarter
1. I felt welcome in my out of home placement.	5
2. The rules and expectations were clearly explained to me.	5
3. During my stay, I have felt there were staff I could go to with a problem or if I just wanted to talk.	4.7
4. I felt safe during my stay in out of home care.	4.8
5. Overall my stay was positive.	4.7

Notes: We had a total of 8 residents discharge during the quarter. We had 2 residents who did not complete the survey due to running away. The other 6 residents who discharged gave 5's in all categories except for 1. The center continues to provide safe, comfortable, family-like environment for all of our kids. We have begun to have "family talk" in which the shelter director and staff sit down with all of the kids and have open communication. This has been a better strategy for assessing our effectiveness.

Grievances

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD
Total Grievances	0	0	0		0
Total Grievances Resolved	N/A	N/A	N/A		N/A
Method of Resolution	N/A	N/A	N/A		N/A

Notes: N/A

Efficiency

Efficiency Objective	Efficiency Measure	Efficiency Results by Quarter			
		1 st	2 nd	3 rd	4 th

To place 90% (30) of all residents within 30 days of their admission date (max number of residents is 12)	Number of residents in Shelter past 30 days	6	6	8
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GOAL: Provide recreational, mentor, and other structured activities for youth residing in the Shelter.

Level of Service Goals, by June 30, 2021:

- To provide five (5) hours of structured activities per week (260 hours total)
- To provide at least two (2) staff-supervised outings per month during the school year (24 total) for Shelter residents
- To supervise 25 Shelter College mentors
- To coordinate 10 special mentor events in the Shelter
- To provide structured activities and a recreation program throughout the year and as an alternative to summer school classes for Shelter residents

	Projected	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD	% Achieved
Structured Activities / Recreation	260	79	76.5	82.5		238	92%
Staff Supervised Outings	N/A	46	44	44		134	N/A
New College Paraprofessionals	N/A	0	5	18		23	N/A

GOAL: Provide counseling and case management services to meet the emotional and dispositional needs of Shelter residents.

Level of Service Objectives, by June 30, 2021:

- To provide 200 hours of case management services (assessment, discharge planning, linkage, and advocacy)

Ideally, we want the Emergency Youth Shelter to have as little crisis incidents as possible. The goal is not to strive for perfection, but rather to better manage situations as they arise and provide resources for staff

members and residents. *Unfortunately, it is difficult to capture Case Management Services that are provided to the residents from the staff.*

	Projected	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD	% Achieved
Case Management Services	N/A	N/A	N/A	N/A		N/A	N/A

GOAL: Provide a Shelter-based educational program, staffed by a certified Norman Public School teacher, for youth residing in the Shelter.

Level of Service Objectives:

- To provide 95% of all school-aged Shelter residents daily classroom instruction based on their individual levels and abilities during the 2020-2021 school year.
- To provide 860 hours of classroom time for school-aged Shelter residents during the 2020-2021 school year.

	Projected	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD	% Achieved
Residents receiving Classroom Instruction	50	12	10	17		31	62%
Classroom Hours	860 hrs.	145	235	275		655	76.16%

Major Policy Issues/Recommendations: No recommendations at this time. The average daily attendance for the center this quarter was 6.60 residents with an average length of stay of 39.13 days. The shelter provided 587 shelter care days to residents. We had 5 kids who were discharged to foster placements during the quarter. Also, during this quarter, we were mostly at capacity with 7 of our kids here for the majority of the time. Kids were able to enjoy lots of one-on-one time with paraprofessionals, tutors, and volunteers. We are going to start tending to our garden and begin a “wellness” program as the weather gets warmer and summer is approaching.

SYNOPSIS OF SECOND QUARTER INCIDENT REPORTS

(10 Total Incident Reports)

S1. 10/01/21 – After staff handed resident his med cup during breakfasts, he slid it across the table causing several pills to fall on floor. After getting a second cup of medication, he opened it over the trash can and they fell in. He was able to take medication on third attempt.

ACTION TAKEN: Staff held third medication cup until resident was done eating which made it successful.

RECOMMENDATIONS: Allow resident to complete meal before offering medication.

S2. 10/10/21 – Staff found a plastic lid with a residents medication in it.

ACTION TAKEN: Notified Program director, OKDHS worker and liason. Spoke with resident about incident and also spoke with staff about proper supervision while giving medications.

RECOMMENDATIONS: Better supervision of medications.

S3. 10/24/21 – A resident bumped in to another resident while in chairs causing one of the residents fingers to get smashed.

ACTION TAKEN: Staff gave resident ice pack and spoke with other resident about not horse playing with chairs.

RECOMMENDATIONS: None at this time

S4. 11/13/21 – Resident hurt toe on concrete step while at “Get Air” outing.

ACTION TAKEN: Staff got ice pack for resident and provided her with ibuprofen once back at the shelter. Staff also notified case worker of incident.

RECOMMENDATIONS: None at this time

S5. 12/01/21 – During construction of the bathrooms, a male resident accidentally walked into the bathroom while a female resident was in the shower.

ACTION TAKEN: Notified OKDHS liason as well as spoke with case workers and residents about incident. Signs were made to hang on door when they are being used.

RECOMMENDATIONS: Utilize bathroom signs and always knock to be sure. S5. 05/12/21 – Two male residents were playing basketball and when both ran towards a loose ball, one resident fell and hit his knee on the ground.

ACTION TAKEN: Staff helped resident inside the office and put ice on hurt knee.

RECOMMENDATIONS: None at this time

S6. 10/24/21 – A male resident got upset when he was asked to stop video games and complete his chore as he had forgotten to do. He then began to argue and eventually throw chairs, slam and kick doors.

ACTION TAKEN: Staff notified program director and case worker. Staff able to de escalate and debrief with resident about incident. Staff offered phone call to residents father.

RECOMMENDATIONS: Leave video games put up until expectation of chores are complete.

S7. 10/22/21 – Two male residents were horse playing near bedrooms. One resident accidentally slammed the others finger in the door causing him to try and go after the resident.

ACTION TAKEN: Staff intervened, separated the boys and gave one of them ice for his finger.

RECOMMENDATIONS: Redirect horse play as much as possible.

SYNOPSIS OF THIRD QUARTER INCIDENT REPORTS

{10 Total Incident Reports}

S1. 01/21/23 – A male resident got upset and began to throw items around in his bedroom and destroy some property.

ACTION TAKEN: Staff utilized de-escalation techniques and Program Director assisted in incident. Resident was later removed from center by OKDHS.

RECOMMENDATIONS: Get other residents away from incident sooner to keep everyone safe and to remove the audience.

S2. 01/21/23 – A male resident began to scratch at his forearm with a hard piece of plastic that he broke off from an item in his bedroom.

ACTION TAKEN: Staff immediately intervened by utilizing verbal de-escalation which led to the resident relinquishing the item and eventually calming down.

RECOMMENDATIONS: None at this time.

S3. 01/24/23 – A male resident disclosed to staff that they had some suicidal feelings.

ACTION TAKEN: Staff reported to Program Director and notified counselor (Kaylee). Kaylee was able to have a counseling session with the resident and implemented a safety plan.

RECOMMENDATIONS: None at this time.

S4. 02/11/23 – A male resident was horseplaying and sprayed air duster in a staff members ear.

ACTION TAKEN: Staff spoke with resident regarding behavior and Program Director re-iterated the importance of having items put away when not in use.

RECOMMENDATIONS: Keep such items put away and out of reach from residents.

S5. 02/14/23 – A female resident fell while playing outside in which she scraped her knee and elbow as well as twisted her ankle.

ACTION TAKEN: Staff provided ice and cleaned wounds. OKDHS was notified and took her for medical evaluation.

RECOMMENDATIONS: None at this time.

S6. 03/08/23 – A male resident kicked a ball while outside which caused his toe nail to lift up and start to bleed.

ACTION TAKEN: Staff helped resident clean wound and notified OKDHS case worker.

RECOMMENDATIONS: None at this time.

S7. 03/08/23 – A female resident tripped and fell causing her to twist her right ankle and scrape her right knee.

ACTION TAKEN: Staff helped her clean her wound and provided ice for her ankle. The residents OKDHS case worker took her to Urgent Care for evaluation.

RECOMMENDATIONS: None at this time.

S8. 03/27/23 – A male resident disclosed to staff that they had self harmed with a pair of scissors.

ACTION TAKEN: Staff spoke with resident and counselor about incident and a safety plan was implemented.

RECOMMENDATIONS: None at this time.

Quarterly Medicaid Internal Review
Third Quarter 01/01/23-03/31/23

The scope of the review was limited to ensure that CARF requirements are followed by agency personnel. The first procedure was to trace Medicaid payments back to the progress note located in the client file and determine if the note was billed correctly. The results are as follows:

- 1) 134 transactions out of the total population of were reviewed. Each note was located in the billing system and billed correctly.

Payments are reviewed to ensure that they were received and posted to the correct account and billed on a timely basis. The results are as follows:

All Medicaid payments reconcile to the general ledger. Medicaid services are typically billed and collected within 30 days of service. The average number of days to collect the payment is 7 days after the service is billed.

Recommendations or Findings:

There are no recommendations or findings.

Quarterly Cash Review
Third Quarter 01/01/2023-03/31/2023

The objective of the review is to determine the degree to which the transactions for Divorce, Truancy and Counseling revenues at the Tecumseh Road location complied with cash handling policies and procedures. In addition, the review is to assess the adequacy and effectiveness of internal controls and establish that procedures are managed with regard to efficiency and effectiveness.

For the period January 1, 2023 to March 31, 2023 a sample of transactions was selected to ensure compliance with the following requirements:

1. Cash receipts were sequentially accounted for and deposited in a timely manner. Once weekly as per fiscal procedures.
2. Services were provided and accompanied by a cash receipt or fee waiver.

Findings

Zero cash deposits were made in the quarter due to reduced sliding scale clients. Timeliness of deposits in accordance with fiscal procedure is critical in quickly identifying any irregularities or reconciliatory issues.

Recommendations

Fiscal procedures should be reviewed to determine the necessity of this report. Divorce classes are now offered for no charge and counseling programs no longer accept sliding scale payments.

**Crossroads Youth & Family Services, Inc. 401(k) Savings Plan
Statement of Changes in Net Assets Available for Plan Benefits
Month Ended January 2023**

	<u>Jan-23</u>
Contributions:	
Employer Contributions	\$ 16,439.25
Participant Contributions	<u>\$ 19,993.09</u>
Total Contributions	\$ 36,432.34
Investment Income:	
Interest and dividends	\$ 946.98
Net realized and unrealized appreciation (depreciation) in fair value of investments	<u>\$ 153,865.99</u>
Net Investment Gain (Loss)	<u>\$ 154,812.97</u>
Contributions and net investment income	\$ 191,245.31
Distributions to participants	\$ (1,445.64)
Forfeitures	\$ 437.63
Administrative Expenses	<u>\$ -</u>
Increase in net assets available for plan benefits	\$ 190,237.30
Net Assets Available for Plan Benefits:	
Beginning of month	<u>\$ 3,178,704.91</u>
End of month	<u><u>\$ 3,368,942.21</u></u>

Crossroads Youth & Family Services, Inc. 401(k) Savings Plan
Statement of Net Assets Available for Plan Benefits
Month Ended January 2023

ASSETS	<u>Jan-23</u>
Investments, at fair value:	
Cash	\$ 133,461.29
Loans	\$ 47,994.94
Mutual Funds	<u>\$ 3,187,485.98</u>
Total Assets	<u>\$ 3,368,942.21</u>
Net Assets Available for Plan Benefits	<u><u>\$ 3,368,942.21</u></u>

**Crossroads Youth & Family Services, Inc. 401(k) Savings Plan
Statement of Changes in Net Assets Available for Plan Benefits
Month Ended February 2023**

	<u>Feb-23</u>
Contributions:	
Employer Contributions	\$ 16,505.32
Participant Contributions	<u>\$ 20,096.04</u>
Total Contributions	\$ 36,601.36
Investment Income:	
Interest and dividends	\$ 718.44
Net realized and unrealized appreciation (depreciation) in fair value of investments	<u>\$ (87,211.66)</u>
Net Investment Gain (Loss)	<u>\$ (86,493.22)</u>
Contributions and net investment income	\$ (49,891.86)
Distributions to participants	\$ (2,217.66)
Forfeitures	\$ 733.36
Administrative Expenses	<u>\$ -</u>
Increase in net assets available for plan benefits	\$ (51,376.16)
Net Assets Available for Plan Benefits:	
Beginning of month	<u>\$ 3,368,942.21</u>
End of month	<u><u>\$ 3,317,566.05</u></u>

Crossroads Youth & Family Services, Inc. 401(k) Savings Plan
Statement of Net Assets Available for Plan Benefits
Month Ended February 2023

ASSETS	<u>Feb-23</u>
Investments, at fair value:	
Cash	\$ 136,049.14
Loans	\$ 49,865.86
Mutual Funds	<u>\$ 3,131,651.05</u>
Total Assets	<u>\$ 3,317,566.05</u>
Net Assets Available for Plan Benefits	<u><u>\$ 3,317,566.05</u></u>

**Crossroads Youth & Family Services, Inc. 401(k) Savings Plan
Statement of Changes in Net Assets Available for Plan Benefits
Month Ended March 2023**

	<u>Mar-23</u>
Contributions:	
Employer Contributions	\$ 16,544.03
Participant Contributions	\$ 20,170.19
	<hr/>
Total Contributions	\$ 36,714.22
Investment Income:	
Interest and dividends	\$ 5,926.69
Net realized and unrealized appreciation (depreciation) in fair value of investments	\$ 71,203.65
	<hr/>
Net Investment Gain (Loss)	\$ 77,130.34
	<hr/>
Contributions and net investment income	\$ 113,844.56
Distributions to participants	\$ (1,710.97)
Forfeitures	\$ 894.63
Administrative Expenses	\$ 112.50
	<hr/>
Increase in net assets available for plan benefits	\$ 112,915.72
Net Assets Available for Plan Benefits:	
Beginning of month	\$ 3,317,566.05
	<hr/>
End of month	\$ 3,430,481.77
	<hr/>

Crossroads Youth & Family Services, Inc. 401(k) Savings Plan
Statement of Net Assets Available for Plan Benefits
Month Ended March 2023

ASSETS	<u>Mar-23</u>
Investments, at fair value:	
Cash	\$ 138,835.28
Loans	\$ 64,029.35
Mutual Funds	<u>\$ 3,227,617.14</u>
Total Assets	<u>\$ 3,430,481.77</u>
Net Assets Available for Plan Benefits	<u><u>\$ 3,430,481.77</u></u>

Crossroads Youth & Family Services, Inc.

JOB DESCRIPTION

HUMAN RESOURCES ASSISTANT

JOB FUNCTION: Reporting to the Director of Administrative Services, this position performs all clerical duties related to agency human resources management.

DUTIES AND RESPONSIBILITIES:

1. Coordinates recruitment efforts with hiring supervisors by posting job requisitions, accepting and screening resumes and applications, tracking applicants, scheduling and participating in interviews, and making offers to selected candidates.
2. Contacts vendors and local colleges and other organizations to post positions.
3. Coordinates pre-employment background check, physical, TB test, and reference checks.
4. Files papers and documents into appropriate employee files, which include new hire paperwork, I-9, background check, training documents, and benefit information.
5. Processes necessary documentation on new employees and submits to Payroll Specialist.
6. Conducts new employee orientations and coordinates annual performance reviews of all staff.
7. Maintains of confidential personnel files, personnel actions and collects on- going training and education documents.
8. Maintains computer employee data information. Ensures that each staff's information is current and is in compliance with all federal, state, or other regulatory laws or requirements.
9. Compiles data from staff necessary to obtain approval to drive agency vehicles and annually reviews/renews approval for all staff.
10. Partners with employees and management to communicate various Human Resources policies, procedures, laws, standards, and government regulations.
11. Assists in the coordination of employee appreciation programs and in the response to employee relations issues such as employee complaints, harassment allegations, and civil rights complaints.
12. Answers incoming telephone calls and provides basic program information to the visitors/callers upon request.
13. Operates office machines such as computer, facsimile machines, and copier.
14. Adheres to the confidentiality policy of the organization and respects the privacy of the clients served and the confidential nature of the organization's business.
15. Adheres to the Code of Ethics and the ethical policies and procedures of the organization and of the employee's respective profession.

Human Resources Assistant—Job Description

Page 2

16. Maintains a positive and productive working relationship with and is open to input from the Director of Administrative Services.
17. Maintains a positive attitude; promotes a spirit of teamwork, collaboration and initiative, and contributes to a healthy work environment both internal and external to the organization.
18. Reports to work at scheduled times and maintains a good attendance record.
19. Performs duties in a timely and professional manner. Meets required deadlines for necessary documentation, reports, time sheets, other paper work and special projects as required.
20. Presents a professional appearance, dresses appropriately for the work environment and for the duties and/or services to be performed.
21. Adheres to the policies and procedures of the organization.
22. Performs other duties and responsibilities as requested or assigned based on needs of the organization.

MINIMUM QUALIFICATIONS: Bachelor's degree in human resources or related field preferred; excellent computer skills and strong organizational skills required; ability to relate well to co-workers as well as outside contacts required; experience with human resources or payroll software preferred.

WORK ENVIRONMENT:

Regularly required to sit; use hands to fingers; reach with hands and arms; talk or hear; stand; walk; stoop, kneel, crouch, or crawl; may occasionally lift items weighing up to 25 pounds; close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus.

CLASSIFICATION: Full-Time, Non-Exempt

By signing this job description, I am verifying that I can perform the job duties as described above.

 Employee Signature

 Date



FY 2023 Head Start Funding Increase

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FY 2023 Head Start Funding Increase ACF-PI-HS-23-02

U.S. (United States) Department
of Health and Human Services

ACF
Administration for Children and Families

1. **Log Number:** ACF-PI-HS-23-02
2. **Issuance Date:** 02/21/2023
3. **Originating Office:** Office of Head Start
4. **Key Words:** Consolidated Appropriations Act; Appropriations; Fiscal Year 2023; Funding Increase; Cost of Living Adjustment; Quality Improvement

Program Instruction

To: Head Start and Early Head Start Grantees and Delegate Agencies

Subject: FY 2023 Head Start Funding Increase

Instruction:

President Biden signed the Consolidated Appropriations Act, 2023, into law on December 29, 2022. The funding level for programs under the Head Start Act (the Act) is \$11,996,820,000, an increase of \$960 million over fiscal year (FY) 2022. This increase includes \$596 million to provide all Head Start, Early Head Start, and Early Head Start-Child Care (EHS-CC) Partnership grant recipients a 5.6% cost-of-living adjustment (COLA), \$262 million for quality improvement, and \$100 million for expansion of Head Start, Early Head Start, and EHS-CC (Early Head Start-Child Care) Partnership programs. The total appropriation also includes \$8 million for Tribal College and University Head Start (TCU-HS) Partnership programs, of which \$2 million is an increase over the FY 2022 funding level.

This Program Instruction (PI) primarily provides information about COLA (Cost-of-living Adjustment) and quality improvement funds available to all Head Start, Early Head Start, and EHS-CC (Early Head Start-Child Care) Partnership grant recipients. Grant recipients subject to competition for continued funding through the Designation Renewal System (DRS) are entitled to COLA (Cost-of-living Adjustment) funds through the end of their current award. However, the Administration for Children and Families reserves the right to delay decisions on quality improvement funding until DRS (Designation Renewal System) competition decisions are final. State collaboration grants are not eligible for COLA (Cost-of-living Adjustment) or quality improvement funding due to the statutory cap on their funding in the Head Start Act.

FY 2023 Quality Improvement

Each grant recipient will be allocated an amount of quality improvement funding proportionate to their federal funded enrollment — approximately \$280 for each Head Start funded enrollment slot and \$420 for each Early Head Start funded enrollment slot. There will be a minimum floor established to ensure all recipients are able to make a meaningful investment in quality, consistent with Sec. 640(a)(4)(C) of the Act.

A program may apply to use quality improvement funds for activities consistent with Sec. 640(a)(5), as outlined in Attachment A, except that any amount of these funds may be used on any of the activities specified in such section. In other words, programs are not bound by the requirement in Sec. 640(a)(5)(A) that at least 50% of quality improvement funds be used for staff compensation or the requirement in Sec. 640(a)(5)(B)(vii) that no more than 10% of quality improvement funds be used on transportation. However, the Office of Head Start (OHS) strongly encourages grant recipients to prioritize quality improvement funding to increase compensation for staff (wages and benefits) to help recruit and retain a qualified Head Start workforce. OHS (Office of Head Start) also strongly encourages recipients to consider investments to support and strengthen the mental health of children, families, and staff in the program.

A well-compensated staff is integral to delivering high-quality services for children and families. The Head Start workforce plays a critical role in fulfilling the Head Start mission by supporting the holistic development of children and economic stability for families. While staff qualifications have steadily increased in the last 10 years, compensation and benefits have not followed suit. Many Head Start programs have struggled to recruit and retain qualified staff with the ongoing early care and education workforce shortage. High-quality services for children and families are disrupted by high turnover rates and a shortage of frontline staff, particularly teachers, assistant teachers, home visitors, family child care providers, family service workers, transportation staff, and staff who provide mental and behavioral health services. Increasing compensation is a key strategy to promote recruitment and retention of qualified staff and ensure programs are competitive employers in their local communities. Improved retention of staff also helps to ensure high-quality classroom and home learning

environments, promote healthy developmental outcomes for children, and strengthen relationships with families. In September 2022, OHS (Office of Head Start) released Information Memorandum [ACF-IM-HS-22-06](#) directing Head Start grant recipients to permanently increase salaries for the purposes of recruiting and retaining staff. Head Start grant recipients are strongly encouraged to use quality funds to advance a strategy to permanently increase wages and benefits.

OHS (Office of Head Start) recognizes that many Head Start grant recipients are serving children and families with enhanced mental health needs. Increased symptoms of anxiety and depression, coupled with the impact of trauma, grief, and loss during the pandemic, has elevated the importance of supporting children's social and emotional well-being, as well as the mental well-being of adults who care for them. It is essential that children, staff, and families receive necessary supports for mental health and wellness as an integral part of program services. OHS (Office of Head Start) strongly encourages programs to consider ways to use quality improvement funding to invest in mental health supports at all levels of the program, including mental health consultation to support Head Start teachers in managing challenging behavior and supporting children.

Examples of investments that would reflect these OHS (Office of Head Start) priorities and also align with allowable uses of quality improvement funding as specified in the Act may include, but are not limited to, the following:

- Increase compensation, particularly for positions that are not receiving competitive wages and benefits (including consideration of elementary school compensation), experiencing higher rates of turnover, challenging to fill, or preventing programs from reaching full enrollment.
- Increase career opportunities for entry level staff through support for increased credentials and commensurate compensation increases, including through scholarships, mentors, and coaches.
- Support staff wellness with regularly scheduled breaks and access to employee assistance services.
- Improve preventive mental health screening, assessment, and interventions.
- Enhance mental health consultation — including hiring of additional mental health professionals — to better support staff and improve the organizational approach to identifying mental health needs and integrating supports and services for children, families, and staff.
- Hire additional qualified classroom staff or floaters to lower ratios, enhance adult-child relationships, and ensure staff can have breaks during the day.
- Hire additional qualified family services staff or home visitors to decrease caseloads and enhance family-staff relationships and improve quality of responsive, individualized services.
- Provide ongoing coaching and support to staff to address stress, burnout, and related turnover.

- Provide training on trauma-informed approaches to all staff, governing boards, and Policy Councils, and ensure training is accompanied with coaching and opportunities for reflective practice and supervision.
- Enhance transportation services to promote more regular participation by children and families in services designed to support development and learning and address trauma.

Finally, while grant recipients should prioritize ongoing, sustained investments in quality improvements, OHS (Office of Head Start) does acknowledge that one-time investments in FY 2023 may be necessary. Grant recipients encountering one-time program improvement needs that cannot be addressed with existing program funds are invited to apply for supplemental funding. See below for further discussion on one-time program improvement funding requests.

FY 2023 COLA (Cost-of-living Adjustment)

Each grant recipient may apply for a COLA (Cost-of-living Adjustment) increase of 5.6% of the FY 2022 base funding level. Base funding excludes training and technical assistance funds and any one-time funding received during FY 2022.

Programs must use COLA (Cost-of-living Adjustment) funds to permanently increase the salaries of Head Start staff. This includes salaries of current staff and unfilled vacancies. Programs may consider a permanent uniform percent increase to the Head Start pay scale or differential COLA (Cost-of-living Adjustment) increases to the pay scale across position types within the program. For instance, in some programs, higher paid positions may already be receiving wages competitive with comparable positions in the community. In these instances, programs may choose to provide a smaller COLA (Cost-of-living Adjustment) to these positions. Programs could also think about providing a larger COLA (Cost-of-living Adjustment) to lower paid positions that are not currently receiving a wage sufficient to cover costs of living, or that are very challenging to fill due to low wages. Such positions may need more of an increase to support more competitive wages that are comparable with similar jobs in the community, including the consideration of salaries paid to staff in local elementary schools. If a grant recipient chooses to apply COLA (Cost-of-living Adjustment) differentially across positions, they must explain this choice in their application.

Sections [653](#) and [640\(j\)](#) of the Act provide further guidance on the uses and limitations of COLA (Cost-of-living Adjustment) funds. Sec. 653 restricts compensation to a Head Start employee that is higher than the average rate of compensation paid for substantially comparable services in the area where the program is operating. Any grant recipient concerned that they cannot increase salaries for staff due to wage comparability issues should ensure public school salaries for elementary school staff are included in their considerations. Sec. 653 also prohibits any Head Start employee from being compensated at a rate that exceeds that of an Executive Schedule Level II position, including employees

being paid through indirect costs. Sec. 640(j) of the Act requires that compensation of Head Start employees be improved regardless of whether the agency has the ability to improve the compensation of staff employed by the agency that do not provide Head Start services. Head Start grant recipients must provide delegate agencies and other partners an equivalent increase to adjust salaries and wages scales. If a grant recipient proposes to apply differential COLA (Cost-of-living Adjustment) increases between delegates or partners, they must justify this in their application. COLA (Cost-of-living Adjustment) funds must be applied from the start of a recipient's FY 2023 budget period, which may need to be retroactively applied.

As specified in 45 CFR §1302.90, each grant recipient is required to establish written personnel policies and procedures that are approved by the governing body and Policy Council. They must be made available to all staff. Personnel policies and procedures should be reviewed as they may contain information relevant to this COLA (Cost-of-living Adjustment).

Any remaining funds may be applied to fringe benefits costs or used to offset increased operating costs in other areas of the budget. This includes increased costs in rent, utilities, facilities maintenance and insurance, contractual arrangements, vehicle fuel and maintenance, and supplies.

Application Requirements for COLA (Cost-of-living Adjustment) and Quality Improvement Funding

Grant recipients must request COLA (Cost-of-living Adjustment) and quality improvement funds through an application in the Head Start Enterprise System. A funding guidance letter will be issued shortly to specify each funding level and additional instructions on how to apply for these funds.

Expansion of Head Start, Early Head Start, and EHS-CC (Early Head Start-Child Care) Partnerships

One hundred million dollars is available to support new grants for Head Start, Early Head Start, and EHS-CC (Early Head Start-Child Care) Partnership programs to increase access to high-quality early education services. Funding will be awarded by September 2024. A notice of funding opportunity is expected in fall 2023. More information on this opportunity will be available later this year.

TCU-HS (Tribal College and University Head Start) Partnership Program Funding

Two million dollars is available to support TCU-HS (Tribal College and University Head Start) partnership programs. Per Sec. 648(g) of the Head Start Act, such funding is intended to support tribal colleges and universities to implement efforts to strengthen career pathways

and degree obtainment for Head Start staff, in partnership with American Indian and Alaska Native Head Start agencies. A competitive funding opportunity will be posted in spring or summer 2023. Funding will be awarded by the end of September 2023.

One-time Program Improvement Funding Requests

Grant recipients encountering program improvement needs related to health and safety should contact their Regional Office and submit supplemental applications throughout the year as needs emerge. Programs must plan for major costs and should not be reliant on supplemental requests for major maintenance and purchases. Supplemental requests are intended for pressing program improvement needs that cannot be addressed with existing operational funds through careful planning, for instance if a recipient has an unexpected facility issue due to harsh climate or unexpected loss of equipment. These applications are addressed by priority and there is no guarantee on the availability of funds for supplemental requests.

Please direct any questions regarding this ~~P.I. (Program Instruction)~~ to your regional office.

Thank you for your work on behalf of children and families.

/ Tala Hooban /

Tala Hooban
Acting Director
Office of Head Start

Resources:

[Attachment A: Allowable Uses of Quality Improvement Funds as Specified in the Head Start Act](#)

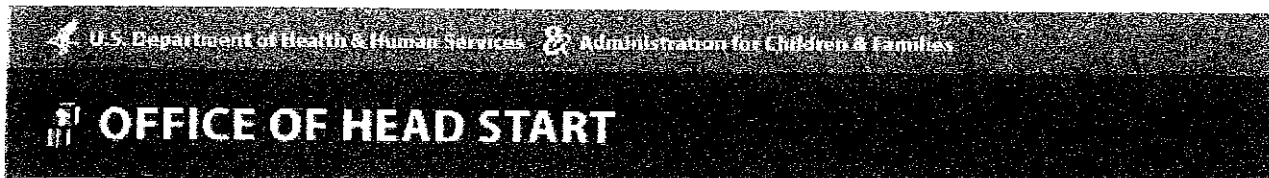
See PDF Version of Program Instruction:

[FY 2023 Head Start Funding Increase \(179.77 KB\)](#)

Historical Document

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ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-23-01	2. Issuance Date: 03/28/2023
	3. Originating Office: Office of Head Start	
	4. Key Word: Lead Poisoning Prevention; Drinking Water; Testing and Screening for Lead; Effects of Lead Exposure; Funding Support	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Grant Recipients

SUBJECT: The Role of Head Start Programs in Addressing Lead in Water

INFORMATION:

Lead is a toxic metal and there is no safe blood lead level for children. Because their bodies are still developing, children under the age of 6 are at greatest risk for significant and potentially lifelong health problems as a result of exposure. They are more likely to come into contact with lead through paint or dust since young children often put their hands or objects in their mouths. However, lead in drinking water can also be a significant contributor to overall exposure to lead. This is particularly true for infants whose diet consists of food and liquids made with water, such as baby food or formula. The adverse health effects of lead exposure can be both physical and behavioral. Even low levels of lead in children can lead to anemia, behavior and learning problems, and other concerns.

Head Start programs have a critical role to play in preventing lead poisoning in children. Programs are required to maintain a facility that is free from pollutants, hazards, and toxins that are accessible to children and could endanger their safety — and that includes lead in water and paint. As part of Head Start monitoring, programs can expect to be asked about their processes to identify lead hazards and mitigate them. This Information Memorandum highlights available resources for programs to address lead in water specifically.

Testing for and Addressing Lead in Water

The U.S. Environmental Protection Agency (EPA) has developed a number of resources to guide programs to test and remediate for lead in water.

There are no specific funds designated for the purpose of lead assessments in Head Start programs. However, grant recipients may budget program funds to address lead in water, including necessary minor renovations to facilities. Allowable uses of program funds may include:

- Testing for lead in water
- Remediation actions such as purchasing, installing, and maintaining point-of-use devices for lead removal, such as water filters
- Replacing water fixtures and plumbing, including lead service lines

As programs consider their needs related to addressing lead in water in Head Start facilities, the Administration for Children and Families encourages grant recipients to submit one-time funding applications for facility needs not supported by operations funding. Note these one-time requests are addressed by priority and subject to availability of funds.

Other Federal Funding Sources

Head Start programs may be able to leverage EPA funding to eliminate lead in their facilities. The Bipartisan Infrastructure Law, 2022, authorized increased funding of \$700 million over 5-years across two grant programs:

- Voluntary School and Child Care Lead Testing and Reduction Grant Program
- Reducing Lead in Drinking Water Grant Program

These programs aim to address lead in water through testing, remediation, and infrastructure improvements, including in child care and school settings. Grant recipients should reach out to their respective state agency to learn more about the EPA programs and other available resources.

Partnering with Families to Promote Children's Healthy Development

Head Start programs are already working closely with families and health care providers to make sure children are screened for lead poisoning (45 CFR §1302.46). These screenings align with the Centers for Medicare and Medicaid Services' (CMS) universal blood lead screening requirement for all Medicaid-eligible children, under their states' Early and Periodic Screening, Diagnostic and Testing schedule. The Office of Head Start (OHS) applauds programs' ongoing efforts to partner with parents and caregivers to make sure all enrolled children receive required blood screening.

OHS continues to encourage programs to leverage available resources in discussing with families how to prevent and address lead exposure in the home, such as through:

- Testing for lead in paint hazards and in water
- Minimizing children and pregnant persons' exposure to paint hazards, especially in homes built before 1978
- Creating barriers between living or play areas and possible lead hazards
- Cleaning and hygiene practices, such as regularly mopping and washing hands and toys

To learn more about the role Head Start programs play in keeping children safe and supporting families to prevent lead poisoning, visit the Early Childhood Learning and Knowledge Center and Office of Early Childhood Development websites.

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

i The Centers for Disease Control and Prevention has established a blood lead "reference value" that serves as a screening tool to identify children with higher levels of lead in their blood compared with most children. However, no safe blood lead level in children has been identified: <https://www.cdc.gov/nceh/features/leadpoisoning/index.html>

ii As long as total costs for any proposed plumbing improvements, such as replacing water fixtures and lead service lines, are less than \$250,000, they would be considered minor renovations and allowable expenditures with program funds. If costs are anticipated to exceed \$250,000, programs should contact their regional office to determine appropriate next steps.

iii Arizona is currently the only state approved by CMS to implement a targeted lead screening program.

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U.S. Department of Health and Human Services
Office of Head Start
1000 Independence Avenue, SE
Washington, DC 20002-4202
Phone: (202) 457-0800
Toll-free: (800) 457-0800
www.headstart.gov



Head Start Vaccine and Testing Announcement

eclkc.ohs.acf.hhs.gov/about-us/press-release/head-start-vaccine-testing-announcement

[Find a Head Start job near you or anywhere in the U.S.](#)

HHS announced that it intends to remove the regulatory requirement for vaccines in Head Start programs for Head Start staff, contractors, and volunteers, as well as the weekly testing requirement for individuals granted an exemption from the vaccine requirement. The interim final rule's vaccine and testing requirements are not currently in effect as the result of a recent district court decision.

On November 20, 2021, the U.S. Department of Health and Human Services' Administration for Children and Families (ACF) issued an interim final rule requiring federally funded Head Start programs to ensure that their staff, contractors, and volunteers were fully vaccinated for COVID-19 (i.e., obtain the primary vaccination series), which was a critical step to protect the children and families served. On April 10, 2023, the President signed legislation that ended the COVID-19 national emergency. On May 11, 2023, the COVID-19 public health emergency will expire.

On January 6, 2023, ACF (Administration of Children and Families) issued a final rule requiring Head Start grant recipients to have an evidence-based COVID-19 mitigation policy, which considers multiple mitigation strategies such as access to vaccination, masking, ventilation, and testing. Although ACF (Administration of Children and Families) will remove the vaccine and testing requirements, ACF (Administration of Children and Families) strongly recommends that Head Start programs use vaccines and tests as part of their mitigation policy to reduce the spread of COVID-19 and reduce the likelihood of mortality or morbidity from infection. Head Start programs may choose to include their own requirements to support vaccination efforts, including for example, requiring staff remain up to date on COVID-19 boosters, sharing information on COVID-19 vaccination with staff and families, and/or partnering with local agencies to increase vaccination access.

For more information on developing a COVID-19 mitigation strategy, see the recent [Program Instruction](#) with guidance for Head Start grant recipients.

Read more:

[Adult Immunizations, COVID-19](#)

, [About Us](#)



May 4, 2023

To Whom It May Concern:

The Executive Committee came together virtually and in person to perform the evaluation of the Executive Director, Wendy Swatek. We began with a discussion of the current and future projects that the agency has accomplished. Wendy gave a detailed description of the growth and progress that has occurred over the last few years of the agency and the direction of where we are headed in the future.

Our new grant in Lincoln and Seminole counties continues to see expansion with families and facilities. We opened our first Early Head Start classroom in this program in Seminole this year and are currently renovating two more spaces that will house one Head Start classroom and three Early Head Start classrooms. One of these new spaces was provided by a generous donation from True Sky that included the building itself and renovation dollars. We also worked with a local businessman in Prague to identify space and are just awaiting licensing to open up our classrooms there.

Future projects and plans were discussed. The agency has a vision to create a new transitional housing program for children that are aging out of DHS custody to give them an opportunity to get on their feet as young adults. After discussion about the how the day to day operations of this program would work, Wendy has agreed to put a presentation together for the entire Board to fully outline how this program will operate and allow the Board to provide input.

The Committee is pleased with the success Wendy has shown in her time with the agency. She continues to maintain complete transparency with the governing body and we feel informed on the current and future agency activities. We understand that the major issue the agency is experiencing at this time is a staffing shortage and we are aware of the actions that are being taken to help address the issue. We continue to support Wendy and the entire Crossroads team.

Sincerely,

Lori Thower, Chair

**SALARY SCHEDULE
FY 2023-2024**

Crossroads Youth & Family Services, Inc.

Position Title	Annual Rate		Hourly Rate	
	Minimum	Maximum	Minimum	Maximum
Executive Director	\$ 90,000	\$ 140,000		
Director, Finance/Chief Financial Officer	\$ 70,000	\$ 110,000		
Director, Administrative Services	\$ 70,000	\$ 110,000		
Director, Communication & Special Services (Grant Writer)	\$ 55,000	\$ 80,000		
Director, Youth Services	\$ 50,000	\$ 75,000		
Human Resources Director (reserved)	\$ 50,000	\$ 75,000		
Senior Staff Accountant	\$ 50,000	\$ 80,000		
Director of Procurement & Facilities	\$ 48,000	\$ 85,000		
Staff Accountant	\$ 43,000	\$ 68,000		
Assistant Director of Community Partnerships	\$ 43,000	\$ 58,000		
Director of Counseling Services	\$ 42,500	\$ 60,000		
Director for Shelter Services	\$ 37,500	\$ 57,500		
Human Resources Benefits Coordinator/Human Resources Coordinator	\$ 34,000	\$ 50,000		
Communication and Technology Manager	\$ 34,000	\$ 57,500		
IT Technician	\$ 32,000	\$ 50,000		
Payroll Specialist	\$ 32,000	\$ 50,000	\$ 15.38	\$ 24.04
Executive Assistant	\$ 30,000	\$ 45,000	\$ 14.42	\$ 21.63
Purchasing Assistant	\$ 26,000	\$ 39,000	\$ 12.50	\$ 18.75
Facilities Maintenance Worker	\$ 25,000	\$ 40,040	\$ 12.02	\$ 19.25
Volunteer Coordinator II (w / Bachelor's + 5 years)	\$ 25,000	\$ 37,000		
Volunteer Coordinator I (w / Bachelor's)	\$ 23,000	\$ 35,000		
Accounts Payable Clerk	\$ 26,000	\$ 48,000	\$ 12.50	\$ 23.08
Human Resources Assistant	\$ 20,800	\$ 45,760	\$ 11.00	\$ 22.00
Administrative Assistant	\$ 20,280	\$ 27,500	\$ 9.75	\$ 13.22
Secretary/Receptionist	\$ 18,500	\$ 26,000	\$ 8.89	\$ 12.50
Data Management Assistant	\$ 18,500	\$ 26,000	\$ 8.89	\$ 12.50
Intake Assessment Coordinator (reserved)	\$ 31,500	\$ 37,500		
Contract Diversion Coordinator (reserved)	\$ 31,500	\$ 37,500		
Contract Outreach Coordinator (reserved)	\$ 31,500	\$ 37,500		
Contract Prevention Coordinator (reserved)	\$ 31,500	\$ 37,500		
Contract Staff Counselor III (w / License)	\$ 33,000	\$ 39,500		
Contract Staff Counselor II (w / Masters--Supervised)	\$ 28,500	\$ 34,500		
Contract Staff Counselor (LADC)	\$ 27,500	\$ 33,000		
Contract Staff Counselor I (w / Masters)	\$ 25,500	\$ 31,000		
Contract Staff Counselor I (w / Bachelor's + 3 years)	\$ 23,500	\$ 29,000		
Contract Case Manager III (w / License)	\$ 29,000	\$ 35,000		
Contract Case Manager II (w / Masters--Supervised)	\$ 27,000	\$ 32,500		
Contract Case Manager I (w / Masters)	\$ 25,000	\$ 30,500		
Contract Case Manager I (w / Bachelor's + 3 years)	\$ 23,500	\$ 29,000		
Contract Diversion Counselor III (w / License)	\$ 29,500	\$ 35,500		
Contract Diversion Counselor II (w / Masters--Supervised)	\$ 27,500	\$ 33,000		
Contract Diversion Counselor I (w / Masters)	\$ 25,500	\$ 31,000		
Contract Diversion Counselor I (w / Bachelor's + 3 years)	\$ 23,500	\$ 29,000		
Residential Case Manager II (w/Masters)	\$ 25,000	\$ 35,000		
Residential Case Manager I (w/Bachelor's +3 years)	\$ 23,000	\$ 34,000		
Youth Care Specialist II (w / Masters)	\$ 24,398	\$ 34,798	\$ 11.73	\$ 16.73
Youth Care Specialist II (w / Bachelor's)	\$ 23,982	\$ 34,382	\$ 11.53	\$ 16.53
Youth Care Specialist II (+ 2 years)	\$ 23,546	\$ 33,946	\$ 11.32	\$ 16.32
Youth Care Specialist I (w / Masters)	\$ 23,546	\$ 33,946	\$ 11.32	\$ 16.32
Youth Care Specialist I (w / Bachelor's)	\$ 23,130	\$ 33,530	\$ 11.12	\$ 16.12
Youth Care Specialist I (No Degree + 2 years)	\$ 22,693	\$ 33,093	\$ 10.91	\$ 15.91
Youth Care Specialist I (No Degree / No Experience)	\$ 22,256	\$ 32,656	\$ 10.70	\$ 15.70

When a staff member is promoted from a "I" or "II" position to a "II" or "III" position and that staff member is already earning equal to or more than the starting salary for the "II" or "III" position, that staff member will receive a salary increase as follows: Support Staff (\$400), Counseling Staff (\$500) & Shelter Staff (\$400).

Position Title	Annual Rate		Hourly Rate	
	Minimum	Maximum	Minimum	Maximum
HEAD START/EARLY HEAD START ADMINISTRATIVE STAFF				
Director, Head Start/Early Head Start	\$ 88,461	\$ 120,061		
Assistant Director, Head Start/Early Head Start (w/Bachelor's degree)	\$ 56,865	\$ 82,147		
Assistant Director, Head Start/Early Head Start (w/Associates' degree)	\$ 50,551	\$ 75,827		
Administrative Assistant	\$ 30,409	\$ 41,907	\$ 14.62	\$ 20.15
HEAD START/EARLY HEAD START EDUCATION STAFF				
Education Coordinator (w/M.Ed. degree)****	\$ 46,445	\$ 66,763		
Education Coordinator (w/Bachelor's degree)	\$ 43,286	\$ 57,736		
Assistant Education Coordinator (w/AA degree)	\$ 38,486	\$ 53,382		
Health/Nutrition Coordinator (Registered Nurse)****	\$ 48,904	\$ 69,223		
Health/Nutrition Coordinator (w/ Bachelor's Degree in Health Education or Related Field)	\$ 43,281	\$ 57,736		
Health/Nutrition Coordinator (Licensed Practical Nurse)	\$ 41,437	\$ 53,735		
Assistant Health/Nutrition Coordinator	\$ 33,815	\$ 47,339		
Mental Health/Disabilities Coordinator (Licensed Professional Counselor)	\$ 45,760	\$ 66,774		
Mental Health/Disabilities Coordinator (w/Master's degree/No License)	\$ 43,528	\$ 64,013		
Mental Health/Disabilities Coordinator (w/Bachelor's degree/No License)	\$ 41,437	\$ 53,735		
HS/EHS Area Supervisor (w/Master's degree)*	\$ 48,052	\$ 65,778		
HS/EHS Area Supervisor (w/Bachelor's degree)*	\$ 43,757	\$ 51,878		
HS/EHS Area Supervisor (w/AA degree)*	\$ 41,865	\$ 48,618		
Family Services Coordinator (w/Bachelor's degree)	\$ 42,818	\$ 63,475		
Assistant Family Services Coordinator (w/Associate's degree)	\$ 41,858	\$ 48,618		
Family Advocate (w/Masters degree)	\$ 43,853	\$ 52,496	\$ 21.08	\$ 25.24
Family Advocate (w/Bachelors's degree)	\$ 39,768	\$ 48,426	\$ 19.12	\$ 23.28
Family Advocate (w/AA degree)	\$ 35,683	\$ 44,356	\$ 17.16	\$ 21.33
HEAD START/EARLY HEAD START CLASSROOM STAFF				
HS or EHS Center Director ***				
EHS Teacher (w/MA degree)	\$ 42,417	\$ 46,976	\$ 20.39	\$ 22.58
EHS Teacher (w/ BA Degree)	\$ 37,565	\$ 46,823	\$ 18.06	\$ 22.51
EHS Teacher (w/ AA Degree)	\$ 32,585	\$ 43,122	\$ 15.67	\$ 20.73
EHS Teacher (w/CDA)	\$ 28,467	\$ 35,981	\$ 13.69	\$ 17.30
HS Lead Teacher/Center Director***				
HS Teacher (w/MA degree)	\$ 42,417	\$ 46,976	\$ 20.39	\$ 22.58
HS Teacher (w/BA degree)	\$ 37,565	\$ 46,823	\$ 18.06	\$ 22.51
HS Teacher (w/AA degree)	\$ 32,585	\$ 43,122	\$ 15.67	\$ 20.73
HS Assistant Teacher or Special Needs Assistant (w/AA degree)	\$ 27,057	\$ 30,745	\$ 13.01	\$ 14.78
HS Assistant Teacher or Special Needs Assistant (w/CDA + 2 years)	\$ 25,279	\$ 27,461	\$ 12.15	\$ 13.20
HS Assistant Teacher or Special Needs Assistant (2 years, no credentials)	\$ 23,787	\$ 27,030	\$ 11.44	\$ 13.00
HS Assistant Teacher or Special Needs Assistant (no experience, no credentials)	\$ 23,348	\$ 26,948	\$ 11.23	\$ 12.96
HS/EHS Classroom Support Staff	\$ 22,790	\$ 26,948	\$ 10.96	\$ 12.96
HEAD START/EARLY HEAD START KITCHEN STAFF				
Cook (>100 children with 15+ years experience)	\$ 30,117	\$ 35,877	\$ 14.48	\$ 17.25
Cook (>100 children with > 5 years experience)	\$ 29,213	\$ 33,216	\$ 14.04	\$ 15.97
Cook (>100 children, with < 5 years experience)	\$ 27,057	\$ 30,964	\$ 13.01	\$ 14.89
Cook (51-99 children with > 5 years experience)	\$ 26,358	\$ 29,826	\$ 12.67	\$ 14.34
Cook (51-99 children with < 5 years experience)	\$ 24,939	\$ 28,658	\$ 11.99	\$ 13.78
Cook (<50 children with > 5 years experience)	\$ 24,232	\$ 27,588	\$ 11.65	\$ 13.26
Cook (<50 children with < 5 years experience)	\$ 22,790	\$ 26,115	\$ 10.96	\$ 12.56
Assistant Cook (> 5 years experience)	\$ 24,232	\$ 27,588	\$ 11.65	\$ 13.26
Assistant Cook (< 5 years experience)	\$ 22,790	\$ 26,115	\$ 10.96	\$ 12.56
HEAD START/EARLY HEAD START OTHER STAFF				
Assistant Director for Compliance & Quality Outcomes	\$ 49,658	\$ 68,280		
Child Care Subsidy Coordinator (with Bachelor's degree)	\$ 36,522	\$ 48,050		
Child Care Subsidy Coordinator (with Associate's degree)	\$ 33,862	\$ 36,519	\$ 16.28	\$ 17.56
Data Management/ERSEA Specialist	\$ 34,749	\$ 51,463	\$ 16.71	\$ 24.74
Janitor/Maintenance Staff (with 2+ years experience)	\$ 24,851	\$ 40,040	\$ 11.95	\$ 19.25
Janitor/Maintenance Staff (with no experience)	\$ 24,045	\$ 29,826	\$ 11.56	\$ 14.34
Head Start Secretary/Receptionist*	\$ 24,045	\$ 29,826	\$ 11.56	\$ 14.34

*Classroom Staff and Area Supervisors are eligible for an additional \$2,500 salary per FTE after 5 years of service and a second additional \$2,500 salary per FTE after 10 years of service.

** Classroom Staff who hold a State-Awarded Certificate for Preschool Teachers will receive an additional \$1,000 salary per FTE

*** Lead Teachers/Center Directors will receive an additional 5% salary from the base salary for which they qualify;

Center Directors w/1 or 2 classrooms will receive an additional 8% salary from the base salary for which they qualify;

Center Directors w/3 or more classrooms will receive an additional 10% from the base salary for which they qualify.

**** Designated Leads in any particular job class will receive an additional 10% salary from the base salary for which they qualify

***** Salary figures are for full time, salaried employees working at least 2080 hours per year.

Note: Hourly paid Residential employees will be paid a shift differential of .25 per worked hour for the 4:00 p.m.-12:00am shift and .50 per worked hour for the 12:00am-8:00am shift. This applies to employees who are paid hourly and work these specific hours Monday thru Sunday.

HEAD START/ EARLY HEAD START DIRECTOR'S REPORT

**March
2023**

Enrollment Summary

Cleveland/Comanche/Pottawatomie/Seminole EHS
Funded Enrollment: 935
HS 595 EHS 340

Lincoln /Seminole
Funded Enrollment 151
HS 119 EHS 32

(See enrollment spreadsheet for detailed breakdown)

Facilities Summary

See facility update for details

Cleveland County

CSBI Head Start/Early Head Start

No major facility issues at this time.

Baby Steps Teen Parent Program

No major facility issues at this time.

Main Street Head Start/Early Head Start

No major facility issues at this time

St. Stephens Head Start

No major facility issues at this time.

Noble Head Start

No major facility issues at this time.

Little Axe Head Start

No major facility issues at this time.

Moore Head Start/Early Head Start

No major facility issues at this time

Pottawatomie County

Union Street Head Start

No major facility issues at this time

Bethel Head Start

No major facility issues at this time.

Neighborhood Head Start

No major facility issues at this time.

Tecumseh Head Start

No major facility issues at this time.

Maud Head Street

No major facility issues at this time.

Learning Tree Head Start/Early Head Start

No major facility issues at this time.

Treasured Moments Early Head Start

No major facility issues at this time

Seminole County

Seminole Child Development Center Early Head Start

No major facility issues at this time.

Seminole Head Start

No major facility issues at this time

Comanche County

Beginnings

No major facility issues at this time

Children's Chateau Early Head Start

No major facility issues at this time

Education Engine

No major facility issues at this time

First Start Early Head Start

No major facility issues at this time.

Summit Ridge Head Start

No major facility issues at this time

Lincoln County

Agra

No major facility issues

Davenport

No major facility issues at this time

Stroud

No major facility issues at this time.

Prague

Alterations are completed, work still needs to be completed on the playground

Volunteer in-kind documentation

(See attached volunteer/in-kind spreadsheet for detailed breakdown)

Accident Report Summary

(See attached accident spreadsheet for detailed breakdown)

None for the month of August due to no classes open

Terrie Vicknair, HS/EHS Program Director

Date

HEAD START/ EARLY HEAD START DIRECTOR'S REPORT

April
2023

Enrollment Summary

Cleveland/Comanche/Pottawatomie/Seminole EHS
Funded Enrollment: 935
HS 595 EHS 340

Lincoln /Seminole
Funded Enrollment 151
HS 119 EHS 32

(See enrollment spreadsheet for detailed breakdown)

Facilities Summary

See facility update for details

Cleveland County

CSBI Head Start/Early Head Start

No major facility issues at this time.

Baby Steps Teen Parent Program

No major facility issues at this time.

Main Street Head Start/Early Head Start

No major facility issues at this time

St. Stephens Head Start

No major facility issues at this time.

Noble Head Start

No major facility issues at this time.

Little Axe Head Start

No major facility issues at this time.

Moore Head Start/Early Head Start

No major facility issues at this time

Pottawatomie County

Union Street Head Start

No major facility issues at this time

Bethel Head Start

No major facility issues at this time.

Neighborhood Head Start

No major facility issues at this time.

Tecumseh Head Start

No major facility issues at this time.

Maud Head Street

No major facility issues at this time.

Learning Tree Head Start/Early Head Start

No major facility issues at this time.

Treasured Moments Early Head Start

Was destroyed in the Tomado and the children were relocated to the Union Street location.

Seminole CountySeminole Child Development Center Early Head Start

No major facility issues at this time.

Seminole Head Start

No major facility issues at this time

Comanche CountyBeginnings

No major facility issues at this time

Children's Chateau Early Head Start

No major facility issues at this time

Education Engine

No major facility issues at this time

First Start Early Head Start

No major facility issues at this time.

Summit Ridge Head Start

No major facility issues at this time

Lincoln County

Agra

No major facility issues

Davenport

No major facility issues at this time

Stroud

No major facility issues at this time.

Prague

Alterations are completed, work still needs to be completed on the playground, We are awaiting and Occupancy Permit. We should be ready to open in August.

Volunteer in-kind documentation

(See attached volunteer/in-kind spreadsheet for detailed breakdown)

Accident Report Summary

(See attached accident spreadsheet for detailed breakdown)

None for the month of August due to no classes open

Terrie Vicknair, HS/EHS Program Director

Date



Oklahoma Association Of Youth Services
You

PEER REVIEW / AGENCY CERTIFICATION REPORT

January 17, 2023

Organization

Crossroads Youth and Family Services, Inc.
1113 West Main
Norman, OK 73069

Organizational Leadership

Wendy Swatek, Executive Director
Lori Thrower, Chairman, Board of Directors

Survey Instrument

OAYS approved standards and protocol

Survey Outcome:

Continued status as a "Designated Youth Service Agency" is recommended

A virtual Peer Review / Agency Certification assessment for Crossroad Youth and Family Services, Inc., a Youth Services agency, was completed during the period of December 5, 2022, through January 17, 2023, to determine the continuation of this Agency's status as a "Designated Youth Service Agency". This virtual review was required due to the continued COVID 19 pandemic. The Agency uploaded requested information to a secure site set up by OAYS. Each completed peer review report will be submitted to the OAYS Executive Director for review and then to OAYS Certification Committee, comprised of Cluster Representatives, for review and approval. The Cluster Representative for the reviewed agency would not be selected to review the results. Upon Committee approval, the report is presented to the full OAYS Board of Directors for review and approval at the next scheduled OAYS Board meeting. The report will be forwarded to the Office of Juvenile Affairs, Community Based Services Division, Office of Standards for Prevention and Systems Improvement. The review team was composed of David Jordan, OAYS Compliance Analyst/Strategy and Innovation Specialist. The site team reviewed the policy and practice in the areas of Governing Authority, Environment, Agency Management, Financial Management, Personnel, Clients, Clients Rights, Confidentiality, Programs and Services, Case Record Management, and YSA services. The site reviewers also

interviewed counselors, direct care staff, and support staff that were available.

The Agency Certification Committee selected eleven (11) "mandatory" questions and forty-two (42) "required" questions. You must receive a score of 1 (Meets Standard) or higher in each of the 11 mandatory questions to pass the Peer Review. You must receive a score of 1 (Meets Standard) or higher on 90% (37 questions) of the remaining forty-two (42) required questions to pass the Peer Review. This information was summarized in a questionnaire and was sent to each Youth Services Agency. The questionnaire along with additional requested supporting documentation comprised the protocol for this virtual peer review process.

The area of Governing Authority included review of the practices, policy, and procedures, Charter/Articles of Incorporation, by-laws, Board meeting minutes, Board meeting packets, Agency Management Report, other administrative records regarding written documentation of source authority; content of source authority documentation; governing authority review of policy and procedures, Agency goals and objectives, compliance with state and federal statutes and contract requirements, insurance protection, periodic financial statements, approval of annual operating budget, and documentation of Board meetings. Board meeting minutes indicates that the Board reviewed and approved FY 23 Agency budget at the 6/21/2022 board meeting. Liability and other insurance were reviewed and approved at the 7/19/22 Board meeting. Board annual review and approval of agency policies and procedures (2/15/2022). Board reviews agency financial statements at each Board meeting (last review and approval was at the 12/6/2022 Board meeting). Board completes a self-evaluation and new Board member orientation. The Board of Directors has met four times in FY 23, (meetings are held in a person/virtual hybrid, as allowed. Meeting minutes indicate that contracts are reviewed and approved as they are awarded or renewed. Self-audits (Medicaid and petty cash account), program evaluations, and summary of critical incidents are provided to the Board on a quarterly basis. Program statistics are reviewed each month. Current and updated (FY 23) Organizational Chart was provided. Agency is CARF accredited in Outpatient Treatment for mental health through April 30, 2025. Agency Executive Director maintains contact with Board via a variety of methods (in person, phone, email, and text). The Board of Directors remains active in Agency oversight and has an effective Committee structure. There are nine Board members currently. There were four mandatory questions in this section.

Findings: There were no deficiencies noted in this section.

The area of Environment normally includes a "walk through" of the facility, review of practices, policy, and procedure, accessibility, external health and safety inspections, internal (self) inspections, documentation of drills, and other relevant reviews, audits, and inspections including those (as applicable) from OJA, Oklahoma Department of Health, OKDHS, ODMHSAS, OCCY, and OHCA. Agency "walk through" was not completed due to virtual review. 9/9/22 periodic licensing visit from OKDHS indicated no areas of non-compliance with personnel files, resident files, facility, and transportation. 6/9/22 Oklahoma State Department of Health report noted "No violations". 3/24/22 report by

Norman Fire Department for the Tecumseh Road facility (CERC and counseling offices) stated "No violations noted". CERC-Shelter and counseling facilities are shared with Cleveland County Couch Center. OKDHS licensing report indicated that emergency drills for fire and tornado are current. Agency maintain logs for critical incidents, OCA investigations, and grievances. Summaries were provided for virtual review. Agency reports seven critical incidents, and no grievances or OCA referrals (YTD FY 23). Critical incidents are reported monthly. The Board of Directors reviews critical incidents and grievances each quarter. Agency maintains a denial log for Shelter. Agency operates facilities in many locations (with Head Start and Early Head Start Programs). There were no mandatory questions in this section.

Findings: There were no deficiencies noted in this section.

The area of Agency Management included review of agency practices, policy, and procedures, the availability of established Agency goals and objectives to staff and the public, Board approval of policy and procedures as needed, and Board approval of the amount of insurance secured and maintained on buildings, equipment, and fixed assets. Agency facilities reviewed are well maintained. Current insurance coverage (through 7/1/2023) was provided for review. FY 22 management report was provided for virtual review. The management report is concise and informative. The current Strategic plan has been updated for relevance and was provided for this review. Agency completes an annual community needs assessment at part of comprehensive strategic planning process. Agency has updated timelines for Community Action for Targeted Solutions (CATS) as required by OJA. The board completes its annual self-evaluation. Long range planning is a standing agenda item for Board of Directors meetings. Agency collects CAR scores and ACE information in counseling cases. Agency continues to maintain an informative updated website. There were no mandatory questions in this section.

Findings: There were no deficiencies noted in this section.

The area Financial Management included review of agency practices, policy and procedures, most recent independent financial audit and IRS 990, annual budget, budget revision, samples of compliance to agency policy and procedures, statement regarding status of payroll deductions and taxes, audit compliance, OJA CBYS Division contract monitoring reports, and OJA Office of Public Integrity site review reports. FY 21 independent financial audit was provided for this review. FY 22 is nearing completion and report is expected by the end of January 2023. The Agency Executive Director provided a statement that "Crossroads Youth & Family Services, Inc. is current with the payment of all payroll taxes" (as of 12/28/2022). The Board of Directors reviews and approves purchases over \$5,000 (Board meeting minutes). Agency continues to be in a strong financial position. The Agency receives a substantial portion of its total revenue from contracts with the Federal government. Agency operates Headstart and Early Headstart programs in several locations in central and southwest Oklahoma. There were two mandatory questions in this section.

Findings: There were no deficiencies noted in this section.

The area of Personnel included review of human resources practices, policy, and procedures, personnel files, and interviews of staff. Personnel files were well organized and contained the required documentation. Board reviews and approves job descriptions and the holiday schedule for the upcoming year. The Agency Executive Director has provided a statement that "Background checks, including fingerprinting of required employees are completed prior to employees beginning services". The Agency Director of Administrative Services provided a schedule performance evaluation for selected employees (Executive Director, Director of Administrative Services, Clinical Director, two Counselors, Shelter Director, on full-time Child Care Worker, one part-time Child Care Worker and the FTOP services provider). Performance evaluations are current. The Board of Directors completes the evaluation of the Executive Director. Agency continues to have a successful intern and volunteer program with the University of Oklahoma. Agency has graduate level counseling interns providing services to clients/consumers. Training logs for selected employees (including CERC staff) were provided. Training hours are current. Training topics are job specific and covers position responsibilities, CARF and OKDHS required training areas. Personnel files are maintained on all interns. Personnel records (information provided) remains comprehensive and well organized. Agency completes Employee Satisfaction surveys on an annual basis. There was one mandatory question in this section regarding personnel policies and procedures.

Findings: There were no deficiencies noted in this section.

The area of Clients, Clients Rights, Confidentiality, Programs and Services, and Case Record Management included review of practices, policy, and procedures, First Time Offender, Shelter, CARS, and Outreach case files (were reviewed to determine compliance with the standards), client's rights, security of records, grievance policy, review of grievance log, release of confidential information forms, maintenance of an organized record system and the collection and documentation of information appropriate to client care, and conformance to HIPAA and other state and Federal regulations. Case file review indicates that clients are informed of their rights, agency rules, and grievance procedures. Documentation of services provided in all programs reviewed (Outpatient counseling (CARS and Outreach), CERC (shelter), and First Time Offender) continues to be good. Agency continues to provide some services via telehealth (when allowed). Agency does not provide Botvin Life Skills but provides other school referred services when allowed (due to pandemic). There were four mandatory questions in this section.

Findings: There were no deficiencies noted in this section.

The area of YSA services included review of practices, policy, and procedures, the inclusion of advocacy, assessment of community needs, and a minimum of one program outcome for programs provided. Comprehensive annual community needs assessment was completed for is part of current Agency Strategic planning process. Goals and objectives for each program/service provided are included in the Agency Strategic Plan.

Annual current (FY 23) FTOP referral Memorandum of Understanding are signed by Cleveland County District Judge, City of Norman Municipal Judge, Norman Chief of Police, Norman Public Schools, Cleveland County District Attorney, Norman City Attorney, Noble Municipal Judge, Noble Public Schools, and local Juvenile Services Unit. Documentation was provided for this review. Agency provides Independent Life Skills groups on an ongoing basis to CERC (shelter) residents when the need is indicated. There were no mandatory questions in this section.

Findings: There were no deficiencies noted in this section.

SUMMARY

In summary, this review shows that Crossroads Youth and Family Services, Inc. has met all the reviewed standards. The Agency does a good job in all areas reviewed but specifically in the areas of Governing Authority (Board of Directors: Board orientation and Agency oversight (Board is informed and active)); Agency Management (Strategic planning process, establishment of goals and objectives for each program operated, development and monitoring of program outcomes, and reporting of outcomes (Management report)); Youth Services Leadership (Executive Director and Interim and Senior Management form an effective team; Agency Personnel (organization of records and documentation of staff training); Agency Financial Management (detailed fiscal policy, procedures, and practices; diversified funding sources, large organization in stable condition); and Documentation of services (Counseling, CERC-shelter, and First Time Offender records). Many of these areas of Agency performance excellence have been cited in previous year's reports. Agency is commended for continuing to exceed the standards in these areas.

There were no instances of noncompliance with the standards reviewed. Suggestions were offered in Case Record Keeping.

Crossroads Youth and Family Services, Inc. continues to show a high degree of dedication to the communities it serves. A dedicated and active Board of Directors, Executive Director, and Senior Management team; qualified, dedicated, and personable staff; and community involvement are ongoing agency strengths. Continued status as a "Designated Youth Service Agency" is recommended. The Agency is commended for providing quality behavioral health services to meet service area needs especially as COVID pandemic lingers. Congratulations on the excellent services provided by your agency to the children and youth of our state.

Please call David Jordan at the OAYS Office (405) 528-4120 if you have questions or need additional information

cc: OJA Community Based Support Division, Office of Standards for Prevention and System Improvement
OAYS File

Peer Review Suggestions/Recommendations
Crossroads Youth and Family Services, Inc. - Norman
Peer Review Date: January 17, 2023

Case Record Keeping:
Suggestions:

Non-Shelter Case Records

1. It is suggested that Agency quarterly records review ensure that the service billed matches the service provided and that (for CARS cases) matches the CRVS form. One progress note reviewed was for Individual Counseling. The body of the note indicated that family members were present (for IRC). The CRVS form provided indicated that Family Counseling was the service provided. Documentation in the note indicates that the service provided was Family Counseling.
2. It is suggested that the Agency quarterly records review ensure that statements on progress notes contain more detail. (Some progress notes reviewed contained details while others did not) (CARS cases).

To: Head Start Grant Recipient
From: ohsmonitoring@guidehouse.com
Date: Wednesday, May 3, 2023
Subject: NOTIFICATION OF SELECTION FOR IMPROPER PAYMENT STUDY

Dear Head Start Grant Recipient:

The Payment Integrity Information Act of 2019 (PIIA) requires agencies to identify and review all programs and activities that may be susceptible to significant improper payments based on guidance from the Office of Management and Budget (OMB). On March 5, 2021, OMB issued M-21-19, which provided guidance to program offices on implementing the requirements of PIIA. Based on this guidance, the Office of Head Start is now required to conduct an Improper Payment study of randomly selected Head Start award recipients and has engaged the services of Guidehouse to assist in this review.

Your organization has been randomly selected to participate in this Improper Payment study to ensure that Federal funding was expended, and associated programs were implemented, in full accordance with statutory and public policy requirements as outlined in 45 C.F.R. § 75.300.

Effective immediately, Guidehouse will begin requesting information and documentation from your organization for purposes of this review, as described below. Please provide the requested information to Guidehouse as soon as possible and no later than the deadlines outlined below. **Please be advised that failure to timely submit the information requested is a violation of the terms and conditions of your Head Start award and may put your agency at risk of sanctions, per 45 C.F.R. § 75.371.**

Information Sessions

Guidehouse will conduct two online information sessions to help your organization understand the improper payments review process, timeline, and expectations. The sessions will be offered on **Tuesday, May 16 at 3:00 PM – 4:00 PM EST** and **Thursday, May 18 at 10:00 AM – 11:00 AM EST**. These sessions are optional, but attendance is strongly recommended. Please feel free to join these sessions at your convenience, as registration will not be required. Login details for the information session will be provided by email at a later date.

If the above dates or times do not work for your schedule, please feel free to reach out via email at ohsmonitoring@guidehouse.com and we will work with you personally to accommodate your schedule.

Requests for Information

Guidehouse will request information from your organization in two phases. During Phase One, recipients are requested to provide a list of transactions paid with specified Head Start grant funds during federal fiscal year 2022 (October 1, 2021 – September 30, 2022), including expense amounts and dates of payment, as shown in the attached spreadsheet. **Please provide the completed transaction data no later than Wednesday, May 31, 2023** in the attached '*OHS Improper Payment Study - Phase 1*' document (Excel format).

During Phase Two, ten (10) of each recipient's submitted transactions will be selected for further review. Guidehouse will work closely with recipients to identify needed documentation and respond to any questions or concerns about the documentation submission process. **For planning purposes, we will request that you provide the requested Phase 2 transaction documentation no later than Friday, June 30, 2023, or no later than two (2) weeks (ten (10) business days) after you receive the request for Phase 2 documentation, whichever is later.**

Uploading Requested Information into HSES Correspondence Tab

Please upload the completed '*OHS Improper Payment Transaction Study - Phase 1*' document to the Head Start Enterprise System (HSES) correspondence tab. This location will be used to gather improper payment transaction information for this review. **Once you have uploaded your documentation into the HSES correspondence tab, please select "Other" and send the correspondence directly to Matt Alicona at ohsmonitoring@guidehouse.com so that the Guidehouse team can validate the timely submission of your documents.**

If you have any issues sending or receiving documents through the correspondence tab, please notify the Guidehouse team at ohsmonitoring@guidehouse.com at your earliest convenience and we will work with you toward a solution.

Should you have any questions or concerns about any of the above, please feel free to reach out to the Guidehouse team at ohsmonitoring@guidehouse.com. Thank you in advance for your cooperation.