



**CORPORATE BOARD MEETING**  
**February 28, 2023**  
**5:30 PM via Zoom/In person**

**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

**AGENDA**

Update from the Field

- I. Call to Order
- II. Presentation of the Independent Audit
- III. Approval of Minutes
  - A. December 6, 2022
- IV. Acceptance of Financial Reports
  - A. October, 2022
  - B. November, 2022
  - C. December, 2022
- V. Standing Business
  - A. Discussion and/or Action re: Approval of Equipment Purchases Over \$5K.
    - 1. Outdoor Classroom Equipment for CSBI, Education Engine, Beginnings and Union Street.
    - 2. Chevy Trax
  - B. Discussion and/or Action re: Approval of Report on Policy Council Meeting from Board Liaison/Policy Council Member.

## VI. Consent Agenda

- A. Discussion and/or Action re: Acceptance of the Head Start Director's Report for November, December 2022 and January, 2023.
  - 1. Enrollment
  - 2. Facilities
  - 3. Accident
  - 4. Volunteer In-Kind (to be tabled)
  - 5. Average Daily Attendance
  - 6. Meals Served (CACFP)
- B. Discussion and/or Action re: Acceptance of the Counseling and Emergency Shelter Statistics for November and December, 2022 and January 2023.
- C. Discussion and/or Action re: DHHS, NOA, Award #03CH010830-03-03 Dated: 1-27-2023 for Grant Closeout for Year 2021-2022.
- D. Discussion and/or Action re: DHHS, NOA #06CH010830-05-00 Dated 1-27-2023 for Award Year 2023-2024.
- E. Discussion and/or Action re: Approval of DHHS-ACF-IM-HS 22-09, Enrollment Reduction, Slot Conversion.
- F. Discussion and/or Action re: Program Information for Supplementary Information on Establishing an Evidence-Based COVID-19 Mitigation Policy.
- G. Discussion and/or Action re: ACF, OHS Grant #06CH010830 Letter dated February 3, 2023 for Request of Approved Teacher Waiver.
- H. Discussion and/or Action re: Approval of 1<sup>st</sup> Quarter (July, August and September (7-1-22 – 9-30-22) and 2<sup>nd</sup> Quarter (October, November and December, (10-1-22 – 12-31-22), Cash and Medicaid Audit Reports.
- I. Discussion and/or Action re: Approval of the 401K Quarterly Report for October, November and December, 2022.
- J. Discussion and/or Action re: Acceptance of the Youth Services 4<sup>th</sup> Quarter Incident Report.
- K. Discussion and/or Action re: Acceptance of the 1<sup>st</sup> and 2<sup>nd</sup> Quarter Program Evaluation Meeting Report.
- L. Discussion and/or Action re: OHS, ACF-PI-HS-23-02, FY 2023 Head Start Funding Increase.
- M. Discussion and/or Action re: Review of Accessibility Plan and Information Report for FY 2023.
- N. Discussion and/or Action re: Annual Review and Approval of All Organizational Plans. ([Crossroad Website Link Sent](#))
  - 1. Organizational Quality Policies
  - 2. Human Resource Policies
    - a. Youth Services
    - b. HS/EHS Personnel Policies

3. Health and Safety Policies
4. Financial Policies
5. Behavioral Health Outpatient Program Policies
6. Emergency Youth Shelter Policies and Procedures
7. Governance
8. Job Descriptions

**VII. Old Business**

None

**VIII. New Business**

- A. Discussion and/or Action re: Application Funding Letter dated January 13, 2023 for Grant #06CH012176.
- B. Discussion and/or Action re: OHS Under Enrollment Notification dated 1-31-23 for Grant #06CH010830 and #06CH012176.
- C. Discussion and/or Action re: Consolidation of the CCPS and Lincoln/Seminole Grants #06CH010830 and #06CH012176.
- D. Discussion and/or Action re: One Time Funds Request.
- E. Discussion and/or Action re: Synopsis of Litigation, Allegation of Wrongdoing, Approval of Malpractice and Violations of the Code of Ethics for the Period of February 9, 2022 through February 20, 2023.
- F. Discussion and/or Action re: Transitional Living Update.
- G. Discussion and/or Action re: Other Business Not Known at time of Agenda Preparation.

**IX. Announcement**

1. Board Recruiting
2. Open Positions
3. Board Tour

**X. Adjournment**

*Crossroads Youth & Family Services, Inc.*

**BOARD MEETING MINUTES**

December 6, 2022

**BOARD MEMBERS PRESENT:** Lori Thrower (Chair), Leroy Giles (Vice Chair), Phyllis Weaver (Treasurer), Leanne Pence (Secretary), Clent Stewart (Past Chair), Becky Tannery, Emily Virgin, Gerald Murray

**OTHERS PRESENT:** Wendy Swatek, Kate Butler, John Griffith, Terrie Vicknair, Denise McClure, Jennifer Prince.

**Shared Governance and Decision Making – Terrie Vicknair**

**ERSEA Training – Terrie Vicknair**

**Fiscal Training – John Griffith**

**Transitional Living – Wendy Swatek**

**I. Call to Order**

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

**II. Approval of Adriene Davis to Crossroads Board of Directors**

A motion to approve Adriene Davis to Crossroads Board of Directors was made by Clent Stewart; followed by a second, motion carried.

**III. Approval of Charles Baker as Policy Council Liaison to Board of Directors**

A motion to approve Charles Baker as Policy Council Liaison to Board of Directors was made by Treasurer Phyllis Weaver; followed by a second, Motion carried.

**IV. Approval of the Minutes**

**A. October 18, 2022**

A motion to approve the Minutes of the October 18, 2022 Board Meeting was made by Becky Tannery; followed by a second, the motion carried.

**V. Acceptance of Financial Reports**

**A. September, 2022**

John Griffith, Senior Staff Accountant presented the September, 2022 Financial Reports. A motion to accept the September 2022 Financial Reports was made by Clent Stewart; followed by a second, the motion carried.

**VI. Standing Business****A. Discussion and/or Action re: Equipment Purchases over \$5,000:**

1. HVAC - \$10K, Education Engine, Room 5.

A motion to approve the Equipment Purchases over \$5,000 was made by Clint Stewart; followed by a second, motion carried.

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

No report per Terrie Vicknair, Director of HS/EHS Program.

**VII. Consent Agenda****A. Discussion and/or Action re: Acceptance of the Head Start Directors Report for October, 2022.**

1. Enrollment
2. Facilities
3. Accidents
4. Volunteer In-Kind
5. Average Daily Attendance
6. Meals Served (CACFP)

**B. Discussion and/or Action re: Acceptance of the Counseling and Emergency Shelter Statistics for October, 2022.****C. Discussion and/or Action re: Acceptance of the 2022 Board of Director's Meeting Schedule.****D. Discussion and/or Action re: Acceptance of the 2023 County Commissioner's Holiday Resolution.****E. Discussion and/or Action re: Approval of Revised Human Resources Benefits Coordinator Job Description.**

A motion to approve the Consent Agenda was made by Clint Stewart; followed by a second, the motion carried.

**VIII. Old Business**

None

**IX. New Business****A. Discussion and/or Action re: Update of the Independent Audit. The Independent Audit Update was presented by CFO John Griffith. A motion to accept the Update of the Independent Audit was made by Becky Tannery; followed by a second, motion carried.**

- B. **Discussion and/or Action re:** Approval of 1<sup>st</sup> Quarter (July, August & September) 2022-2023:
1. Cash Audit
  2. Medicaid Audit
- A motion to table the 1<sup>st</sup> Quarter Cash and Medicaid Audit was made by Gerald Murray; followed by a second, motion carried.
- C. **Discussion and/or Action re:** Update of the CERC Kitchen Remodel. Jennifer Prince showed pics and Wendy Swatek explained the completion remodel to the Board.
- D. **Discussion and/or Action re:** Approval of Patrick Spence Wilson as Grievance Coordinator.
- A motion to approve Patrick Spence Wilson as Grievance Coordinator was made by Gerald Murray; followed by a second, motion carried.
- E. **Discussion and/or Action re:** Acceptance of the Termination of Becky Tannery as Board Member to the Crossroads Board of Directors. A motion to accept the Termination of Becky Tannery to the Crossroads Board of Directors was made by Clent Stewart; followed by a second, the motion carried.
- F. **Discussion and/or Action re:** Other Business Not Known at Time of Agenda Preparation. Wendy Swatek updated the Board on the Lincoln/Seminole Grant and the pending HS/EHS Conversions. A motion to approve the update of Lincoln/Seminole Grant and HS/EHS Conversions was made by Gerald Murray; followed by a second, motion carried.

IX. Announcements

1. Board Recruiting
2. Open Positions
3. Christmas Party- December 15, 11 am.

X. Adjournment

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

DocuSigned by:



\_\_\_\_\_  
Leanne Pence Board Secretary

**Crossroads Youth & Family Services, Inc.**  
**Balance Sheet**  
**As of 10/31/2022**

	<u>Current Year</u>	<u>Prior Year</u>
<b>Assets</b>		
<b>Cash &amp; Cash Equivalents</b>		
Petty Cash	\$ 504.00	400.00
Cash in Arvest Bank	275,803.84	253,587.44
Cash in Republic Bank	898,725.69	593,500.17
BancFirst - Childcare Subsidies	69,451.82	54,220.67
Total Cash & Cash Equivalents	1,244,485.35	901,708.28
<b>Other Current Assets</b>		
Accounts Receivable	984,451.75	980,378.75
Employee Receivable	(28.36)	3,588.63
Prepaid Insurance	37,853.65	53,579.91
Prepaid Workers Comp	8,854.63	17,441.45
Prepaid Expense Other	0.00	6,889.50
Deposits	1,500.00	400.00
Total Other Current Assets	1,032,631.67	1,062,278.24
<b>Long-term Assets</b>		
Property & Equipment	6,103,160.81	\$ 4,576,938.83
Total Assets	<u>\$ 8,380,277.83</u>	<u>\$ 6,540,925.35</u>
<b>Liabilities</b>		
Accounts Payable	\$ 246,898.00	\$ 229,142.24
Deferred Revenue	379,206.14	\$ -
Accrued Workers Comp	14,685.75	21,312.36
Accrued Wages	281,259.28	244,046.42
Accrued Vacation	110,322.78	96,890.63
Payroll Taxes Payable	80,408.57	70,641.12
Employee Insurance Withholding	(1,021.50)	5,550.92
Employee Retirement Withholding	15,874.34	14,826.57
Flexible Spending Account	7,925.38	7,925.38
Good Samaritan Account	0.00	0.00
Employee Garnishment	2,398.49	3,895.70
PPP Loan	0.00	0.00
Total Liabilities	1,137,957.23	694,231.34
<b>Net Assets</b>		
Beginning Net Assets	7,012,567.78	5,516,988.33
Temporarily Restricted Net Assets	231,572.89	364,284.23
Current YTD Net Income	(1,820.07)	(34,578.55)
Total Net Assets	7,242,320.60	5,846,694.01
Total Liabilities and Net Assets	<u>\$ 8,380,277.83</u>	<u>\$ 6,540,925.35</u>

\*Temp Restricted Assets is comprised of Shelter Clothing (\$5,680.37)

Restricted for Endowment (\$30,000.00)

United Way car seats (\$200.31) Caleb's Cause (\$250.00)

McMahon (\$23,333.32) Sarkeys (\$10,000.00)

United Way-Shelter (\$2,818.01) United Way-Launch 2021 (\$4,819.75)

CACFP (\$112,918.40-CFDA 10.558) DHS (\$5,416.81)

Victory Family (\$27,617.74) Galbraith Lumber (\$8,518.18)

\*\*Originally presented as \$10,789.04

**Crossroads Youth & Family Services, Inc.**  
**Income Statement - Youth Services**  
**Fiscal Year thru Period Ending October 31, 2022**

33.33%

Description	Month to Date	Year to Date	Annual Budget	Percent	
CBYS - Outreach & FTOP	\$ 22,419.75	\$ 86,045.54	\$ 345,020.00	24.94%	
CBYS - Shelter	51,597.46	159,994.08	480,000.00	33.33%	29.82%
Municipal Shelter	0.00	0.00	0.00	0.00%	29.82%
OJA-Retention	3,376.42	13,780.94	72,000.00	19.14%	
OJA - CARS	3,869.76	19,904.38	96,999.00	20.52%	
Title XIX-Soonercare	8,874.17	33,474.40	100,000.00	33.47%	
DHS COVID Supplemental	0.00	0.00	0.00	0.00%	
Client Fees	0.00	0.00	200.00	0.00%	
DHS - Food Reimbursement	1,314.32	4,431.62	16,000.00	27.70%	
Contributions	706.16	2,042.63	5,000.00	40.85%	
Other Income	0.00	600.48	0.00	0.00%	
Insure Oklahoma-Health Care	0.00	0.00	1,500.00	0.00%	
Interest Income	723.65	2,261.60	5,000.00	45.23%	
<b>Total Revenue</b>	<b>92,881.69</b>	<b>322,535.67</b>	<b>1,121,719.00</b>	<b>28.75%</b>	
Salaries & Wages	43,858.09	173,664.43	591,610.00	29.35%	
Payroll Taxes	3,447.89	13,809.24	48,034.00	28.75%	
Employee Benefits	5,625.97	20,161.88	118,580.00	17.00%	
Workers Comp	1,082.87	4,295.69	11,550.00	37.19%	
Contract Labor	9,860.55	37,675.13	123,000.00	30.63%	
Training & Travel	417.79	1,757.89	8,475.00	20.74%	
Rent	708.97	2,906.75	8,825.00	32.94%	
Utilities	660.75	6,872.09	23,200.00	29.62%	
Communication	3,415.39	9,030.20	14,800.00	61.01%	
Repairs & Maintenance	2,226.25	9,933.79	35,750.00	27.79%	
Supplies & Postage	4,069.74	17,175.85	54,250.00	31.66%	
Printing/Pub/Ads	133.48	488.91	8,125.00	6.02%	
Child Services	0.00	0.00	0.00	0.00%	
Program Recreation	152.23	529.46	2,500.00	21.18%	
Professional Fees	871.57	3,567.11	15,800.00	22.58%	
Dues and Memberships	0.00	0.00	5,500.00	0.00%	
Preplacement Screening	259.58	1,683.03	5,750.00	29.27%	
Insurance Exp	1,355.56	5,422.24	18,980.00	28.57%	
Miscellaneous Expense	431.64	1,592.54	5,000.00	31.85%	
Meals and Events	0.00	456.15	950.00	48.02%	
<b>Total Expenditure</b>	<b>78,578.32</b>	<b>311,022.38</b>	<b>1,100,679.00</b>	<b>28.26%</b>	
Net revenue over (under)	<b>\$ 14,303.37</b>	<b>\$ 11,513.29</b>	<b>\$ 21,040.00</b>	<b>0.50%</b>	



**Crossroads Youth & Family Services, Inc.**  
**Income Statement - Head Start**  
**Fiscal Year thru Period Ending October 31, 2022**

33.33%

Description	Month to Date	Year to Date	Annual Budget	Percent
Head Start Revenue	\$ 437,594.98	\$ 1,935,100.93	\$ 5,579,686.00	34.68%
Early Head Start Revenue	438,994.69	1,933,228.24	5,933,904.00	32.58%
HS/EHS Revenue - COVID-19	8,778.04	497,386.94	700,067.00	71.05%
DHS COVID Supplemental	0.00	0.00	0.00	0.00%
DHS-ARP Revenue	0.00	0.00	314,000.00	0.00%
State Appropriated Funds	11,306.34	45,225.36	133,041.00	33.99%
Oklahoma Early Childhood Program	7,845.95	32,845.97	160,000.00	20.53%
Donations - Centerpoint/Sarkeys/McMahc	9,027.65	36,587.71	90,000.00	40.65%
CACFP - USDA	66,648.74	205,132.25	835,113.00	24.56%
Child Care Subsidy	90,666.35	248,690.32	789,641.00	31.49%
E-Rate Reimbursement	399.03	5,140.23	30,000.00	17.13%
Insure Oklahoma-Health Care	6,020.34	23,331.33	0.00	0.00%
Other Income	0.00	0.00	0.00	0.00%
<b>Total Revenue</b>	<b><u>1,077,282.11</u></b>	<b><u>4,962,669.28</u></b>	<b><u>14,565,452.00</u></b>	<b><u>34.07%</u></b>
Salaries & Wages	552,612.56	2,614,703.33	8,217,217.00	31.82%
Payroll Taxes	43,209.21	207,918.04	672,686.00	30.91%
Employee Benefits	157,730.19	612,201.31	2,105,058.00	29.08%
Workers Comp	5,899.31	26,130.63	46,853.00	55.77%
Contract Labor	0.00	11,040.00	0.00	0.00%
Equipment	0.00	0.00	0.00	0.00%
Training & Travel	59,785.09	134,311.39	268,636.00	50.00%
Child Services	7,862.38	46,441.79	62,594.00	74.20%
Rent	27,857.36	111,431.57	319,296.00	34.90%
Utilities	24,310.10	91,146.46	225,492.00	40.42%
Communication	14,855.30	61,109.51	111,322.00	54.89%
Repairs & Maintenance	34,003.12	361,289.64	602,022.00	60.01%
Supplies & Postage	46,090.30	288,800.31	837,374.00	34.49%
Printing/Pub/Ads	5,768.68	27,753.16	100,647.00	27.57%
Professional Fees	4,255.28	29,993.65	86,800.00	34.55%
Dues and Memberships	0.00	0.00	0.00	0.00%
Preplacement Screening	1,190.06	11,898.57	20,840.00	57.09%
Insurance Exp	13,850.33	55,401.32	129,272.00	42.86%
Meals and Events	0.00	2,390.70	9,230.00	25.90%
Miscellaneous	0.00	0.00	0.00	0.00%
USDA Reimburse Food	81,336.18	282,041.26	750,113.00	37.60%
<b>Total Expenditure</b>	<b><u>1,080,615.45</u></b>	<b><u>4,976,002.64</u></b>	<b><u>14,565,452.00</u></b>	<b><u>34.16%</u></b>
Net revenue over (under)	<b><u>\$ (3,333.34)</u></b>	<b><u>\$ (13,333.36)</u></b>	<b><u>\$ -</u></b>	<b><u>0.00%</u></b>

**Crossroads Youth & Family Services, Inc.**  
**Income Statement - Wewoka Head Start**  
**Fiscal Year thru Period Ending October 31, 2022**

33.33%

Description	Month to Date	Year to Date	Annual Budget	Percent
Head Start Revenue	\$ 139,810.86	\$ 626,732.94	\$ 1,929,368.00	32.48%
HS Revenue - COVID-19	0.00	0.00	0.00	0.00%
CACFP - USDA	10,041.50	18,378.66	0.00	0.00%
State Appropriated Funds	2,577.17	10,308.68	30,926.00	33.33%
Other Income	0.00	0.00	0.00	0.00%
<b>Total Revenue</b>	<b>152,429.53</b>	<b>655,420.28</b>	<b>1,960,294.00</b>	<b>33.43%</b>
Salaries & Wages	74,166.31	333,944.01	1,035,650.00	32.24%
Payroll Taxes	5,791.94	26,455.42	88,434.00	29.92%
Employee Benefits	20,923.58	80,830.06	288,277.00	28.04%
Workers Comp	590.72	2,494.77	4,694.00	53.15%
Contract Labor	0.00	0.00	0.00	0.00%
Equipment	0.00	0.00	0.00	0.00%
Training & Travel	2,897.07	22,517.68	43,814.00	51.39%
Child Services	1,440.00	6,427.40	16,361.00	39.28%
Rent	3,116.67	8,466.68	9,600.00	88.19%
Utilities	2,099.24	8,730.77	24,182.00	36.10%
Communication	2,435.16	9,088.35	21,510.00	42.25%
Repairs & Maintenance	11,051.82	70,482.21	63,916.00	110.27%
Supplies & Postage	3,076.23	30,542.60	314,456.00	9.71%
Printing/Pub/Ads	1,400.00	6,577.29	15,494.00	42.45%
Professional Fees	0.00	415.45	5,000.00	8.31%
Dues and Memberships	0.00	0.00	0.00	0.00%
Preplacement Screening	54.25	915.50	12,050.00	7.60%
Insurance Exp	2,592.33	10,369.32	16,856.00	61.52%
Meals and Events	0.00	0.00	0.00	0.00%
Miscellaneous	0.00	0.00	0.00	0.00%
USDA Reimburse Food	20,794.21	37,162.77	0.00	0.00%
<b>Total Expenditure</b>	<b>152,429.53</b>	<b>655,420.28</b>	<b>1,960,294.00</b>	<b>33.43%</b>
Net revenue over (under)	\$ -	\$ -	\$ -	0.00%

Crossroads Youth & Family Services													
Statement of Revenues and Expenditures - Program Income Statement													
From 7/1/2022 Through 10/31/2022													
	RESERVES	CRYSU	CARS	TITLE XIX - Snoocare	DIVORCE	OK Early Childhood Program	HEAD START	EARLY HEAD START	STATE APPROPRIATED FUNDS	COVID-19	Wewoka	Wewoka COVID-19	Total
Revenue													
Grant Revenue	\$	\$ 259,820.56	\$ 19,904.38	\$ 33,474.40	\$	\$ 32,845.97	\$ 2,172,152.97	\$ 2,149,998.77	\$ 55,534.04	\$ 497,386.94	\$ 655,420.28	\$	\$ 5,876,538.31
Municipal Funding	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contributions	2,042.63	0.00	0.00	0.00	0.00	36,512.71	75.00	0.00	0.00	0.00	0.00	0.00	38,630.34
Program Revenue	0.00	4,431.62	0.00	0.00	0.00	0.00	5,140.23	0.00	0.00	0.00	0.00	0.00	9,571.85
Insure Oklahoma-Health Care	0.00	0.00	0.00	0.00	0.00	0.00	23,331.33	0.00	0.00	0.00	0.00	0.00	23,331.33
Investment Income	2,261.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,261.60
Other Income	600.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.48
Total Revenue	4,904.71	264,252.18	19,904.38	33,474.40	0.00	69,358.68	2,200,699.53	2,149,998.77	55,534.04	497,386.94	655,420.28	0.00	5,950,933.91
Expenditures													
Personnel Expenses	-1.46	203,241.61	3,110.36	5,580.73	0.00	82,692.04	1,368,217.87	1,476,236.74	55,534.04	488,581.30	443,724.26	0.00	4,126,917.49
Child Services	0.00	0.00	0.00	0.00	0.00	0.00	40,051.94	6,389.85	0.00	0.00	6,427.40	0.00	52,869.19
Program Recreation	0.00	529.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	529.46
Preplacement Screening	374.00	1,304.27	0.06	4.70	0.00	0.00	5,945.77	5,945.77	0.00	0.00	0.00	0.00	14,497.10
USDA Reimburse Food	0.00	0.00	0.00	0.00	0.00	0.00	145,899.21	113,339.33	0.00	0.00	915.50	0.00	296,090.26
Food Related Products	0.00	0.00	0.00	0.00	0.00	0.00	14,848.58	7,954.14	0.00	0.00	36,951.72	0.00	53,754.44
Travel - Meal Delivery	0.00	0.00	0.00	0.00	0.00	0.00	241.88	241.88	0.00	0.00	311.05	0.00	796.71
Professional Fees	0.00	5,110.77	13,812.00	22,319.47	0.00	0.00	23,324.46	13,751.26	0.00	0.00	377.50	0.00	61,815.98
Supplies	631.66	16,193.09	6.64	235.94	0.00	0.00	133,296.68	150,441.05	0.00	3,957.93	415.45	0.00	82,691.34
Telephone	126.27	8,668.91	121.61	113.41	0.00	0.00	33,903.46	26,831.01	0.00	4,472.67	30,482.60	0.00	335,760.33
Postage & Shipping	0.00	92.11	0.00	16.41	0.00	0.00	300.01	289.90	0.00	375.04	9,088.35	0.00	9,754.70
Occupancy	62.63	9,403.81	142.27	170.13	0.00	0.00	97,665.84	104,912.19	0.00	0.00	60.00	0.00	229,554.32
Maintenance & Repairs	0.00	9,728.12	102.23	103.44	0.00	0.00	202,776.82	198,512.82	0.00	0.00	17,197.45	0.00	441,705.64
Printing & Publications	0.00	0.00	0.00	0.00	0.00	0.00	2,380.29	1,358.81	0.00	0.00	0.00	0.00	3,739.10
Dues & Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Training	0.00	101.80	0.60	0.00	0.00	0.00	26,536.90	13,785.08	0.00	0.00	6,551.00	0.00	46,976.23
Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel	0.00	1,634.73	1.09	18.82	0.00	0.00	56,835.33	36,912.20	0.00	0.00	0.00	0.00	93,783.24
Copier Expense	0.00	467.67	8.55	12.69	0.00	0.00	13,887.12	10,126.94	0.00	0.00	15,589.18	0.00	110,991.35
Insurance Expense	0.00	4,893.60	475.84	52.80	0.00	0.00	33,482.12	21,919.20	0.00	0.00	6,577.29	0.00	31,080.26
Meals and Events	231.70	219.54	0.00	4.91	0.00	0.00	1,340.10	1,050.60	0.00	0.00	0.00	0.00	71,192.88
Miscellaneous	1,592.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,846.85
Total Expenditures	3,017.34	261,589.49	17,781.25	28,634.30	0.00	82,692.04	2,200,699.53	2,149,998.77	55,534.04	497,386.94	655,420.28	0.00	5,952,753.98
Net Revenue Over Expenditures	\$ 1,887.37	\$ 2,662.69	\$ 2,123.13	\$ 4,840.10	\$	\$ (13,333.36)	\$	\$	\$	\$	\$	\$	\$ (1,820.07)

0.00

HEADSTART Oct-22	9 All Counties												Total (Over) Under	
	Description	Total	Less Admin Portion	Month 9		Actual Exp		(Over) Under Program	Admin Budget	Month 9		Actual		
				October	October	October	October			October	October	YTD		YTD
Salary	3,597,052	3,057,494	2,293,121	2,18,684	1,896,789	396,332	539,558	404,668	39,020	393,581	11,087	407,419		
Payroll taxes	310,042	263,536	197,652	16,702	150,750	46,902	46,506	34,860	2,922	30,475	4,404	51,306		
Benefits	1,255,231	1,066,946	800,210	67,450	587,620	212,590	188,285	141,213	7,972	73,483	67,731	280,321		
Travel/Training	36,140	30,719	23,039	3,216	15,498	7,542	5,421	4,066	359	10,650	(6,584)	958		
Equipment	27,762	23,598	17,698	0	0	17,698	4,164	3,123	0	0	3,123	20,822		
Supplies	199,580	169,643	127,232	16,832	187,090	(59,858)	29,937	22,453	5,444	66,407	(43,955)	(103,813)		
Contract Labor	0	0	0	0	0	0	0	0	0	0	0	0		
Rent	145,715	123,858	92,893	8,886	79,972	12,921	21,857	16,393	3,292	29,625	(13,232)	(311)		
Utilities/Telephone	226,664	192,664	144,498	18,822	158,699	(14,200)	34,000	25,500	2,486	18,663	6,837	(7,364)		
Bldg/Child Liab Ins	72,177	61,350	46,013	7,391	82,289	(36,276)	10,827	8,120	979	9,851	(731)	(37,006)		
Bldg Maint/Rep	165,380	140,573	105,430	16,580	351,796	(246,367)	24,807	18,605	1,183	9,790	8,815	(237,552)		
Local Travel	61,753	52,490	39,368	31,184	53,868	(14,501)	9,263	6,947	829	2,578	4,370	(10,131)		
Child Service Consultants	47,999	47,999	35,999	6,892	64,145	(28,146)	0	0	0	0	0	(28,146)		
Accounting & Legal	61,406	0	0	0	2,030	(2,030)	61,406	46,055	2,871	56,409	(10,355)	(12,385)		
Publications/Adv/Print	50,696	43,092	32,319	2,915	34,319	(2,000)	7,604	5,703	388	3,646	2,057	58		
Training	36,748	30,386	22,789	882	36,853	(14,064)	5,362	4,022	269	4,553	(632)	(14,596)		
Preplacement Screening	11,125	9,456	7,092	403	8,833	(1,740)	1,669	1,252	22	485	766	(974)		
Meals & Events	5,950	5,058	3,793	0	3,238	555	893	669	0	1,114	(444)	111		
Food	419,000	419,000	314,250	44,664	329,592	(15,342)	0	0	0	0	0	(15,342)		
Food Related	36,000	36,000	27,000	3,089	31,207	(4,207)	0	0	0	0	0	(4,207)		
CACFP Reimbursement	(540,001)	(540,001)	(405,001)	(36,486)	(250,057)	(154,943)	0	0	0	0	0	(154,943)		
	6,225,419	5,233,861	3,925,396	428,105	3,824,529	100,866	991,558	743,669	68,037	710,310	33,359	134,225		

EARLY HEADSTART		All Counties												Total (Over) Under		
Oct-22																
Description	Total	Less Admin Portion	Month 9		Actual Exp		Actual		(Over) Under Program	Admin Budget	Month 9		Actual Exp		Actual YTD	(Over) Under Program
			October	October	October	October	YTD	YTD			October	October	October	October		
Salary	3,886,939	3,303,898	2,477,924	233,240	2,145,344	332,560	583,041	437,281	299,738	137,543	31,037	299,738	137,543	470,123		
Payroll taxes	323,800	275,230	206,423	18,454	168,984	37,438	48,570	36,428	22,658	13,770	2,274	22,658	13,770	51,208		
Benefits	1,301,392	1,106,163	829,637	75,252	637,955	191,682	195,209	146,407	56,459	89,948	6,168	56,459	89,948	281,630		
Travel/Training	35,649	30,302	22,726	4,896	14,740	7,987	5,347	4,011	187	5,659	187	5,659	(1,648)	6,338		
Equipment	11,314	9,617	7,213	0	0	7,213	1,697	1,273	0	1,273	0	0	1,273	8,486		
Supplies	157,394	133,785	100,339	18,819	212,869	(112,530)	23,609	17,707	4,995	60,200	4,995	60,200	(42,493)	(155,023)		
Contract Labor	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Rent	166,295	141,351	106,013	12,836	115,526	(9,513)	24,944	18,708	2,844	25,595	2,844	25,595	(6,867)	(16,400)		
Utilities/Telephone	155,441	132,125	99,094	15,924	125,001	(25,907)	23,316	17,487	1,933	14,312	1,933	14,312	3,175	(22,733)		
Bldg/Child Liab Ins	48,606	41,315	30,986	4,894	49,401	(18,414)	7,291	5,468	586	173	586	5,295	173	(18,242)		
Bldg Maint/Rep	120,050	102,043	76,532	15,249	405,589	(329,058)	16,008	13,506	991	8,044	991	8,044	5,462	(323,596)		
Local Travel	28,017	23,814	17,861	16,494	33,347	(15,486)	4,203	3,152	698	1,147	698	2,005	1,147	(14,339)		
Child Service Consultants	8,000	8,000	6,000	970	7,245	(1,245)	0	0	0	0	0	0	0	(1,245)		
Accounting & Legal	25,394	0	0	0	1,352	(1,352)	25,394	19,046	1,384	35,072	1,384	35,072	(16,026)	(17,378)		
Publications/Adv/Print	45,893	39,009	29,257	2,145	23,834	5,423	6,884	5,163	321	2,108	321	3,055	2,108	7,531		
Training	75,595	64,256	48,192	524	28,624	19,568	11,339	8,504	247	5,908	247	2,597	5,908	25,476		
Preplacement Screening	9,230	7,946	5,894	741	8,224	(2,340)	1,385	1,038	24	641	24	397	641	(1,699)		
Meals & Events	3,160	2,686	2,015	0	1,874	141	474	356	0	983	0	983	(627)	(487)		
Food	233,000	233,000	174,750	31,978	252,083	(77,333)	0	0	0	0	0	0	0	(77,333)		
Food Related	16,000	16,000	12,000	1,606	17,853	(5,853)	0	0	0	0	0	0	0	(5,853)		
CACFP Reimbursement	(249,000)	(249,000)	(186,750)	(30,163)	(227,453)	40,703	0	0	0	0	0	0	0	40,703		
	6,402,169	5,421,459	4,066,094	423,860	4,022,391	43,703	980,710	735,533	53,689	193,464	53,689	542,069	193,464	237,167		
	12,627,588	10,655,320	7,991,490	851,965	7,846,921	144,569	1,872,269	1,479,201	121,726	226,923	121,726	1,252,379	226,923	371,392		



HEADSTART Oct-22	4 Lincoln/Seminole HS											Total (Over) Under		
	Description	Total	Less Admin Portion		Month 4		Actual Exp		Admin Budget	Month 4 October	Actual Exp October		Actual YTD	(Over)/Under Program
			880,303	73,521	293,434	24,507	60,084	4,720						
Salary	1,035,650	880,303	293,434	24,507	60,084	254,439	38,995	155,348	51,783	14,083	79,505	(27,722)	11,273	
Payroll taxes	86,495	73,521	24,507	4,720	20,378	4,129	4,129	12,974	4,325	1,072	6,077	(1,752)	2,376	
Benefits	294,910	250,674	83,558	18,591	68,172	15,386	15,386	44,237	14,746	2,923	15,153	(408)	14,979	
Travel/Training	14,708	12,502	4,167	168	1,999	2,169	2,169	2,206	735	0	0	735	2,904	
Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	
Supplies	314,456	267,288	89,096	3,076	30,543	58,553	58,553	47,168	15,723	0	0	15,723	74,276	
Contract Labor	0	0	0	0	0	0	0	0	0	0	0	0	0	
Rent	9,600	8,160	2,720	3,117	8,467	(5,747)	(5,747)	1,440	480	0	0	480	(5,267)	
Utilities/Telephone	68,692	58,388	19,463	4,534	17,819	1,644	1,644	10,304	3,435	0	0	3,435	5,078	
Bldg/Child Liab Ins	16,856	14,328	4,776	2,592	10,369	(5,593)	(5,593)	2,528	843	0	0	843	(4,751)	
Bldg Maint/Rep	63,916	54,329	18,110	11,052	70,482	(52,373)	(52,373)	9,587	3,196	0	0	3,196	(49,177)	
Local Travel	18,820	15,997	5,332	2,690	13,968	(8,636)	(8,636)	2,823	941	0	0	941	(7,895)	
Child Service Consultants	16,361	16,361	5,454	1,440	6,427	(974)	(974)	0	0	0	0	0	(974)	
Accounting & Legal	5,000	0	0	0	0	0	0	5,000	1,667	0	415	1,251	1,251	
Publications/Adv/Print	15,494	13,170	4,390	1,400	6,577	(2,187)	(2,187)	2,324	775	0	0	775	(1,413)	
Training	10,286	8,743	2,914	40	6,551	(3,637)	(3,637)	1,543	514	0	0	514	(3,122)	
Preplacement Screening	12,050	10,243	3,414	54	916	2,499	2,499	1,808	603	0	0	603	3,101	
Meals & Events	0	0	0	0	0	0	0	0	0	0	0	0	0	
Food	0	0	0	20,707	36,852	(36,852)	(36,852)	0	0	0	0	0	(36,852)	
Food Related	0	0	0	87	311	(311)	(311)	0	0	0	0	0	(311)	
CACFP Reimbursement	0	0	0	(10,042)	(18,379)	18,379	18,379	0	0	0	0	0	0	
	1,983,294	1,684,004	561,335	124,311	535,891	25,444	25,444	299,290	99,763	18,077	101,150	(1,387)	24,056	

<b>PROGRAM INCOME</b>		<i>Lincoln/Seminole HS</i>											
<i>Oct-22</i>	<i>Total</i>	<i>Less Admin Portion</i>	<i>Month 4 October</i>	<i>Actual Exp October</i>	<i>Actual YTD</i>	<i>(Over) Under Program</i>	<i>Admin Budget</i>	<i>Month 4 October</i>	<i>Actual Exp May</i>	<i>Actual YTD</i>	<i>(Over)/Under Program</i>	<i>Total (Over) Under</i>	
E-Rate Reimbursement	0	0	0	0	0	0	0	0	0	0	0	0	
Insure Oklahoma-Healthcare	0	0	0	0	0	0	0	0	0	0	0	0	
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	0	0	0	0	0	0	0	
	<b>1,983,294</b>	<b>1,684,004</b>	<b>561,335</b>	<b>124,311</b>	<b>535,891</b>	<b>25,444</b>	<b>299,290</b>	<b>99,763</b>	<b>18,077</b>	<b>101,150</b>	<b>(1,387)</b>	<b>24,056</b>	
<b>IN-KIND ***</b>													
<i>Oct-22</i>													
	<i>Total</i>	<i>Less Admin Portion</i>	<i>Month 4 October</i>	<i>Actual Exp October</i>	<i>Actual YTD</i>	<i>(Under)/Over Program</i>	<i>Admin Budget</i>	<i>Month 4 October</i>	<i>Actual Exp May</i>	<i>Actual YTD</i>	<i>(Under)/Over Program</i>	<i>Total Over (Under)</i>	
	495,824	421,450	140,483	13,895	31,580	(108,904)	74,374	24,791	0	0	(24,791)	(133,695)	



Credit Card Purchases October 2022				
Purchaser				
Donna Benson	10/6/2022	American Red Cross	175.00	First Aid and CPR for Staff
Donna Benson	10/18/2022	Quality Lube	103.50	Pott Co. Van Oil Change
Wendy Swatek	10/16/2022	Vonage	4092.42	Monthly Phone Charges 10/2022
Wendy Swatek	10/19/2022	Zoom	199.90	Agency Video Calls
Tydree Lewis	10/1/2022	Walmart.com	334.96	Shelter Food and Supplies
Tydree Lewis	10/5/2022	Best Buy	129.83	Shelter Entertainment
Tydree Lewis	10/8/2022	Target	217.49	Kitchen Cooking Items
Tydree Lewis	10/14/2022	Walmart.com	139.84	Shelter Food and Supplies
Tydree Lewis	10/20/2022	Walmart.com	153.77	Shelter Food and Supplies
Briany Butler	10/5/2022	Teachstone Training	250.00	CLASS Renewal for Juanita Bostick
Briany Butler	10/7/2022	Loving Guidance	120.64	CC Classroom Cares
Briany Butler	10/11/2022	The Webstaurant	341.90	CC Kitchen Supplies
Briany Butler	10/12/2022	Council for Professionals	125.00	CDA Renewal Z. Bowman
Briany Butler	10/12/2022	Loving Guidance	307.52	Classroom Supplies for Chateau
Briany Butler	10/12/2022	Loving Guidance	307.52	Classroom Supplies for First Start
Candus Ingram	9/27/2022	Care Courses	102.00	Books for Leah Gentry
Candus Ingram	9/27/2022	Walmart.com	102.01	Special Diet Milk for Bethel
Candus Ingram	9/27/2022	Care Courses	117.00	Books for Carla Connor
Candus Ingram	9/27/2022	Care Courses	117.00	Books for Amanda Rector
Candus Ingram	9/27/2022	Care Courses	120.00	Books for Leah Gentry
Candus Ingram	9/26/2022	Southwest	674.96	Flight for Terrie Vicknair
Candus Ingram	9/26/2022	Southwest	776.95	Flight for Amy Gregg
Candus Ingram	9/26/2022	Southwest	776.95	Flight for Jennifer Prince
Candus Ingram	9/26/2022	Southwest	776.95	Flight for Jennifer Calvillo
Candus Ingram	9/28/2022	Care Courses	110.00	Books for Shannon Tatum
Candus Ingram	9/30/2022	Teachstone Training	171.08	Pott Co. HS Curriculum
Candus Ingram	10/2/2022	Fairfield Inn & Suites	252.95	Room for Breanna Jackson
Candus Ingram	10/2/2022	Fairfield Inn & Suites	252.95	Room for Angelica Ortiz
Candus Ingram	10/2/2022	Fairfield Inn & Suites	252.95	Room for Holly Egan
Candus Ingram	10/2/2022	Fairfield Inn & Suites	252.95	Extra Charge (Credit on next statement)
Candus Ingram	10/2/2022	Fairfield Inn & Suites	252.95	Extra Charge (Credit on next statement)
Candus Ingram	10/2/2022	Fairfield Inn & Suites	253.30	Room for Karina Ahumada
Candus Ingram	9/30/2022	Embassy Suites	545.04	Room for Ashlee Allen
Candus Ingram	9/30/2022	Embassy Suites	545.04	Room for Brandi Brocker
Candus Ingram	9/30/2022	Embassy Suites	545.04	Room for Diana McGuire
Candus Ingram	9/30/2022	Embassy Suites	545.04	Room for Donna Benson
Candus Ingram	9/30/2022	Embassy Suites	545.04	Room for Karlee Marshall
Candus Ingram	9/30/2022	Embassy Suites	545.04	Room for Natalia Amador
Candus Ingram	10/1/2022	Fairfield Inn & Suites	1090.00	Room for Breanna Jackson
Candus Ingram	10/1/2022	Fairfield Inn & Suites	1090.35	Room for Angelica Ortiz
Candus Ingram	10/1/2022	Fairfield Inn & Suites	1090.35	Room for Holly Egan
Candus Ingram	10/1/2022	Fairfield Inn & Suites	1090.35	Room for Karina Ahumada
Candus Ingram	10/6/2022	Walmart.com	245.71	Treasured Moments EHS Formula
Candus Ingram	10/11/2022	Carefirst Pharmacy	275.40	Formula for Main St
Candus Ingram	10/18/2022	Walmart.com	171.72	Cleveland County Formula
Candus Ingram	10/18/2022	Walmart.com	216.63	Cleveland County Formula
Candus Ingram	10/19/2022	Vegas.com	120.00	Shuttle for ChildPlus Conference
Candus Ingram	10/19/2022	Holiday Inn	161.45	Room for Holly Egan
Candus Ingram	10/21/2022	Walmart.com	216.63	Cleveland County Formula
Candus Ingram	10/25/2022	Care Courses	102.00	Books for Taylor Robbins
Candus Ingram	10/25/2022	Care Courses	102.00	Books for Shaye Britton
Candus Ingram	10/25/2022	Care Courses	112.00	Books for Devnee Foust
Candus Ingram	10/28/2022	Council for Professionals	125.00	CDA Renewal for Terri Dahl
Kaunoe Labrie	10/3/2022	The Webstaurant	139.62	Seminole HS Kitchen Supplies
Kaunoe Labrie	10/6/2022	Walmart.com	101.71	Seminole HS Classroom Supplies
Karlee Marshall	10/19/2022	Samsclub.com	160.58	Candy for Norman Public School
Holly Egan	10/1/2022	Enterprise Rent-A-Car	581.22	Conscious Discipline Travel
Mike Templeton	9/29/2022	Wilson Auto Family	1000.00	Fee to hold New Maintenance Truck
Mike Templeton	10/1/2022	Bryan Street Storage	325.00	Unit Rental (Butner,CarneySasakwa)
Mike Templeton	10/5/2022	BNB Technology	879.99	Monthly Datta Backup
Mike Templeton	10/12/2022	PODS	249.00	CSBI rental at Main st
Mike Templeton	10/15/2022	PODS	249.00	CSBI rental at Moore
Mike Templeton	10/18/2022	Ferguson Bulk	1384.94	Repairs for the GMC Canyon Maint Truck
Mike Templeton	10/20/2022	Budget Dumpsters	410.00	Rental for Shelter
Denise McClure	9/29/2022	DocuSign	4471.20	Upgrade to E-Signature Business Pro Edition
Denise McClure	10/15/2022	Pei Wei	109.45	Shelter Dinner
Denise McClure	10/19/2022	Oklahoma Bar Association	275.00	Dues for Kate Butler
Denise McClure	10/19/2022	Pikepass	150.00	Pikepass

Account Number: XXXX XXXX XXXX 9084  
CROSSROADS YOUTH & FAMILY  
Statement Closing Date: 10/27/22

**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](http://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](http://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 goods 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](http://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](http://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: 10/27/22

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	\$50.00	\$0.00	\$50.00
DONNA BENSON XXXX XXXX XXXX 6006	\$4,000	\$0.00	\$460.54	\$0.00	\$460.54
DARLENE CHATAGNIER XXXX XXXX XXXX 5736	\$7,000	\$0.00	\$1,215.50	\$0.00	\$1,215.50
WENDY SWATEK XXXX XXXX XXXX 6870	\$4,500	\$0.00	\$4,305.10	\$0.00	\$4,305.10
TYDREE LEWIS XXXX XXXX XXXX 0639	\$4,500	\$0.00	\$1,360.61	\$0.00	\$1,360.61
BRIANY BUTLER XXXX XXXX XXXX 9791	\$5,000	\$3.60	\$1,752.22	\$0.00	\$1,748.62
CANDUS INGRAM XXXX XXXX XXXX 9046	\$34,000	\$13.77	\$15,263.81	\$0.00	\$15,250.04
KAUANOE LABRIE XXXX XXXX XXXX 9053	\$5,000	\$0.00	\$477.24	\$0.00	\$477.24
KARLEE MARSHALL XXXX XXXX XXXX 5688	\$2,500	\$0.00	\$363.79	\$0.00	\$363.79
HOLLY EGAN XXXX XXXX XXXX 9187	\$2,500	\$0.00	\$746.42	\$0.00	\$746.42
MIKE TEMPLETON XXXX XXXX XXXX 4325	\$10,000	\$0.00	\$4,497.93	\$0.00	\$4,497.93
DENISE MCCLURE XXXX XXXX XXXX 3686	\$10,000	\$0.00	\$5,037.81	\$0.00	\$5,037.81

**Cardholder Account Activity**

GARY COONER					
Trans Date	Post Date	Reference Number	Description	Amount	Total Activity
10/03	10/03	24430992276400819037307	MSFT * E0400KBG47 MSBILL.INFO WA	\$50.00	\$50.00

DONNA BENSON					
Trans Date	Post Date	Reference Number	Description	Amount	Total Activity
09/26	09/28	24034542270003119261111	UNIVERSITY MARKET JONESBORO AR	\$52.04	\$52.04
10/06	10/07	24692162279101610911167	AMERICAN RED CROSS 800-733-2767 DC	\$175.00	\$175.00
10/18	10/19	24801972291839000010223	QUALITY LUBE & AUTO SHAWNEE OK	\$103.50	\$103.50
10/21	10/24	24692162294100000263057	AMERICAN RED CROSS 800-733-2767 DC	\$70.00	\$70.00
10/26	10/27	24137462300001434310135	USPS PO 3974470441 SHAWNEE OK	\$60.00	\$60.00

DARLENE CHATAGNIER					
Trans Date	Post Date	Reference Number	Description	Amount	Total Activity
09/27	09/28	24210732270083726899969	IDENTOGO - OK FINGERPRINT BILLERICA MA	\$54.25	\$54.25
09/30	10/03	24210732273083733252399	IDENTOGO - OK FINGERPRINT BILLERICA MA	\$54.25	\$54.25
10/03	10/04	24210732276083321708437	IDENTOGO - OK FINGERPRINT BILLERICA MA	\$54.25	\$54.25
10/04	10/05	24733092277083334298802	PA BACKGROUND CHECK 717-214-9954 PA	\$22.00	\$22.00
10/07	10/10	24210732280083303137146	IDENTOGO - OK FINGERPRINT BILLERICA MA	\$54.25	\$54.25
10/07	10/10	24210732280083312050769	IDENTOGO - OK FINGERPRINT BILLERICA MA	\$54.25	\$54.25
10/10	10/11	24210732283083332524048	IDENTOGO - OK FINGERPRINT BILLERICA MA	\$54.25	\$54.25
10/10	10/11	242107322830833741814527	IDENTOGO - OK FINGERPRINT BILLERICA MA	\$54.25	\$54.25
10/11	10/12	24210732284083315969904	IDENTOGO - OK FINGERPRINT BILLERICA MA	\$54.25	\$54.25
10/11	10/12	242107322840833703006814	IDENTOGO - OK FINGERPRINT BILLERICA MA	\$54.25	\$54.25
10/17	10/18	24210732290083335316526	IDENTOGO - OK FINGERPRINT BILLERICA MA	\$54.25	\$54.25
10/17	10/18	242107322900833702301135	IDENTOGO - OK FINGERPRINT BILLERICA MA	\$54.25	\$54.25
10/17	10/18	242107322900833732306484	IDENTOGO - OK FINGERPRINT BILLERICA MA	\$54.25	\$54.25
10/17	10/18	242107322900833749297791	IDENTOGO - OK FINGERPRINT BILLERICA MA	\$54.25	\$54.25
10/18	10/19	24210732291083705078135	IDENTOGO - OK FINGERPRINT BILLERICA MA	\$54.25	\$54.25
10/19	10/20	24210732292083343685290	IDENTOGO - OK FINGERPRINT BILLERICA MA	\$54.25	\$54.25
10/19	10/20	24210732292083353623389	IDENTOGO - OK FINGERPRINT BILLERICA MA	\$54.25	\$54.25
10/19	10/20	242107322920833710547602	IDENTOGO - OK FINGERPRINT BILLERICA MA	\$54.25	\$54.25
10/19	10/20	242107322920833724745044	IDENTOGO - OK FINGERPRINT BILLERICA MA	\$54.25	\$54.25
10/20	10/21	24210732293083324462973	IDENTOGO - OK FINGERPRINT BILLERICA MA	\$54.25	\$54.25

(transactions continued on next page)

Account Number: XXXX XXXX XXXX 9064  
 CROSSROADS YOUTH & FAMILY  
 Statement Closing Date: 10/27/22

**Cardholder Account Activity cont.**

10/20	10/21	24210732293083718314962	IDENTOGO - OK FINGERPRINT BILLERICA MA	\$54.25
10/24	10/25	24210732297083346100029	IDENTOGO - OK FINGERPRINT BILLERICA MA	\$54.25
10/24	10/25	24210732297083717743274	IDENTOGO - OK FINGERPRINT BILLERICA MA	\$54.25

WENDY SWATEK		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 6870		\$4,500	\$0.00	\$4,305.10	\$0.00	\$4,305.10
Trans Date	Post Date	Reference Number	Description	Amount		
10/05	10/06	24692162278100937894495	VBS*VONAGE BUSINESS 866-901-0242 GA	\$12.78		
10/16	10/17	24692162289106329297160	VBS*VONAGE BUSINESS 866-901-0242 GA	\$4,092.42		
10/19	10/20	24011342292000039434246	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$199.90		

TYDREE LEWIS		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 0639		\$4,500	\$0.00	\$1,360.61	\$0.00	\$1,360.61
Trans Date	Post Date	Reference Number	Description	Amount		
09/27	09/28	24692162270104836313373	WALMART.COM AW 800-966-6546 AR	\$5.00		
10/01	10/03	24055232274083745850204	WALMART.COM AA 800-966-6546 AR	\$334.96		
10/05	10/06	24399002278295056073105	BEST BUY 00008755 NORMAN OK	\$129.83		
10/05	10/07	24055232279206688000041	SOONER BOWL / SBCATERING NORMAN OK	\$18.00		
10/09	10/10	24055232282083750145110	WALMART.COM 800-966-6546 AR	\$5.00		
10/08	10/10	24164072281091007817372	TARGET 00022202 NORMAN OK	\$217.49		
10/13	10/14	24692162286103676679069	WALMART.COM 800-966-6546 AR	\$95.33		
10/15	10/17	24445002288100336579248	WALMART.COM 8009666546 800-966-6546 AR	\$5.00		
10/16	10/17	24692162289106071683096	WALMART.COM 800-966-6546 AR	\$5.00		
10/16	10/17	24692162289105742489172	GOOGLE *YOUTUBE G.CO/HELPPAY# CA	\$9.00		
10/14	10/17	24164072287091007916921	TARGET 00022202 NORMAN OK	\$18.45		
10/14	10/17	24445002288100336579321	WALMART.COM 8009666546 800-966-6546 AR	\$139.84		
10/19	10/19	24204292292000027206634	DISNEY PLUS BURBANK CA	\$7.99		
10/19	10/20	24204292292000243079948	OCULUS 650-5434800 CA	\$9.99		
10/20	10/20	24204292292000415227754	OCULUS 650-5434800 CA	\$12.99		
10/19	10/20	24204292292000239087244	OCULUS 650-5434800 CA	\$39.99		
10/20	10/21	24013392293002359024724	OKC PARKING METERS OKLAHOMA CITY OK	\$1.00		
10/20	10/21	24492162293000034930023	MYRIAD GARDENS 405-4457080 OK	\$72.00		
10/20	10/21	24692162293108986646279	WALMART.COM 800-966-6546 AR	\$153.77		
10/21	10/24	24692162294109960505746	GOOGLE *YOUTUBE TV G.CO/HELPPAY# CA	\$79.98		

BRIANY BUTLER		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 9791		\$5,000	\$3.60	\$1,752.22	\$0.00	\$1,748.62
Trans Date	Post Date	Reference Number	Description	Amount		
10/05	10/06	24492162278000042100937	TEACHSTONE TRAINING WWW.TEACHSTON VA	\$52.62		
10/05	10/06	24492162278000041727742	TEACHSTONE TRAINING WWW.TEACHSTON VA	\$250.00		
10/07	10/10	24055232280636000199278	LEGEND DRIVEN HONDA LAWTON OK	\$89.51		
10/07	10/10	24755422281122818695384	LOVING GUIDANCE LLC 208-2143911 IL	\$97.93		
10/07	10/10	24755422281122818695376	LOVING GUIDANCE LLC 208-2143911 IL	\$120.64		
10/10	10/11	24492162284000014326243	TEACHSTONE TRAINING WWW.TEACHSTON VA	-\$3.60		
10/11	10/12	24113432285600184956425	THE WEBSTRAURANT STORE INC 717-392-7472 PA	\$341.90		
10/12	10/13	24164072285091008209435	TARGET 00027391 LAWTON OK	\$19.58		
10/12	10/13	24492162285000042391176	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$20.00		
10/12	10/13	24445002285300495556721	FSP*COUNCIL FOR PROFESSIO 800-424-4310 DC	\$125.00		
10/12	10/13	24755422286122869623140	LOVING GUIDANCE LLC 208-2143911 IL	\$307.52		
10/12	10/13	24755422286122869623165	LOVING GUIDANCE LLC 208-2143911 IL	\$307.52		
10/17	10/18	24492162290000040910061	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$20.00		

CANDUS INGRAM		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 9046		\$34,000	\$13.77	\$15,263.81	\$0.00	\$15,250.04
Trans Date	Post Date	Reference Number	Description	Amount		
09/26	09/28	24692162270104836676647	SWA*EARLYBRD5269937213479 800-435-9792 TX CAVILLO/JENNIFER	\$25.00		
09/26	09/28	24692162270104836676654	SWA*EARLYBRD5269937213478 800-435-9792 TX GREGG/AMY	\$25.00		
09/26	09/28	24692162270104836676662	SWA*EARLYBRD5269937213477 800-435-9792 TX PRINCE/JENNIFER	\$25.00		
09/26	09/28	24692162270104836676670	SWA*EARLYBRD5269937203144 800-435-9792 TX VICKNAIR/TERRIE L	\$25.00		
09/27	09/28	24013392270003154754066	CARE COURSES MC LEAN VA	\$102.00		
09/27	09/28	24692162270104671717142	WALMART.COM AA 800-966-6546 AR	\$102.01		
09/27	09/28	24013392270003154754421	CARE COURSES MC LEAN VA	\$117.00		
09/27	09/28	24013392270003154754439	CARE COURSES MC LEAN VA	\$117.00		

(transactions continued on next page)



Account Number: XXXX XXXX XXXX 9064  
 CROSSROADS YOUTH & FAMILY  
 Statement Closing Date: 10/27/22

**Cardholder Account Activity cont.**

09/27	09/28	24013392270003154754132	CARE COURSES MC LEAN VA	\$120.00
09/26	09/28	24692162270104836676688	SOUTHWES 5262169472411 800-435-9792 TX VICKNAIR/TERRIE L 11/13/22 OKC DEN SAN DEN OKC	\$674.96
09/26	09/28	24692162270104836676696	SOUTHWES 5262169513351 800-435-9792 TX GREGG/AMY 11/14/22 OKC LAS SAN DEN OKC	\$776.95
09/26	09/28	24692162270104836676704	SOUTHWES 5262169513350 800-435-9792 TX PRINCE/JENNIFER 11/14/22 OKC LAS SAN DEN OKC	\$776.95
09/26	09/28	24692162270104836676712	SOUTHWES 5262169513349 800-435-9792 TX CAVILLO/JENNIFER 11/14/22 OKC LAS SAN DEN OKC	\$776.95
09/28	09/29	24493982271700974682809	LAKESHORE LEARNING MATER 310-537-8600 CA	\$4.75
09/28	09/29	24492162271000042260393	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$20.00
09/28	09/29	24801972271726724557197	OKIE EXPRESS AUTO WASH - NORMAN OK	\$20.00
09/28	09/29	24000972271837200622063	THE UPS STORE 2437 405-3641109 OK	\$27.23
09/28	09/29	24493982271700974678609	LAKESHORE LEARNING MATER 310-537-8600 CA	\$54.98
09/28	09/29	24013392271003266657289	CARE COURSES MC LEAN VA	\$110.00
09/29	09/30	24492162272000028269763	TEACHSTONE TRAINING WWW.TEACHSTON VA	\$171.08
09/30	10/03	24492162273000049395174	TEACHSTONE TRAINING WWW.TEACHSTON VA	-\$13.77
10/01	10/03	24427332274720238936490	MCDONALD'S M5072 OF OK OKLAHOMA CITY OK	\$30.06
10/02	10/03	24692162275108452533862	FAIRFIELD INN & SUITES MADISON WI 10/02/22 275047	\$252.95
10/02	10/03	24692162275108452533870	FAIRFIELD INN & SUITES MADISON WI 10/02/22 275048	\$252.95
10/02	10/03	24692162275108452533896	FAIRFIELD INN & SUITES MADISON WI 10/02/22 275050	\$252.95
10/02	10/03	24692162275108452533904	FAIRFIELD INN & SUITES MADISON WI 10/02/22 275051	\$252.95
10/02	10/03	24692162275108452533912	FAIRFIELD INN & SUITES MADISON WI 10/02/22 275052	\$252.95
10/02	10/03	24692162275108452533888	FAIRFIELD INN & SUITES MADISON WI 10/02/22 275049	\$253.30
09/30	10/03	24755422274162743340457	EMBASSY SUITES 870-6194482 AR 09/26/22 105074	\$545.04
09/30	10/03	24755422274162743340465	EMBASSY SUITES 870-6194482 AR 09/26/22 105060	\$545.04
09/30	10/03	24755422274162743340481	EMBASSY SUITES 870-6194482 AR 09/26/22 105062	\$545.04
09/30	10/03	24755422274162743340911	EMBASSY SUITES 870-6194482 AR 09/26/22 105075	\$545.04
09/30	10/03	24755422274162743341430	EMBASSY SUITES 870-6194482 AR 09/26/22 105073	\$545.04
09/30	10/03	24755422274162743341463	EMBASSY SUITES 870-6194482 AR 09/26/22 105061	\$545.04
10/01	10/03	24692162274107689959081	FAIRFIELD INN & SUITES MADISON WI 10/01/22 274049	\$1,090.00
10/01	10/03	24692162274107689959065	FAIRFIELD INN & SUITES MADISON WI 10/01/22 274047	\$1,090.35
10/01	10/03	24692162274107689959073	FAIRFIELD INN & SUITES MADISON WI 10/01/22 274048	\$1,090.35
10/01	10/03	24692162274107689959099	FAIRFIELD INN & SUITES MADISON WI 10/01/22 274050	\$1,090.35
10/04	10/05	24137462278001398111865	USPS PO 3959620433 NORMAN OK	\$4.60
10/05	10/06	24733092279091270004124	TXDPS CRIME RECS EGOV.COM TX	\$6.39
10/06	10/07	24445002279100271503816	WALMART.COM 8009666546 800-966-6546 AR	\$245.71
10/11	10/13	24632692285500453873833	CAREFIRST PHARMACY TULSA OK	\$275.40
10/18	10/19	24692162291107502451281	WALMART.COM 800-966-6546 AR	\$171.72
10/18	10/19	24055232291083315136405	WALMART.COM 800-966-6546 AR	\$216.63
10/19	10/20	24492152292745958509235	VEGAS.COM 186-699-8342 NV	\$120.00
10/19	10/21	24943002293708285060737	HOLIDAY INN EXPRESS & SU SHAWNEE OK 10/18/22 11209725	\$161.45
10/23	10/24	24445002297000740858536	DOLLAR TREE NORMAN OK	\$14.95
10/21	10/24	24492162294000048242984	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$20.00
10/21	10/24	24055232294083745149272	WALMART.COM 800-966-6546 AR	\$216.63
10/23	10/25	24427332297710007967928	HOMELAND #219 NORMAN OK	\$38.07
10/25	10/26	24492162298000026062145	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$20.00
10/25	10/26	24492162298000026217004	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$20.00
10/25	10/26	24492162298000026731194	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$20.00
10/25	10/26	24013392298002928298499	CARE COURSES MC LEAN VA	\$102.00

(transactions continued on next page)

Account Number: XXXX XXXX XXXX 9064  
 CROSSROADS YOUTH & FAMILY  
 Statement Closing Date: 10/27/22

**Cardholder Account Activity cont.**

10/25	10/26	24013392298002928298895	CARE COURSES MC LEAN VA					
10/25	10/26	24013392298002928298689	CARE COURSES MC LEAN VA					\$102.00
10/25	10/26	24445002298300520061916	FSP*COUNCIL FOR PROFESSIO 800-424-4310 DC					\$112.00
10/26	10/27	2449216229900036595216	CENTER FOR EARLY CHILD THERMACUBE.CO OK					\$125.00
								\$20.00

KAUANOIE LABRIE			Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 9053			\$5,000	\$0.00	\$477.24	\$0.00	\$477.24
Trans Date	Post Date	Reference Number	Description		Amount		
10/03	10/04	24113432277600190517252	THE WEBSTAIRANT STORE INC 717-392-7472 PA		\$139.62		
10/05	10/06	24755422279122798422167	LOVING GUIDANCE LLC 208-2143911 IL		\$95.00		
10/06	10/07	24055232279083346501060	WALMART.COM 800-966-6546 AR		\$101.71		
10/19	10/20	24492162292000026500470	CENTER FOR EARLY CHILD THERMACUBE.CO OK		\$40.00		
10/21	10/24	24113432295600584011126	THE WEBSTAIRANT STORE INC 717-392-7472 PA		\$42.81		
10/26	10/27	24445002299200120240952	WALMART.COM 8009666546 800-966-6546 AR		\$58.10		

KARLEE MARSHALL			Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 5688			\$2,500	\$0.00	\$363.79	\$0.00	\$363.79
Trans Date	Post Date	Reference Number	Description		Amount		
09/26	09/28	24427332270120004087707	CLARKSVILLE FUEL STOP CLARKSVILLE AR		\$43.58		
09/30	10/03	24034542273003463402730	JORDAN'S CITGO KWIK STOP CASH AR		\$34.08		
09/30	10/03	24692162273107120341379	LOVE'S #120 VIAN OK		\$36.68		
10/16	10/17	24445002290400189726912	WM SUPERCENTER #212 NORMAN OK		\$45.15		
10/17	10/18	24445002291400188427537	WM SUPERCENTER #212 NORMAN OK		\$43.72		
10/19	10/21	24226382293370661875115	SAMSCLUB.COM 888-746-7726 AR		\$160.58		

HOLLY EGAN			Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 9187			\$2,500	\$0.00	\$746.42	\$0.00	\$746.42
Trans Date	Post Date	Reference Number	Description		Amount		
09/30	10/03	24122542274744006045377	BP#9265216K & J FOODS MADISON WI		\$25.20		
10/01	10/03	24692162275108423255751	UNITED 0164208405926 HOUSTON TX JACKSON /FIRST CHE		\$35.00		
10/01	10/03	24692162275108423255769	UNITED 0164208406009 HOUSTON TX EGAN /FIRST CHE		\$35.00		
10/01	10/03	24692162275108423255777	UNITED 0164208406010 HOUSTON TX AHUMADA /FIRST CHE		\$35.00		
10/01	10/03	24692162275108423255785	UNITED 0164208406096 HOUSTON TX ORTIZ /FIRST CHE		\$35.00		
10/01	10/03	24164072275060102955112	ENTERPRISE RENT-A-CAR MADISON WI		\$581.22		

MIKE TEMPLETON			Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 4325			\$10,000	\$0.00	\$4,497.93	\$0.00	\$4,497.93
Trans Date	Post Date	Reference Number	Description		Amount		
09/29	09/30	24098752273600176995096	WILSON AUTO FAMILY 405-372-3926 OK		\$1,000.00		
10/01	10/03	24275392275043027009122	BRYAN STREET STORAGE SHAWNEE OK		\$325.00		
10/05	10/06	24801972278726450440140	BNB TECHNOLOGY 405-292-5408 OK		\$879.99		
10/12	10/13	24013392285001420743650	PODS 9/100 888-7767637 FL		\$249.00		
10/15	10/17	24013392288001773215758	PODS 9/100 888-7767637 FL		\$249.00		
10/18	10/19	24013392291002063512859	FERGUSON BUICK GMC SERVIC NORMAN OK		\$1,384.94		
10/20	10/21	24755422293282936921769	BUDGET DUMPSTER 866-2846164 OH		\$410.00		

DENISE MCCLURE			Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 3666			\$10,000	\$0.00	\$5,037.81	\$0.00	\$5,037.81
Trans Date	Post Date	Reference Number	Description		Amount		
09/29	09/30	24492152273027738621884	DOCUSIGN 866-219-4318 WA		\$4,471.20		
10/15	10/17	24540452288202000990445	PEI WEI - 0191 NORMAN AOO PEIWEI.COM OK		\$109.45		
10/19	10/20	245593022929000119888386	OKLAHOMA BAR ASSOCIATION 405-4167000 OK		\$275.00		
10/21	10/21	24692162294109423251821	AMZN MKTP US*H878N9MCO AMZN.COM/BILL WA		\$32.16		
10/19	10/21	24915072293006009824133	PIKEPASS ON-LINE 800-745-3727 OK		\$150.00		



Account Number: XXXX XXXX XXXX 9064  
 CROSSROADS YOUTH & FAMILY  
 Statement Closing Date: 10/27/22

**Corporate Account Summary**

Previous Balance		\$20,679.83
Purchases and other Charges	+	\$35,530.97
Cash Advances	+	\$0.00
Credits	-	\$17.37
Payments	-	\$32,349.26
Late Payment Charge	+	\$0.00
Finance Charges	+	\$0.00
<b>New Balance</b>		<b>\$23,844.17</b>
Disputed Amount		\$0.00

**Corporate Account Summary**

Past Due Amount	\$0.00
Credit Limit	\$50,000.00
Available Credit Limit	\$26,155.83
Cash Advance Credit Limit	\$0.00
Days in Billing Cycle	30
Statement Closing Date	10/27/22
Minimum Payment Due	\$715.00
Payment Due Date	11/21/22

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
09/29	09/29	74494572272227200002521	PAYMENT RECEIVED - THANK YOU	-\$5,230.28
09/30	09/30	74494572273227300002222	PAYMENT RECEIVED - THANK YOU	-\$7,577.01
10/19	10/19	74494572292229200002457	PAYMENT RECEIVED - THANK YOU	-\$15,449.55
10/20	10/20	74494572293229300001952	PAYMENT RECEIVED - THANK YOU	-\$4,092.42

**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	12.49% (v)	\$0.00	\$0.00
CASH ADVANCES	12.49% (v)	\$0.00	\$0.00

(v) = Variable Rate

**REWARDS SUMMARY**

Previous Balance	Earned	Other Adjustments	Redeemed	Current Balance
145,656	35,372	0	0	181,028

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 \$23,844.17  
 Minimum Payment Due \$715.00  
 Payment Due Date 11/21/22

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

Amount enclosed \$

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

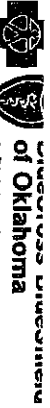


**Crossroads Youth & Family Services, Inc.**  
**Balance Sheet**  
**As of 11/30/2022**

	<u>Current Year</u>	<u>Prior Year</u>
<b>Assets</b>		
Cash & Cash Equivalents		
Petty Cash	\$ 504.00	\$ 400.00
Cash in Arvest Bank	651,665.35	219,359.45
Cash in Republic Bank	899,108.79	444,038.23
BancFirst - Childcare Subsidies	81,094.52	15,213.56
Total Cash & Cash Equivalents	<u>1,632,372.66</u>	<u>679,011.24</u>
Other Current Assets		
Accounts Receivable	1,167,054.59	968,407.16
Employee Receivable	25.17	3,317.85
Prepaid Insurance	38,121.69	57,492.46
Prepaid Workers Comp	8,854.63	17,441.45
Prepaid Expense Other	0.00	6,889.50
Deposits	1,500.00	1,500.00
Total Other Current Assets	<u>1,215,556.08</u>	<u>1,055,048.42</u>
Long-term Assets		
Property & Equipment	6,103,160.81	4,576,938.83
Total Assets	<u>\$ 8,951,089.55</u>	<u>\$ 6,310,998.49</u>
<b>Liabilities</b>		
Accounts Payable	\$ 204,561.64	\$ 274,013.78
Deferred Revenue	394,206.14	0.00
Accrued Workers Comp	17,735.36	22,169.60
Accrued Wages	333,162.19	300,954.27
Accrued Vacation	110,322.78	96,890.63
Payroll Taxes Payable	94,620.40	86,468.43
Employee Insurance Withholding	55,928.32	8,517.62
Employee Retirement Withholding	18,649.72	17,614.60
Flexible Spending Account	7,925.38	7,925.38
Good Samaritan Account	0.00	0.00
Employee Garnishment	4,391.75	2,848.99
PPP Loan	0.00	0.00
Total Liabilities	<u>1,241,503.68</u>	<u>817,403.30</u>
<b>Net Assets</b>		
Beginning Net Assets	7,486,142.58	5,151,111.10
Temporarily Restricted Net Assets	211,864.29	377,491.14
Current YTD Net Income	11,579.00	(35,007.05)
Total Net Assets	<u>7,709,585.87</u>	<u>5,493,595.19</u>
Total Liabilities and Net Assets	<u>\$ 8,951,089.55</u>	<u>\$ 6,310,998.49</u>

\*Temp Restricted Assets is comprised of Shelter Clothing (\$5,680.37)  
Restricted for Endowment (\$30,000.00)  
United Way car seats (\$200.31) Caleb's Cause (\$250.00)  
McMahon (\$20,416.65) Sarkeys (\$8,750.00)  
United Way-Shelter (\$2,546.94) United Way-Launch 2021 (\$4,819.75)  
CACFP (\$112,918.40-CFDA 10.558) DHS (\$5,416.81)  
Victory Family (\$13,134.48) Galbraith Lumber (\$7,730.58)  
\*\*Originally presented as \$10,789.04





**CROSSROADS**  
**of Oklahoma**

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

Kemittance Address:  
Blue Cross and Blue Shield  
of Oklahoma  
P.O. Box 650615  
Dallas, TX 75265-0615

For All Billing Inquiries Call:  
800-320-2595

Account:	228910 - CROSSROADS YOUTH AND FAMILY SERVICES, INC.	3643
Profile:	0000763036 - CrossRoads Youth & Family Serv	
Bill Date:	10-14-2022	Payment Due Date: 11-01-2022
Bill Period:	11-01-2022 to 12-01-2022	
		Page 3

**BILL SUMMARY**

Previous Amount Billed

Payments

Check # 079952  
Check # 080147

Adjustments:

COMMUNICATION CREDIT

Total Payments and Adjustments

Remaining Balance

Fees

Current Charges  
Subscriber Fee Adjustments

Total Fees

Total Amount Due

Date

Activity

Total Due

09-19-2022 (157,897.09)  
10-11-2022 (164,890.35)

09-15-2022 (55,000.00)

(\$377,587.44)

(\$55,000.00)

164,020.35  
(2,193.18)

\$161,827.17

**\$106,827.17**

*DR*

In order to properly apply your payment and avoid possible disruption of service, please note the following instructions when remitting your payment:

If remitting by check, please use the payment coupon and envelope that is provided with your Bill.

If remitting electronically via wire, please indicate the following in the description field of the transmittal:

228910 0000763036 11-01

If sending your payment via overnight delivery service, please include the payment coupon and address to:

Blue Cross Blue Shield of Oklahoma  
Attention: 650615  
1501 North Plano Road, Suite 100  
Richardson, TX 75081

**Crossroads Youth & Family Services, Inc.**  
**Income Statement - Youth Services**  
**Fiscal Year thru Period Ending November 30, 2022**

41.67%

Description	Month to Date	Year to Date	Annual Budget	Percent	
CBYS - Outreach & FTOP	\$ 29,135.05	\$ 115,180.59	\$ 345,020.00	33.38%	
CBYS - Shelter	49,235.33	209,229.41	480,000.00	43.59%	39.32%
Municipal Shelter	0.00	0.00	0.00	0.00%	39.32%
OJA-Retention	3,989.47	17,770.41	72,000.00	24.68%	
OJA - CARS	6,482.34	26,386.72	96,999.00	27.20%	
Title XIX-Soonercare	12,044.03	45,518.43	100,000.00	45.52%	
DHS COVID Supplemental	0.00	0.00	0.00	0.00%	
Client Fees	0.00	0.00	200.00	0.00%	
DHS - Food Reimbursement	1,388.16	5,819.78	16,000.00	36.37%	
Contributions	843.13	2,885.76	5,000.00	57.72%	
Other Income	0.00	600.48	0.00	0.00%	
Insure Oklahoma-Health Care	0.00	0.00	1,500.00	0.00%	
Interest Income	826.30	3,087.90	5,000.00	61.76%	
<b>Total Revenue</b>	<b><u>103,943.81</u></b>	<b><u>426,479.48</u></b>	<b><u>1,121,719.00</u></b>	<b><u>38.02%</u></b>	
Salaries & Wages	48,094.18	221,758.61	591,610.00	37.48%	
Payroll Taxes	3,769.25	17,578.49	48,034.00	36.60%	
Employee Benefits	5,633.28	25,795.16	118,580.00	21.75%	
Workers Comp	1,201.19	5,496.88	11,550.00	47.59%	
Contract Labor	10,383.81	47,428.94	123,000.00	38.56%	
Training & Travel	487.29	2,335.85	8,475.00	27.56%	
Rent	708.97	3,615.72	8,825.00	40.97%	
Utilities	1,691.68	8,563.77	23,200.00	36.91%	
Communication	1,382.43	10,510.92	14,800.00	71.02%	
Repairs & Maintenance	4,090.77	14,448.95	35,750.00	40.42%	
Supplies & Postage	6,045.26	23,552.97	54,250.00	43.42%	
Printing/Pub/Ads	168.39	657.30	8,125.00	8.09%	
Child Services	0.00	0.00	0.00	0.00%	
Program Recreation	0.00	529.46	2,500.00	21.18%	
Professional Fees	1,257.66	4,824.77	15,800.00	30.54%	
Dues and Memberships	0.00	0.00	5,500.00	0.00%	
Preplacement Screening	242.51	1,925.54	5,750.00	33.49%	
Insurance Exp	1,355.56	6,777.80	18,980.00	35.71%	
Miscellaneous Expense	383.96	1,976.50	5,000.00	39.53%	
Meals and Events	0.00	456.15	950.00	48.02%	
<b>Total Expenditure</b>	<b><u>86,896.19</u></b>	<b><u>398,233.78</u></b>	<b><u>1,100,679.00</u></b>	<b><u>36.18%</u></b>	
Net revenue over (under)	<b><u>\$ 17,047.62</u></b>	<b><u>\$ 28,245.70</u></b>	<b><u>\$ 21,040.00</u></b>	<b><u>1.84%</u></b>	

**Crossroads Youth & Family Services, Inc.**  
**Income Statement - Head Start**  
**Fiscal Year thru Period Ending November 30, 2022**

41.67%

Description	Month to Date	Year to Date	Annual Budget	Percent
Head Start Revenue	\$ 409,002.11	\$ 2,349,563.69	\$ 5,579,686.00	42.11%
Early Head Start Revenue	408,090.97	2,345,358.46	5,933,904.00	39.52%
HS/EHS Revenue - COVID-19	256,655.18	757,042.12	700,067.00	108.14%
DHS COVID Supplemental	0.00	0.00	0.00	0.00%
DHS-ARP Revenue	0.00	0.00	314,000.00	0.00%
State Appropriated Funds	11,306.34	56,531.70	133,041.00	42.49%
Oklahoma Early Childhood Program	8,576.92	41,422.89	160,000.00	25.89%
Donations - Centerpoint/Sarkeys/McMahc	9,265.37	45,853.08	90,000.00	50.95%
CACFP - USDA	58,832.29	263,964.54	835,113.00	31.61%
Child Care Subsidy	106,975.30	355,665.62	789,641.00	45.04%
E-Rate Reimbursement	0.00	5,140.23	30,000.00	17.13%
Insure Oklahoma-Health Care	6,276.00	29,607.33	0.00	0.00%
Other Income	0.00	0.00	0.00	0.00%
<b>Total Revenue</b>	<b>1,274,980.48</b>	<b>6,250,149.66</b>	<b>14,565,452.00</b>	<b>42.91%</b>
Salaries & Wages	783,754.99	3,398,458.32	8,217,217.00	41.36%
Payroll Taxes	60,812.88	268,730.92	672,686.00	39.95%
Employee Benefits	160,308.42	772,509.73	2,105,058.00	36.70%
Workers Comp	7,445.80	33,576.43	46,853.00	71.66%
Contract Labor	0.00	11,040.00	0.00	0.00%
Equipment	0.00	0.00	0.00	0.00%
Training & Travel	39,080.01	179,295.21	268,636.00	66.74%
Child Services	6,473.94	52,915.73	62,594.00	84.54%
Rent	27,857.36	139,288.93	319,296.00	43.62%
Utilities	18,177.71	109,324.17	225,492.00	48.48%
Communication	14,382.05	75,505.26	111,322.00	67.83%
Repairs & Maintenance	30,068.63	393,345.00	602,022.00	65.34%
Supplies & Postage	34,010.59	324,406.56	837,374.00	38.74%
Printing/Pub/Ads	6,054.82	33,807.98	100,647.00	33.59%
Professional Fees	6,140.35	36,134.00	86,800.00	41.63%
Dues and Memberships	0.00	0.00	0.00	0.00%
Preplacement Screening	926.81	12,825.38	20,840.00	61.54%
Insurance Exp	13,850.33	69,251.65	129,272.00	53.57%
Meals and Events	0.00	2,390.70	9,230.00	25.90%
Miscellaneous	0.00	0.00	0.00	0.00%
USDA Reimburse Food	71,969.13	354,010.39	750,113.00	47.19%
<b>Total Expenditure</b>	<b>1,281,313.82</b>	<b>6,266,816.36</b>	<b>14,565,452.00</b>	<b>43.03%</b>
Net revenue over (under)	\$ (6,333.34)	\$ (16,666.70)	\$ -	0.00%

**Crossroads Youth & Family Services, Inc.**  
**Income Statement - Wewoka Head Start**  
**Fiscal Year thru Period Ending November 30, 2022**

41.67%

Description	Month to Date	Year to Date	Annual Budget	Percent
Head Start Revenue	\$ 172,101.50	\$ 799,510.02	\$ 1,929,368.00	41.44%
HS Revenue - COVID-19	0.00	0.00	0.00	0.00%
CACFP - USDA	8,262.43	26,641.09	0.00	0.00%
State Appropriated Funds	2,577.17	12,885.85	30,926.00	41.67%
Other Income	0.00	0.00	0.00	0.00%
<b>Total Revenue</b>	<b>182,941.10</b>	<b>839,036.96</b>	<b>1,960,294.00</b>	<b>42.80%</b>
Salaries & Wages	105,783.35	439,727.36	1,035,650.00	42.46%
Payroll Taxes	8,205.89	34,661.31	88,434.00	39.19%
Employee Benefits	22,291.53	103,121.59	288,277.00	35.77%
Workers Comp	837.19	3,331.96	4,694.00	70.98%
Contract Labor	0.00	0.00	0.00	0.00%
Equipment	0.00	0.00	0.00	0.00%
Training & Travel	1,592.76	24,110.44	43,814.00	55.03%
Child Services	2,798.65	9,226.05	16,361.00	56.39%
Rent	2,916.67	11,383.35	9,600.00	118.58%
Utilities	1,899.04	10,629.81	24,182.00	43.96%
Communication	2,338.60	11,426.95	21,510.00	53.12%
Repairs & Maintenance	8,256.87	78,739.08	63,916.00	123.19%
Supplies & Postage	5,913.95	36,914.29	314,456.00	11.74%
Printing/Pub/Ads	2,871.47	9,448.76	15,494.00	60.98%
Professional Fees	0.00	415.45	5,000.00	8.31%
Dues and Memberships	0.00	0.00	0.00	0.00%
Preplacement Screening	148.50	1,064.00	12,050.00	8.83%
Insurance Exp	2,592.33	12,961.65	16,856.00	76.90%
Meals and Events	0.00	0.00	0.00	0.00%
Miscellaneous	0.00	0.00	0.00	0.00%
USDA Reimburse Food	14,494.30	51,874.91	0.00	0.00%
<b>Total Expenditure</b>	<b>182,941.10</b>	<b>839,036.96</b>	<b>1,960,294.00</b>	<b>42.80%</b>
Net revenue over (under)	\$ -	\$ -	\$ -	0.00%



Statement of Revenues and Expenditures		
Shelter Clothing Donations		
As of November 30, 2022		
<b>Revenues</b>		
Opening Revenue Balance	\$	6,928.00
CrossPointe Church - 2/6/2017	\$	125.00
CrossPointe Church - 2/6/2017	\$	225.00
CrossPointe Church - 4/6/2017	\$	96.00
CrossPointe Church - 5/31/2017	\$	285.50
Network for Good - 12/19/2018	\$	50.00
Network for Good - 1/25/2019	\$	22.00
Network for Good - 3/1/2019	\$	497.00
Harris Foundation-10/26/2021	\$	6,000.00
<b>Total Revenues</b>	\$	14,228.50
<b>Expenses</b>		
Clothing-Wal Mart July 22, 2016	\$	53.52
Clothing-Wal Mart August 4, 2016	\$	56.31
Clothing-Wal Mart August 11, 2016	\$	121.91
Clothing-Ross September 1, 2016	\$	460.64
Clothing-Ross September 20, 2016	\$	225.51
Clothing-Walmart December 22, 2016	\$	165.16
Clothing-Walmart February 10, 2017	\$	92.14
Clothing-Ross March 24, 2017	\$	531.30
Clothing-Walmart May 13, 2017	\$	299.31
Clothing-Walmart May 31, 2017	\$	199.54
Clothing-Ross July 14, 2017	\$	387.41
Clothing-Walmart August 25, 2017	\$	219.82
Clothing-Walmart October 19, 2017	\$	105.84
Clothing-Walmart October 30, 2017	\$	101.64
Clothing-Walmart December 19, 2017	\$	205.89
Clothing-Ross May 23, 2018	\$	184.84
Clothing-Ross May 30, 2018	\$	789.85
Clothing-Ross May 30, 2018	\$	(859.61)
Clothing-Ross May 30, 2018	\$	858.96
Clothing-JC Penny June 5, 2018	\$	122.22
Clothing-Ross June 28, 2018	\$	411.81
Clothing-Ross October 26, 2018	\$	67.61
Clothing-Ross December 21, 2018	\$	319.77
Clothing-Ross December 21, 2018	\$	289.46
Clothing-DSW December 21, 2018	\$	122.97
Clothing-Walmart December 21, 2018	\$	117.70
Clothing-Walmart April 8, 2019	\$	17.98
Clothing-Walmart May 7, 2019	\$	277.24
Clothing-Walmart June 18, 2019	\$	62.93
Clothing-Walmart October 28, 2019	\$	361.62
Clothing-Walmart October 30, 2019	\$	784.34
Clothing-JC Penny January 24, 2020	\$	18.49
Clothing-Walmart June 03, 2020	\$	177.63
Clothing-Walmart June 18, 2020	\$	25.01
Clothing-Walmart November 01, 2020	\$	426.29
Clothing-Target December 23, 2020	\$	113.99
Clothing-Amazon March, 08, 2022	\$	155.29
Clothing-Johns Pizza March 18, 2022	\$	55.75
Clothing-Walmart March 19, 2022	\$	22.27
Clothing-Walmart April 30, 2022	\$	43.89
Supplies-Lowes June 15, 2022	\$	149.71
Clothing-Walmart August 12, 2022	\$	204.18
<b>Total Expenses</b>	\$	8,548.13
<b>Net Revenue (Temporarily Restricted)</b>	\$	5,680.37

HEADSTART	10 All Counties													Total (Over) Under
	Description	Total	Less Admin Portion	Month 10 November	Actual Exp November	Actual YTD	(Over) Under Program	Admin Budget	Month 10 November	Actual Exp November	Actual YTD	(Over)/Under Program		
													Actual YTD	
Nov-22														
	Salary	3,597,052	3,057,494	2,547,912	237,331	2,134,119	413,793	539,558	449,632	39,903	433,484	16,147	429,940	
	Payroll taxes	310,042	263,536	219,613	17,802	168,552	51,061	46,506	38,755	2,982	33,458	5,298	56,359	
	Benefits	1,255,231	1,066,948	889,122	66,795	654,414	234,707	188,285	156,904	7,581	81,064	75,840	310,547	
	Travel/Training	36,140	30,719	25,599	786	18,018	7,581	5,421	4,518	2,935	14,175	(9,658)	(2,077)	
	Equipment	27,762	23,598	19,665	0	0	19,665	4,164	3,470	0	0	3,470	23,135	
	Supplies	199,580	169,643	141,369	11,832	198,922	(57,553)	29,937	24,948	5,086	71,814	(46,866)	(104,419)	
	Contract Labor	0	0	0	0	0	0	0	0	0	0	0	0	
	Rent	145,715	123,858	103,215	8,886	88,658	14,357	21,857	18,214	3,292	32,916	(14,702)	(345)	
	Utilities/Telephone	226,664	192,664	160,554	16,585	175,288	(14,735)	34,000	28,333	2,010	20,677	7,656	(7,078)	
	Bldg/Child Liab Ins	72,177	61,350	51,125	7,391	89,660	(38,554)	10,827	9,022	979	9,830	(808)	(39,362)	
	Bldg Maint/Rep	165,380	140,573	117,144	15,893	368,864	(251,740)	24,907	20,673	1,827	11,532	9,141	(242,599)	
	Local Travel	61,753	52,490	43,742	1,871	57,217	(13,475)	9,263	7,719	184	2,771	4,948	(8,527)	
	Child Service Consultants	47,999	47,999	39,999	6,354	70,499	(30,500)	0	0	0	0	0	(30,500)	
	Accounting & Legal	61,406	0	0	0	2,030	(2,030)	61,406	51,172	4,143	60,552	(9,381)	(11,411)	
	Publications/Adv/Print	50,696	43,092	35,910	2,981	37,300	(1,390)	7,604	6,337	392	4,038	2,299	909	
	Training	35,748	30,386	25,322	1,673	38,547	(13,225)	5,362	4,469	86	4,639	(170)	(13,396)	
	Preplacement Screening	11,125	9,456	7,880	366	9,189	(1,309)	1,689	1,391	44	529	861	(447)	
	Meals & Events	5,950	5,068	4,215	0	3,238	976	893	744	0	1,114	(370)	607	
	Food	419,000	419,000	349,167	39,371	368,963	(19,796)	0	0	0	0	0	(19,796)	
	Food Related	36,000	36,000	30,000	3,475	34,881	(4,881)	0	0	0	0	0	(4,881)	
	CACFP Reimbursement	(540,001)	(540,001)	(450,001)	(33,154)	(283,211)	(166,790)	0	0	0	0	0	(166,790)	
		6,225,419	5,233,861	4,361,551	406,227	4,235,189	126,362	991,558	826,299	71,254	782,592	43,706	170,068	

EARLY HEADSTART		All Counties													
Nov-22															
Description	Total	Less Admin Portion	Month 10		Actual Exp November	Actual YTD	(Over) Under Program	Admin Budget	Month 10		Actual Exp November	Actual YTD	(Over) Under Program	Total (Over) Under	
			November	November					November	November					
Salary	3,886,939	3,303,898	2,753,248	238,457	2,383,801	369,447	563,041	485,867	31,534	331,272	154,596	524,043			
Payroll taxes	323,800	275,230	229,358	18,334	187,318	42,040	48,570	40,475	2,314	24,972	15,503	57,543			
Benefits	1,301,392	1,106,183	921,819	75,486	713,441	208,378	195,209	162,674	5,867	62,326	100,348	308,727			
Travel/Training	35,649	30,302	25,251	187	15,840	9,412	5,347	4,456	1,531	7,499	(3,043)	6,369			
Equipment	11,314	9,617	8,014	0	0	8,014	1,997	1,414	0	0	1,414	9,428			
Supplies	157,394	133,785	111,487	12,437	226,288	(114,800)	23,609	19,674	4,656	65,149	(45,474)	(160,275)			
Contract Labor	0	0	0	0	0	0	0	0	0	0	0	0			
Rent	166,295	141,351	117,792	12,836	128,362	(10,570)	24,944	20,787	2,844	28,439	(7,652)	(18,222)			
Utilities/Telephone	155,441	132,125	110,104	12,422	137,426	(27,322)	23,316	19,430	1,543	15,857	3,573	(23,749)			
Bldg/Child Liab Ins	48,608	41,315	34,429	4,894	54,294	(19,865)	7,291	6,076	586	5,892	194	(19,671)			
Bldg Maint/Rep	120,050	102,043	85,035	11,105	417,268	(332,233)	18,008	15,006	1,443	9,592	5,414	(326,819)			
Local Travel	28,017	23,814	19,845	842	34,956	(15,110)	4,203	3,502	124	2,129	1,373	(13,737)			
Child Service Consultants	8,000	8,000	6,667	120	7,365	(698)	0	0	0	0	0	(698)			
Accounting & Legal	25,394	0	0	0	1,352	(1,352)	25,394	21,162	1,997	37,069	(15,908)	(17,259)			
Publications/Adv/Print	45,893	39,009	32,508	2,360	26,194	6,314	6,884	5,737	322	3,377	2,360	8,674			
Training	75,595	64,256	53,546	4,613	33,309	20,238	11,339	9,449	78	2,675	6,774	27,012			
Preplacement Screening	9,230	7,846	6,538	510	8,735	(2,197)	1,385	1,154	16	413	740	(1,456)			
Meals & Events	3,160	2,686	2,238	0	1,674	364	474	395	0	983	(588)	(223)			
Food	233,000	233,000	194,167	26,783	278,866	(84,700)	0	0	0	0	0	(84,700)			
Food Related	16,000	16,000	13,333	2,340	20,193	(6,860)	0	0	0	0	0	(6,860)			
CACFP Reimbursement	(249,000)	(249,000)	(207,500)	(25,678)	(253,131)	45,631	0	0	0	0	0	(6,860)			
	6,402,169	5,421,459	4,517,882	398,028	4,423,751	94,132	980,710	817,259	54,857	597,633	219,625	313,757			
	12,627,588	10,655,320	8,879,433	804,255	8,658,940	220,483	1,972,269	1,643,557	126,111	1,380,226	263,331	483,825			





HEADSTART		5 Lincoln/Seminole HS																								
Nov-22		Total		Less Admin Portion		Month 5 November		Actual Exp November		Actual YTD		(Over) Under Program		Admin Budget November		Month 5 November		Actual Exp November		Actual YTD		(Over)/Under Program		Total (Over) Under		
Salary	1,035,650	880,303	880,303	366,783	88,951	343,390	23,463	155,348	16,832	96,337	23,463	155,348	64,728	16,832	96,337	(31,609)	64,728	16,832	96,337	96,337	(31,609)	64,728	16,832	96,337	(8,207)	
Payroll taxes	86,495	73,521	73,521	30,634	6,925	27,303	3,330	12,974	1,281	7,358	3,330	12,974	5,406	1,281	7,358	(1,952)	5,406	1,281	7,358	7,358	(1,952)	5,406	1,281	7,358	1,378	
Benefits	294,910	250,874	250,874	104,447	20,176	88,347	16,100	44,237	2,953	18,106	16,100	44,237	18,432	2,953	18,106	326	18,432	2,953	18,106	18,106	326	18,432	2,953	18,106	16,426	
Travel/Training	14,708	12,502	12,502	5,209	85	2,084	3,126	2,206	0	0	3,126	2,206	919	0	0	919	919	0	0	0	919	919	0	0	4,045	
Equipment	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	
Supplies	314,456	267,288	267,288	111,370	5,914	36,914	74,456	47,168	0	0	74,456	47,168	19,654	0	0	19,654	19,654	0	0	0	19,654	19,654	0	0	94,109	
Contract Labor	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	
Rent	9,600	8,160	8,160	3,400	2,917	11,383	(7,963)	1,440	0	0	11,383	(7,963)	600	0	0	600	600	0	0	0	600	600	0	0	0	
Utilities/Telephone	68,692	58,388	58,388	24,328	4,238	22,057	2,272	10,304	0	0	22,057	2,272	4,293	0	0	4,293	4,293	0	0	0	4,293	4,293	0	0	(7,383)	
Bldg/Child Liab Ins	16,856	14,328	14,328	5,970	2,592	12,962	(6,992)	2,528	0	0	12,962	(6,992)	1,054	0	0	1,054	1,054	0	0	0	1,054	1,054	0	0	6,565	
Bldg Maint/Rep	63,916	54,329	54,329	22,637	8,257	78,739	(58,102)	9,587	0	0	78,739	(58,102)	3,995	0	0	3,995	3,995	0	0	0	3,995	3,995	0	0	(5,938)	
Local Travel	18,820	15,997	15,997	6,665	1,508	15,476	(8,810)	2,823	0	0	15,476	(8,810)	1,176	0	0	1,176	1,176	0	0	0	1,176	1,176	0	0	(52,107)	
Child Service Consultants	16,361	16,361	16,361	6,817	2,799	9,226	(2,409)	0	0	0	9,226	(2,409)	0	0	0	0	0	0	0	0	0	0	0	0	0	(7,634)
Accounting & Legal	5,000	0	0	0	0	0	0	5,000	0	0	0	0	2,083	0	0	2,083	2,083	0	0	0	415	1,668	0	0	(2,409)	
Publications/Adv/Print	15,494	13,170	13,170	5,487	2,871	9,449	(3,961)	2,324	0	0	9,449	(3,961)	968	0	0	968	968	0	0	0	415	1,668	0	0	1,668	
Training	10,286	8,743	8,743	3,643	0	6,551	(2,908)	1,543	0	0	6,551	(2,908)	643	0	0	643	643	0	0	0	643	643	0	0	(2,993)	
Preplacement Screening	12,050	10,243	10,243	4,268	149	1,064	3,204	1,808	0	0	1,064	3,204	753	0	0	753	753	0	0	0	753	753	0	0	(2,265)	
Meals & Events	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,957	
Food	0	0	0	0	14,428	51,498	(51,498)	0	0	0	51,498	(51,498)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Food Related	0	0	0	0	66	377	(377)	0	0	0	377	(377)	0	0	0	0	0	0	0	0	0	0	0	0	(51,498)	
CACFP Reimbursement	0	0	0	0	(8,262)	(26,641)	26,641	0	0	0	(26,641)	26,641	0	0	0	0	0	0	0	0	0	0	0	0	(377)	
	1,983,294	1,684,004	1,684,004	701,668	153,613	690,179	11,489	299,290	21,066	122,217	11,489	299,290	124,704	21,066	122,217	2,488	124,704	21,066	122,217	122,217	2,488	124,704	21,066	122,217	13,977	

PROGRAM INCOME	Lincoln/Seminole HS												
	Total	Less Admin Portion	Month 5		Actual Exp November	Actual YTD	(Over)/Under Program	Admin Budget	Month 5 November	Actual Exp June	Actual YTD	(Over)/Under Program	Total (Over)/Under
			November	November									
Nov-22													
Description													
E-Rate Reimbursement	0	0	0	0	0	0	0	0	0	0	0	0	0
Insure Oklahoma-Healthcare	0	0	0	0	0	0	0	0	0	0	0	0	0
Insurance Proceeds	0	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	0
Gain on Sale	0	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	0
DHS COVID Supplemental	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
	1,983,294	1,684,004	701,668	153,613	690,179	11,489	299,290	124,704	21,066	122,217	2,486	13,977	
<b>IN-KIND ***</b>													
Nov-22													
Description													
	495,824	421,450	175,604	16,633	48,213	(127,391)	74,374	30,989	0	0	(30,989)	(158,380)	

Credit Card Purchases November 2022				
Purchaser				
Terrie Vicknair	11/18/2022	Hyatt Regency	1032.88	Room for Terrie Vicknair
Wendy Swatek	10/29/2022	Vonage	111.99	Phone Charges (Tecumseh Rd)
Wendy Swatek	11/3/2022	Bed Bath & Beyond	1071.66	Shelter Kitchen Supplies
Wendy Swatek	11/15/2022	OKBar.org	175.00	CLE Webinar for Wendy Swatek
Wendy Swatek	11/16/2022	Vonage	4143.12	Monthly Phone Charges
Wendy Swatek	11/19/2022	Zoom	199.90	Agency Video Communication
Ursula Walker	10/28/2022	Caesars Hotel	884.36	Rom for Ursula Walker Child Plus
Ursula Walker	10/28/2022	Caesars Hotel	899.35	Foom for Jennifer Metler Child Plus
Tydree Lewis	10/27/2022	Walmart.com	286.36	Shelter Food and Supplies
Tydree Lewis	11/4/2022	Panda Garden	162.24	Shelter Dinner
Tydree Lewis	11/9/2022	OU Athletic Ticket	115.00	OU Womens Basketball Shelter Outing
Tydree Lewis	11/19/2022	Walmart.com	205.50	Shelter Food and Supplies
Tydree Lewis	11/22/2022	Sams Club	182.97	Shelter Thanksgiving Food Items
Tydree Lewis	11/23/2022	Walmart.com	189.51	Shelter Food and Supplies
Briany Butler	11/8/2022	Council for Professionals	125.00	CDA Renewal for V. Muniz BEGN HS
Briany Butler	11/8/2022	Loving Guidance	420.00	Instructional Coach
Briany Butler	11/11/2022	DK Outlet	164.52	Classroom Supplies for EE EHS
Candus Ingram	10/29/2022	Pei Wei	141.74	Shelter Food-United Way
Candus Ingram	10/27/2022	Holiday Inn	167.63	Room for Jennifer Calvillo
Candus Ingram	11/1/2022	Care Courses	117.00	Books for Kalli Hurley Union EHS
Candus Ingram	11/4/2022	Walmart.com	116.35	FamAdv Office Chair
Candus Ingram	11/8/2022	Super Shuttle	193.50	Airport Shuttle for Shine Conference San Diego
Candus Ingram	11/10/2022	Walmart.com	117.15	Office Chair for Pott Co MH Coord
Candus Ingram	11/18/2022	Hyatt Regency	1032.88	Room for Jennifer Calvillo Shine
Candus Ingram	11/18/2022	Hyatt Regency	1032.88	Room for Amy Gregg Shine
Candus Ingram	11/18/2022	Hyatt Regency	1032.88	Room for Jennifer Prince Shine
Kauano Labrie	10/26/2022	Walmart.com	168.27	Seminole HS Classroom Supplies
Brittini Cowles	10/28/2022	Caesars Hotel	884.36	Room for Brittini Ellis ChildPlus
Brittini Cowles	10/28/2022	Caesars Hotel	899.35	Room for Amy Gregg ChildPlus
Mike Templeton	10/27/2022	Norman Tag Agency	2076.76	Tag, Title, and Tax on new Maint Truck
Mike Templeton	10/30/2022	GoDaddy	160.92	Website Security Renewal
Mike Templeton	10/28/2022	Discount Tire	232.43	New Tires for Trailer
Mike Templeton	10/31/2022	Budget Dumpster	410.00	Rental for Shelter
Mike Templeton	10/31/2022	GoDaddy	493.35	Domain Renewals
Mike Templeton	11/1/2022	The Home Depot	250.00	Floor Machine Rental for Shelter
Mike Templeton	11/1/2022	Bryan Street Storage	325.00	Storage in Shawnee 3 units
Mike Templeton	11/3/2022	Ferguson Buick GMC	519.32	Trailer Hitch for new Main Truck
Mike Templeton	11/10/2022	BNB	879.99	Monthly Data Backup
Mike Templeton	11/10/2022	Cruise In Auto Spa	102.21	Oil Change for GMC Truck
Mike Templeton	11/15/2022	LE Acker Co	100.00	Wheels for Oven at Shelter
Denise McClure	10/31/2022	Torchys	106.96	Shelter Dinner
Denise McClure	11/2/2022	Sams Club	124.80	Shelter Food- YS Donations



Account Number: XXXX XXXX XXXX 9064  
 CROSSROADS YOUTH & FAMILY  
 Statement Closing Date: 11/27/22

**Corporate Account Summary**

Previous Balance		\$23,844.17
Purchases and other Charges	+	\$24,504.87
Cash Advances	+	\$0.00
Credits	-	\$807.36
Payments	-	\$27,987.29
Late Payment Charge	+	\$0.00
Finance Charges	+	\$0.00
<b>New Balance</b>		<b>\$19,754.39</b>
Disputed Amount		\$0.00

**Corporate Account Summary**

Past Due Amount	\$0.00
Credit Limit	\$50,000.00
Available Credit Limit	\$30,245.61
Cash Advance Credit Limit	\$0.00
Days in Billing Cycle	31
Statement Closing Date	11/27/22
Minimum Payment Due	\$593.00
Payment Due Date	12/22/22

Call Customer Service 1-800-356-8085  
 Lost or Stolen Credit Card 1-800-356-8085

Manage your account online at:  
[www.arvest.com](http://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
11/10	11/10	74494572314231400002174	PAYMENT RECEIVED - THANK YOU	-\$23,844.17
11/17	11/17	74494572321232100002218	PAYMENT RECEIVED - THANK YOU	-\$4,143.12

**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	13.24% (v)	\$0.00	\$0.00
CASH ADVANCES	13.24% (v)	\$0.00	\$0.00

(v) = Variable Rate

**REWARDS SUMMARY**

Previous Balance	Earned	Other Adjustments	Redeemed	Current Balance
181,166	23,352	0	0	204,518

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 \$19,754.39  
 Minimum Payment Due \$593.00  
 Payment Due Date 12/22/22

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

Amount enclosed \$

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: 11/27/22

**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](http://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](http://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 goods 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](http://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](http://www.arvest.com)

SC208-7208-0320

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: 11/27/22

**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	\$38.00	\$0.00	\$38.00
DONNA BENSON XXXX XXXX XXXX 6006	\$4,000	\$0.00	\$61.93	\$0.00	\$61.93
TERRIE VICKNAIR XXXX XXXX XXXX 8572	\$4,500	\$0.00	\$1,180.21	\$0.00	\$1,180.21
DARLENE CHATAGNIER XXXX XXXX XXXX 5736	\$7,000	\$0.00	\$542.50	\$0.00	\$542.50
WENDY SWATEK XXXX XXXX XXXX 6870	\$10,000	\$0.00	\$5,708.53	\$0.00	\$5,708.53
URSULA WALKER XXXX XXXX XXXX 0353	\$6,500	\$0.00	\$1,783.71	\$0.00	\$1,783.71
TYDREE LEWIS XXXX XXXX XXXX 0639	\$4,500	\$0.00	\$1,975.54	\$0.00	\$1,975.54
BRIANY BUTLER XXXX XXXX XXXX 9791	\$5,000	\$0.00	\$812.32	\$0.00	\$812.32
CANDUS INGRAM XXXX XXXX XXXX 9046	\$34,000	\$580.90	\$4,502.26	\$0.00	\$3,921.36
KAUANOE LABRIE XXXX XXXX XXXX 9053	\$5,000	\$0.00	\$239.26	\$0.00	\$239.26
JENNIFER FOSTER XXXX XXXX XXXX 1793	\$3,000	\$0.00	\$56.84	\$0.00	\$56.84
AMY GREGG XXXX XXXX XXXX 5925	\$1,000	\$0.00	\$35.00	\$0.00	\$35.00
BRITNI COWLES XXXX XXXX XXXX 4628	\$6,500	\$0.00	\$1,783.71	\$0.00	\$1,783.71
MIKE TEMPLETON XXXX XXXX XXXX 4325	\$10,000	\$26.46	\$5,549.98	\$0.00	\$5,523.52
DENISE MCCLURE XXXX XXXX XXXX 3666	\$10,000	\$0.00	\$235.08	\$0.00	\$235.08

**Cardholder Account Activity**

GARY COONER		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
Trans Date	Post Date	Reference Number	Description	Amount		
XXXX XXXX XXXX 9114		\$9,000	\$0.00	\$38.00	\$0.00	\$38.00
11/03	11/04	24430992307400815032081	MSFT * E0400QLHH MSBILL.INFO WA			\$38.00

DONNA BENSON		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
Trans Date	Post Date	Reference Number	Description	Amount		
XXXX XXXX XXXX 6006		\$4,000	\$0.00	\$61.93	\$0.00	\$61.93
11/03	11/04	24801972307839000010373	QUALITY LUBE & AUTO SHAWNEE OK			\$42.83
11/10	11/11	24137462315001430062600	USPS PO 3974470441 SHAWNEE OK			\$9.55
11/10	11/11	24137462315001430062782	USPS PO 3974470441 SHAWNEE OK			\$9.55

TERRIE VICKNAIR		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
Trans Date	Post Date	Reference Number	Description	Amount		
XXXX XXXX XXXX 8572		\$4,500	\$0.00	\$1,180.21	\$0.00	\$1,180.21
11/13	11/14	24492152317740086639294	SQ *PEACE CAB 251 1 SAN DIEGO CA			\$39.88
11/18	11/18	24492152322719367222270	UBER TRIP HELP.UBER.COM CA			\$4.13
11/17	11/18	24492152321715341180445	UBER TRIP HELP.UBER.COM CA			\$5.00
11/17	11/18	24492152321715341173861	UBER TRIP HELP.UBER.COM CA			\$19.30
11/18	11/21	24492152322743367217759	UBER TRIP HELP.UBER.COM CA			\$20.69
11/19	11/21	24011332323900017905949	USAPARK.NET 303-8259192 OK			\$58.33
11/18	11/21	24943002323722383644676	HYATT REGENC MISSNBAY&RE 8885884384 CA 11/13/22 367726788885884384			\$1,032.88

DARLENE CHATAGNIER		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
Trans Date	Post Date	Reference Number	Description	Amount		
XXXX XXXX XXXX 5736		\$7,000	\$0.00	\$542.50	\$0.00	\$542.50
11/08	11/09	24210732312083314394316	IDENTOGO - OK FINGERPRINT BILLERICA MA			\$54.25
11/10	11/11	24210732314083349043282	IDENTOGO - OK FINGERPRINT BILLERICA MA			\$54.25
11/14	11/15	24210732318083730267009	IDENTOGO - OK FINGERPRINT BILLERICA MA			\$54.25
11/14	11/15	24210732318083740145427	IDENTOGO - OK FINGERPRINT BILLERICA MA			\$54.25

(transactions continued on next page)

Account Number: XXXX XXXX XXXX 9064  
 CROSSROADS YOUTH & FAMILY  
 Statement Closing Date: 11/27/22

**Cardholder Account Activity cont.**

11/15	11/16	24210732319083314516085	IDENTOGO - OK FINGERPRINT BILLERICA MA	\$54.25
11/17	11/18	24210732321083703157687	IDENTOGO - OK FINGERPRINT BILLERICA MA	\$54.25
11/17	11/18	24210732321083703996704	IDENTOGO - OK FINGERPRINT BILLERICA MA	\$54.25
11/17	11/18	24210732321083710461973	IDENTOGO - OK FINGERPRINT BILLERICA MA	\$54.25
11/18	11/21	24210732322083328112330	IDENTOGO - OK FINGERPRINT BILLERICA MA	\$54.25
11/23	11/25	24210732327083713494108	IDENTOGO - OK FINGERPRINT BILLERICA MA	\$54.25

<b>WENDY SWATEK</b>			<b>Credit Limit</b>	<b>Credits</b>	<b>Purchases</b>	<b>Cash Advances</b>	<b>Total Activity</b>
XXXX XXXX XXXX 6870			\$10,000	\$0.00	\$5,708.53	\$0.00	\$5,708.53
<b>Trans Date</b>	<b>Post Date</b>	<b>Reference Number</b>	<b>Description</b>				
10/29	10/31	24692162302106065507775	VBS*VONAGE BUSINESS 866-901-0242 GA				
11/03	11/04	24138292308400000029305	BED BATH & BEYOND #231 NORMAN OK				
11/12	11/14	24692162316106441814477	VBS*VONAGE BUSINESS 866-901-0242 GA				
11/11	11/14	24692162315105645450840	VBS*VONAGE BUSINESS 866-901-0242 GA				
11/15	11/16	24492162319000047071864	WWW.OKBAR.ORG WWW.OKBAR.ORG OK				
11/16	11/17	24692162320109403356358	VBS*VONAGE BUSINESS 866-901-0242 GA				
11/19	11/21	24011342323000050557266	ZOOM.US 888-799-9666 WWW.ZOOM.US CA				
			<b>Amount</b>				

<b>URSULA WALKER</b>			<b>Credit Limit</b>	<b>Credits</b>	<b>Purchases</b>	<b>Cash Advances</b>	<b>Total Activity</b>
XXXX XXXX XXXX 0353			\$6,500	\$0.00	\$1,783.71	\$0.00	\$1,783.71
<b>Trans Date</b>	<b>Post Date</b>	<b>Reference Number</b>	<b>Description</b>				
10/28	10/31	24943002302750140835043	CAESARS HOTEL & CASINO LAS VEGAS NV				
			10/23/22 CAESARSPALACE				
10/28	10/31	24943002302750140835274	CAESARS HOTEL & CASINO LAS VEGAS NV				
			10/23/22 CAESARSPALACE				
			<b>Amount</b>				

<b>TYDREE LEWIS</b>			<b>Credit Limit</b>	<b>Credits</b>	<b>Purchases</b>	<b>Cash Advances</b>	<b>Total Activity</b>
XXXX XXXX XXXX 0639			\$4,500	\$0.00	\$1,975.54	\$0.00	\$1,975.54
<b>Trans Date</b>	<b>Post Date</b>	<b>Reference Number</b>	<b>Description</b>				
10/26	10/28	24034542300003101714972	7-ELEVEN 41438 NORMAN OK				
10/27	10/28	24692162300104247397894	WALMART.COM 800-966-6546 AR				
10/28	10/31	24445002301100302448660	WALMART.COM 8009666546 800-966-6546 AR				
11/01	11/03	24445002306100278950504	STARBUCKS 800-782-7282 800-782-7282 WA				
11/01	11/03	24445002306500413358739	DOMINO'S 6439 405-692-0303 OK				
11/02	11/03	24427332306720204988246	MCDONALD'S F33494 NORMAN OK				
11/05	11/07	24692162309101052108623	SQ *HURTS DONUT COMPANY NORMAN OK				
11/04	11/07	24765012309206000001710	PANDA GARDEN NORMAN OK				
11/06	11/08	24445002311500407478546	SLIM CHICKENS 15401 NORMAN OK				
11/07	11/09	24445002312100278497193	WENDY'S 357 616-776-2600 OK				
11/09	11/10	24137462314001435197428	CVS/PHARMACY #02271 NORMAN OK				
11/09	11/11	24108382314700428016884	OU ATHLETIC TICKET OFFIC NORMAN OK				
11/11	11/14	24445002316500565005854	DOMINO'S 6439 405-692-0303 OK				
11/13	11/15	24445002318100263889176	STARBUCKS 800-782-7282 800-782-7282 WA				
11/14	11/15	24183102318900010800028	CHICKEN EXPRESS NORMAN NORMAN OK				
11/16	11/16	24692162320108795771612	GOOGLE *YT PRIMETIME G.CO/HELPPAY# CA				
11/15	11/17	24445002320100287459994	WALMART.COM 8009666546 800-966-6546 AR				
11/19	11/21	24055232323083706003042	WALMART.COM 800-966-6546 AR				
11/19	11/21	24204292323000014736828	DISNEY PLUS BURBANK CA				
11/18	11/21	24445002323100344449183	STARBUCKS 800-782-7282 800-782-7282 WA				
11/18	11/21	24445002323200174110085	WENDY'S DIGITAL 877-949-3622 OH				
11/19	11/21	24692162323101606054630	WALMART.COM 800-966-6546 AR				
11/21	11/22	24692162325103144451102	GOOGLE *YOUTUBE TV G.CO/HELPPAY# CA				
11/23	11/25	24040832327900018165485	CICIS PIZZA 72 OLO 405-3601114 OK				
11/23	11/25	24445002328200057893166	WENDY'S DIGITAL 877-949-3622 OH				
11/22	11/25	24226382327360629543053	SAMSLUB #4761 NORMAN OK				
11/23	11/25	24692162327104609399735	WALMART.COM 800-966-6546 AR				
			<b>Amount</b>				

<b>BRIANY BUTLER</b>			<b>Credit Limit</b>	<b>Credits</b>	<b>Purchases</b>	<b>Cash Advances</b>	<b>Total Activity</b>
XXXX XXXX XXXX 9791			\$5,000	\$0.00	\$812.32	\$0.00	\$812.32
<b>Trans Date</b>	<b>Post Date</b>	<b>Reference Number</b>	<b>Description</b>				
10/31	11/01	24492162304000041700978	CENTER FOR EARLY CHILD THERMACUBE.CO OK				
10/31	11/01	240133923040003622456955	CARE COURSES MC LEAN VA				
11/01	11/02	24755422306133064845343	LOVING GUIDANCE LLC 208-2143911 IL				
11/08	11/09	24445002312300517304032	FSP*COUNCIL FOR PROFESSIO 800-424-4310 DC				
11/08	11/09	24755422312283123820282	LOVING GUIDANCE LLC 208-2143911 IL				
11/11	11/14	24492152315852240559110	DK OUTLET INC 888-685-9236 IL				
			<b>Amount</b>				

(transactions continued on next page)





Account Number: XXXX XXXX XXXX 9064  
 CROSSROADS YOUTH & FAMILY  
 Statement Closing Date: 11/27/22

**Cardholder Account Activity cont.**

CANDUS INGRAM		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 9046		\$34,000	\$580.90	\$4,502.26	\$0.00	\$3,921.36
Trans Date	Post Date	Reference Number	Description	Amount		
10/27	10/28	2449216230000026436287	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$20.00		
10/27	10/28	24445002300200136059757	WALMART.COM 8009666546 800-966-6546 AR	\$42.67		
10/29	10/31	24013392302003409683294	034 BRAUMS STORE NORMAN OK	\$31.15		
10/29	10/31	24540452303015500945458	PEI WEI - 0191 NORMAN 972-4579282 OK	\$141.74		
10/27	10/31	24943002301708299290882	HOLIDAY INN EXPRESS & SU LAWTON OK 10/26/22 11608130	\$167.63		
11/01	11/02	24431062306083014666339	TARGET.COM * 800-591-3869 MN	\$87.57		
11/01	11/02	24431062306083014712091	TARGET.COM * 800-591-3869 MN	\$87.57		
11/01	11/02	24431062306083014714360	TARGET.COM * 800-591-3869 MN	\$87.57		
11/01	11/02	24013392305000111730584	CARE COURSES MC LEAN VA	\$117.00		
11/04	11/07	74692162308100239380648	FAIRFIELD INN & SUITES MADISON WI 11/04/22 308039	-\$252.95		
11/04	11/07	74692162308100239380655	FAIRFIELD INN & SUITES MADISON WI 11/04/22 308040	-\$252.95		
11/05	11/07	24427332309740294695896	SONIC DRIVE IN #6202 NORMAN OK	\$69.21		
11/04	11/07	24055232308083301249981	WALMART.COM 800-966-6546 AR	\$116.35		
11/08	11/09	24492152312743980583613	SUPERSHUTTLE & EXECUCAR O 650-515-6707 MO	\$193.50		
11/10	11/11	24055232314083731161741	WALMART.COM 800-966-6546 AR	\$117.15		
11/12	11/14	24137462317001337746048	USPS PO 3959620433 NORMAN OK	\$10.20		
11/12	11/14	24122592317030027319460	DONUT KING NORMAN OK	\$27.23		
11/14	11/15	74692162318107742963867	SOUTHWES 5269937213477 800-435-9792 TX PRINCE/JENNIFER 11/14/22 DAL DAL	-\$25.00		
11/14	11/15	74692162318107742963875	SOUTHWES 5269937213478 800-435-9792 TX GREGG/AMY 11/14/22 DAL DAL	-\$25.00		
11/14	11/15	74692162318107742963883	SOUTHWES 5269937213479 800-435-9792 TX CAVILLO/JENNIFER 11/14/22 DAL DAL	-\$25.00		
11/14	11/15	24492162318000039512140	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$20.00		
11/15	11/16	24137462320001421376947	USPS PO 3961230017 DEL CITY OK	\$13.55		
11/17	11/21	24164072322037188377497	CHEDDARS 0202000020420 MIDWEST CITY OK	\$53.53		
11/18	11/21	24943002323722388646585	HYATT REGENC MISSNBAY&RE 8885884384 CA 11/14/22 368706098885884384	\$1,032.88		
11/18	11/21	24943002323722388649100	HYATT REGENC MISSNBAY&RE 8885884384 CA 11/14/22 368706158885884384	\$1,032.88		
11/18	11/21	24943002323722388664596	HYATT REGENC MISSNBAY&RE 8885884384 CA 11/14/22 367726588885884384	\$1,032.88		

KAUANOE LABRIE		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 9053		\$5,000	\$0.00	\$239.26	\$0.00	\$239.26
Trans Date	Post Date	Reference Number	Description	Amount		
10/26	10/28	24445002300200136059914	WALMART.COM 8009666546 800-966-6546 AR	\$16.45		
10/26	10/28	24445002300200136059831	WALMART.COM 8009666546 800-966-6546 AR	\$168.27		
10/28	10/31	24055232301083328034827	WALMART.COM 800-966-6546 AR	\$15.35		
11/03	11/04	24055232307083755879227	WALMART.COM 800-966-6546 AR	\$39.19		

JENNIFER FOSTER		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 1793		\$3,000	\$0.00	\$56.84	\$0.00	\$56.84
Trans Date	Post Date	Reference Number	Description	Amount		
11/10	11/14	24445002315500447256742	DOMINO'S 6439 405-692-0303 OK	\$56.84		

AMY GREGG		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 5925		\$1,000	\$0.00	\$35.00	\$0.00	\$35.00
Trans Date	Post Date	Reference Number	Description	Amount		
11/11	11/14	24692162315105574354138	AMERICAN RED CROSS 800-733-2767 DC	\$35.00		

BRITNI COWLES		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 4628		\$6,500	\$0.00	\$1,783.71	\$0.00	\$1,783.71
Trans Date	Post Date	Reference Number	Description	Amount		
10/28	10/31	24943002302750140835126	CAESARS HOTEL & CASINO LAS VEGAS NV 10/23/22 CAESARSPALACE	\$884.36		
10/28	10/31	24943002302750140835217	CAESARS HOTEL & CASINO LAS VEGAS NV 10/23/22 CAESARSPALACE	\$899.35		

(transactions continued on next page)

Account Number: XXXX XXXX XXXX 9064  
 CROSSROADS YOUTH & FAMILY  
 Statement Closing Date: 11/27/22

Page 6 of 6

### Cardholder Account Activity cont.

MIKE TEMPLETON			Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 4325			\$10,000	\$26.46	\$5,549.98	\$0.00	\$5,523.52
Trans Date	Post Date	Reference Number	Description	Amount			
10/27	10/28	24447702300900015658644	NORMAN TAG AGENCY NORMAN OK	\$2,076.76			
10/30	10/31	24430992304400909037916	DNH*GODADDY.COM HTTPS://WWW.G AZ	\$160.92			
10/28	10/31	24445002302000933508669	DISCOUNT TIRE CO OKO 05 MOORE OK	\$232.43			
10/31	11/01	24755422304173048040803	BUDGET DUMPSTER 866-2846164 OH	\$410.00			
10/31	11/01	24906412304159514825594	DNH*GODADDY.COM 480-5058855 AZ	\$493.35			
11/01	11/03	74943012306010195756762	THE HOME DEPOT #3917 MOORE OK	-\$26.46			
11/01	11/03	24692162306108742379400	THE HOME DEPOT 3917 MOORE OK	\$250.00			
11/01	11/03	24275392306043864487624	BRYAN STREET STORAGE 405-2739933 OK	\$325.00			
11/03	11/04	24013392307000322478856	FERGUSON BUICK GMC SERVIC NORMAN OK	\$519.32			
11/08	11/09	24801972312872843490265	BNB TECHNOLOGY 405-292-5408 OK	\$879.99			
11/10	11/11	24801972314872832344315	CRUISE IN AUTO SPA NORMAN OK	\$102.21			
11/15	11/16	24755422319263195075638	L E ACKER CO OKLAHOMA CITY OK	\$100.00			

DENISE MCCLURE			Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 3666			\$10,000	\$0.00	\$235.08	\$0.00	\$235.08
Trans Date	Post Date	Reference Number	Description	Amount			
10/31	11/02	24013392305000055421943	036 TORCHYS CF NORMAN 512-4418900 OK	\$106.96			
11/02	11/03	24445002307400179444444	SAMS CLUB #4761 NORMAN OK	\$124.80			
11/17	11/18	24733092322091273003112	TXDPS CRIME RECS EGOV.COM TX	-\$3.32			



**Crossroads Youth & Family Services, Inc.**  
**Balance Sheet**  
**As of 12/31/2022**

	<u>Current Year</u>	<u>Prior Year</u>
<b>Assets</b>		
Cash & Cash Equivalents		
Petty Cash	\$ 504.00	\$ 400.00
Cash in Arvest Bank	553,976.21	99,244.92
Cash in Republic Bank	929,490.64	444,555.73
BancFirst - Childcare Subsidies	90,222.51	24,990.43
Total Cash & Cash Equivalents	<u>1,574,193.36</u>	<u>569,191.08</u>
Other Current Assets		
Accounts Receivable	912,397.32	1,272,285.74
Employee Receivable	12.67	3,034.77
Prepaid Insurance	41,407.43	67,935.65
Prepaid Workers Comp	8,854.63	17,441.45
Prepaid Expense Other	0.00	7,289.50
Deposits	1,500.00	1,500.00
Total Other Current Assets	<u>964,172.05</u>	<u>1,369,487.11</u>
Long-term Assets		
Property & Equipment	6,103,160.81	4,576,938.83
Total Assets	<u>\$ 8,641,526.22</u>	<u>\$ 6,515,617.02</u>
<b>Liabilities</b>		
Accounts Payable	\$ 87,207.59	\$ 220,024.53
Deferred Revenue	539,106.14	314,000.00
Accrued Workers Comp	17,172.66	24,163.76
Accrued Wages	131,349.37	128,523.63
Accrued Vacation	110,322.78	96,890.63
Payroll Taxes Payable	37,207.47	36,096.77
Employee Insurance Withholding	56,287.82	(470.49)
Employee Retirement Withholding	7,161.44	6,838.43
Flexible Spending Account	7,925.38	7,925.38
Good Samaritan Account	0.00	0.00
Employee Garnishment	3,213.28	2,833.74
PPP Loan	0.00	0.00
Total Liabilities	<u>996,953.93</u>	<u>836,826.38</u>
<b>Net Assets</b>		
Beginning Net Assets	7,360,081.93	5,429,760.52
Temporarily Restricted Net Assets	236,942.40	208,820.03
Current YTD Net Income	<u>47,547.96</u>	<u>40,210.09</u>
Total Net Assets	<u>7,644,572.29</u>	<u>5,678,790.64</u>
Total Liabilities and Net Assets	<u>\$ 8,641,526.22</u>	<u>\$ 6,515,617.02</u>

\*Temp Restricted Assets is comprised of Shelter Clothing (\$5,530.66)  
Restricted for Endowment (\$60,000.00)  
United Way car seats (\$200.31) Caleb's Cause (\$250.00)  
McMahon (\$17,499.98) Sarkeys (\$7,500.00)  
United Way-Shelter (\$2,546.94) United Way-Launch 2021 (\$4,819.75)  
CACFP (\$112,918.40-CFDA 10.558) DHS (\$5,416.81)  
Victory Family (\$13,134.48) Galbraith Lumber (\$7,125.07)  
\*\*Originally presented as \$10,789.04

**Crossroads Youth & Family Services, Inc.**  
**Income Statement - Youth Services**  
**Fiscal Year thru Period Ending December 31, 2022**

50.00%

Description	Month to Date	Year to Date	Annual Budget	Percent	
CBYS - Outreach & FTOP	\$ 22,022.13	\$ 137,202.72	\$ 345,020.00	39.77%	
CBYS - Shelter	53,218.03	262,447.44	480,000.00	54.68%	48.44%
Municipal Shelter	0.00	0.00	0.00	0.00%	48.44%
OJA-Retention	3,922.09	21,692.50	72,000.00	30.13%	
OJA - CARS	2,506.89	28,893.61	96,999.00	29.79%	
Title XIX-Soonercare	8,595.95	54,114.38	100,000.00	54.11%	
DHS COVID Supplemental	0.00	0.00	0.00	0.00%	
Client Fees	0.00	0.00	200.00	0.00%	
DHS - Food Reimbursement	1,481.29	7,301.07	16,000.00	45.63%	
Contributions	226.16	3,111.92	5,000.00	62.24%	
Other Income	0.00	600.48	0.00	0.00%	
Insure Oklahoma-Health Care	0.00	0.00	1,500.00	0.00%	
Interest Income	1,204.32	4,292.22	5,000.00	85.84%	
<b>Total Revenue</b>	<b>93,176.86</b>	<b>519,656.34</b>	<b>1,121,719.00</b>	<b>46.33%</b>	
Salaries & Wages	48,990.23	270,748.84	591,610.00	45.76%	
Payroll Taxes	3,872.59	21,451.08	48,034.00	44.66%	
Employee Benefits	5,747.58	31,542.74	118,580.00	26.60%	
Workers Comp	1,229.87	6,726.75	11,550.00	58.24%	
Contract Labor	8,726.93	56,065.87	123,000.00	45.58%	
Training & Travel	189.96	2,525.81	8,475.00	29.80%	
Rent	708.97	4,324.69	8,825.00	49.00%	
Utilities	1,636.12	10,199.89	23,200.00	43.97%	
Communication	1,393.79	11,904.71	14,800.00	80.44%	
Repairs & Maintenance	2,291.02	17,043.04	35,750.00	47.67%	
Supplies & Postage	4,224.89	28,614.69	54,250.00	52.75%	
Printing/Pub/Ads	61.91	719.21	8,125.00	8.85%	
Child Services	0.00	0.00	0.00	0.00%	
Program Recreation	77.11	606.57	2,500.00	24.26%	
Professional Fees	1,810.39	6,635.16	15,800.00	41.99%	
Dues and Memberships	35.75	35.75	5,500.00	0.65%	
Preplacement Screening	277.35	2,202.89	5,750.00	38.31%	
Insurance Exp	795.39	7,573.19	18,980.00	39.90%	
Miscellaneous Expense	373.87	2,350.37	5,000.00	47.01%	
Meals and Events	380.94	837.09	950.00	88.11%	
<b>Total Expenditure</b>	<b>82,824.66</b>	<b>482,108.34</b>	<b>1,100,679.00</b>	<b>43.80%</b>	
Net revenue over (under)	<b>\$ 10,352.20</b>	<b>\$ 37,548.00</b>	<b>\$ 21,040.00</b>	<b>2.53%</b>	

**Crossroads Youth & Family Services, Inc.**  
**Income Statement - Head Start**  
**Fiscal Year thru Period Ending December 31, 2022**

50.00%

Description	Month to Date	Year to Date	Annual Budget	Percent
Head Start Revenue	\$ 447,608.09	\$ 2,800,507.43	\$ 5,579,686.00	50.19%
Early Head Start Revenue	451,060.57	2,799,900.96	5,933,904.00	47.18%
HS/EHS Revenue - COVID-19	1,089.63	758,131.75	700,067.00	108.29%
DHS COVID Supplemental	0.00	0.00	0.00	0.00%
DHS-ARP Revenue	0.00	0.00	314,000.00	0.00%
State Appropriated Funds	11,306.34	67,838.04	133,041.00	50.99%
Oklahoma Early Childhood Program	8,576.91	49,999.80	160,000.00	31.25%
Donations - Centerpoint/Sarkeys/McMahc	9,258.63	55,111.71	90,000.00	61.24%
CACFP - USDA	42,485.26	306,449.80	835,113.00	36.70%
Child Care Subsidy	70,651.79	426,317.41	789,641.00	53.99%
E-Rate Reimbursement	0.00	5,140.23	30,000.00	17.13%
Insure Oklahoma-Health Care	8,087.21	37,694.54	0.00	0.00%
Other Income	0.00	0.00	0.00	0.00%
<b>Total Revenue</b>	<b>1,050,124.43</b>	<b>7,307,091.67</b>	<b>14,565,452.00</b>	<b>50.17%</b>
Salaries & Wages	626,698.62	4,025,156.94	8,217,217.00	48.98%
Payroll Taxes	49,137.02	317,867.94	672,686.00	47.25%
Employee Benefits	157,854.96	930,364.69	2,105,058.00	44.20%
Workers Comp	7,847.19	41,423.62	46,853.00	88.41%
Contract Labor	0.00	11,040.00	0.00	0.00%
Equipment	0.00	0.00	0.00	0.00%
Training & Travel	2,708.70	182,073.04	268,636.00	67.78%
Child Services	5,360.69	58,276.42	62,594.00	93.10%
Rent	27,857.36	167,146.29	319,296.00	52.35%
Utilities	21,511.62	132,426.43	225,492.00	58.73%
Communication	15,111.62	90,616.88	111,322.00	81.40%
Repairs & Maintenance	50,826.31	444,546.01	602,022.00	73.84%
Supplies & Postage	38,739.16	365,942.81	837,374.00	43.70%
Printing/Pub/Ads	6,075.49	39,883.47	100,647.00	39.63%
Professional Fees	8,839.06	44,973.06	86,800.00	51.81%
Dues and Memberships	204.25	204.25	0.00	0.00%
Preplacement Screening	687.65	13,513.03	20,840.00	64.84%
Insurance Exp	24,830.58	94,082.23	129,272.00	72.78%
Meals and Events	340.04	2,730.74	9,230.00	29.59%
Miscellaneous	887.00	887.00	0.00	0.00%
USDA Reimburse Food	7,940.45	363,936.86	750,113.00	48.52%
<b>Total Expenditure</b>	<b>1,053,457.77</b>	<b>7,327,091.71</b>	<b>14,565,452.00</b>	<b>50.30%</b>
Net revenue over (under)	\$ (3,333.34)	\$ (20,000.04)	\$ -	0.00%

**Crossroads Youth & Family Services, Inc.**  
**Income Statement - Wewoka Head Start**  
**Fiscal Year thru Period Ending December 31, 2022**

50.00%

Description	Month to Date	Year to Date	Annual Budget	Percent
Head Start Revenue	\$ 139,371.03	\$ 939,434.10	\$ 1,929,368.00	48.69%
HS Revenue - COVID-19	0.00	0.00	0.00	0.00%
CACFP - USDA	6,532.46	33,173.55	0.00	0.00%
State Appropriated Funds	2,577.17	15,463.02	30,926.00	50.00%
Other Income	0.00	0.00	0.00	0.00%
<b>Total Revenue</b>	<b>148,480.66</b>	<b>988,070.67</b>	<b>1,960,294.00</b>	<b>50.40%</b>
Salaries & Wages	85,493.70	525,221.06	1,035,650.00	50.71%
Payroll Taxes	6,687.82	41,349.13	88,434.00	46.76%
Employee Benefits	22,744.11	125,865.70	288,277.00	43.66%
Workers Comp	675.15	4,007.11	4,694.00	85.37%
Contract Labor	0.00	0.00	0.00	0.00%
Equipment	0.00	0.00	0.00	0.00%
Training & Travel	1,413.07	25,523.51	43,814.00	58.25%
Child Services	1,730.00	10,956.05	16,361.00	66.96%
Rent	1,716.67	13,100.02	9,600.00	136.46%
Utilities	2,248.71	13,039.82	24,182.00	53.92%
Communication	2,708.99	14,294.29	21,510.00	66.45%
Repairs & Maintenance	1,972.76	80,787.80	63,916.00	126.40%
Supplies & Postage	13,473.31	50,387.60	314,456.00	16.02%
Printing/Pub/Ads	1,411.21	10,859.97	15,494.00	70.09%
Professional Fees	0.00	415.45	5,000.00	8.31%
Dues and Memberships	0.00	0.00	0.00	0.00%
Preplacement Screening	38.00	1,102.00	12,050.00	9.15%
Insurance Exp	(3,004.63)	9,957.02	16,856.00	59.07%
Meals and Events	0.00	0.00	0.00	0.00%
Miscellaneous	0.00	0.00	0.00	0.00%
USDA Reimburse Food	9,171.79	61,204.14	0.00	0.00%
<b>Total Expenditure</b>	<b>148,480.66</b>	<b>988,070.67</b>	<b>1,960,294.00</b>	<b>50.40%</b>
Net revenue over (under)	\$ -	\$ -	\$ -	0.00%





Statement of Revenues and Expenditures		
Shelter Clothing Donations		
As of December 31, 2022		
<b>Revenues</b>		
Opening Revenue Balance	\$ 6,928.00	
CrossPointe Church - 2/6/2017	\$ 125.00	
CrossPointe Church - 2/6/2017	\$ 225.00	
CrossPointe Church - 4/6/2017	\$ 96.00	
CrossPointe Church - 5/31/2017	\$ 285.50	
Network for Good - 12/19/2018	\$ 50.00	
Network for Good - 1/25/2019	\$ 22.00	
Network for Good - 3/1/2019	\$ 497.00	
Harris Foundation-10/26/2021	\$ 6,000.00	
<b>Total Revenues</b>	<b>\$ 14,228.50</b>	
<b>Expenses</b>		
Clothing-Wal Mart July 22, 2016	\$ 53.52	
Clothing-Wal Mart August 4, 2016	\$ 56.31	
Clothing-Wal Mart August 11, 2016	\$ 121.91	
Clothing-Ross September 1, 2016	\$ 460.64	
Clothing-Ross September 20, 2016	\$ 225.51	
Clothing-Walmart December 22, 2016	\$ 165.16	
Clothing-Walmart February 10, 2017	\$ 92.14	
Clothing-Ross March 24, 2017	\$ 531.30	
Clothing-Walmart May 13, 2017	\$ 299.31	
Clothing-Walmart May 31, 2017	\$ 199.54	
Clothing-Ross July 14, 2017	\$ 387.41	
Clothing-Walmart August 25, 2017	\$ 219.82	
Clothing-Walmart October 19, 2017	\$ 105.84	
Clothing-Walmart October 30, 2017	\$ 101.64	
Clothing-Walmart December 19, 2017	\$ 205.89	
Clothing-Ross May 23, 2018	\$ 184.84	
Clothing-Ross May 30, 2018	\$ 789.85	
Clothing-Ross May 30, 2018	\$ (859.61)	Credit
Clothing-Ross May 30, 2018	\$ 858.96	
Clothing-JC Penny June 5, 2018	\$ 122.22	
Clothing-Ross June 28, 2018	\$ 411.81	
Clothing-Ross October 26, 2018	\$ 67.61	
Clothing-Ross December 21, 2018	\$ 319.77	
Clothing-Ross December 21, 2018	\$ 289.46	
Clothing-DSW December 21, 2018	\$ 122.97	
Clothing-Walmart December 21, 2018	\$ 117.70	
Clothing-Walmart April 8, 2019	\$ 17.98	
Clothing-Walmart May 7, 2019	\$ 277.24	
Clothing-Walmart June 18, 2019	\$ 62.93	
Clothing-Walmart October 28, 2019	\$ 361.62	
Clothing-Walmart October 30, 2019	\$ 784.34	
Clothing-JC Penny January 24, 2020	\$ 18.49	
Clothing-Walmart June 03, 2020	\$ 177.63	
Clothing-Walmart June 18, 2020	\$ 25.01	
Clothing-Walmart November 01, 2020	\$ 426.29	
Clothing-Target December 23, 2020	\$ 113.99	
Clothing-Amazon March, 08, 2022	\$ 155.29	
Clothing-Johns Pizza March 18, 2022	\$ 55.75	
Clothing-Walmart March 19, 2022	\$ 22.27	
Clothing-Walmart April 30, 2022	\$ 43.89	
Supplies-Lowes June 15, 2022	\$ 149.71	
Clothing-Walmart August 12, 2022	\$ 204.18	
Supplies-Amazon November 07, 2022	\$ 149.71	
<b>Total Expenses</b>	<b>\$ 8,697.84</b>	
<b>Net Revenue (Temporarily Restricted)</b>	<b>\$ 5,530.66</b>	

HEADSTART	11 All Counties											Total (Over) Under			
	Description	Total	Less Admin Portion	Month 11		Actual Exp		Actual		Admin Budget	Month 11 December		Actual Exp December	Actual YTD	(Over)/Under Program
				December	December	December	December	YTD	YTD						
Dec-22															
	Salary	3,597,052	3,057,494	2,802,703	262,335	2,396,455	406,248	539,558	494,595	42,240	475,724	18,870	425,119		
	Payroll taxes	310,042	263,536	241,574	20,010	188,562	53,013	48,506	42,631	3,255	36,713	5,918	58,930		
	Benefits	1,255,231	1,066,946	978,034	69,175	723,589	254,445	188,285	172,594	8,289	89,354	83,241	337,686		
	Travel/Training	36,140	30,719	28,159	477	18,496	9,664	5,421	4,969	0	14,175	(9,206)	457		
	Equipment	27,762	23,598	21,631	0	0	21,631	4,164	3,817	0	0	3,817	25,449		
	Supplies	199,580	169,643	155,506	14,063	213,484	(57,978)	29,937	27,442	4,094	75,921	(48,478)	(106,456)		
	Contract Labor	0	0	0	0	0	0	0	0	0	0	0	0		
	Rent	145,715	123,858	113,536	8,886	97,744	15,793	21,857	20,036	3,292	36,208	(16,172)	(379)		
	Utilities/Telephone	226,664	192,664	176,609	19,222	195,023	(18,414)	34,000	31,166	1,869	22,545	8,621	(9,793)		
	Bldg/Child Liab Ins	72,177	61,350	56,238	10,659	100,339	(44,101)	10,827	9,924	3,345	13,175	(3,250)	(47,351)		
	Bldg Maint/Rep	165,380	140,573	128,859	29,521	398,684	(269,826)	24,807	22,740	370	11,901	10,838	(258,987)		
	Local Travel	61,753	52,490	48,116	393	57,622	(9,506)	9,263	8,491	49	2,845	5,646	(3,860)		
	Child Service Consultants	47,989	47,999	43,999	5,082	75,561	(31,562)	0	0	0	0	0	(31,562)		
	Accounting & Legal	61,406	0	0	111	2,141	(2,141)	61,406	56,289	5,986	66,539	(10,250)	(12,391)		
	Publications/Adv/Print	50,696	43,092	39,501	2,996	40,296	(796)	7,604	6,971	506	4,544	2,427	1,631		
	Training	35,748	30,386	27,854	459	39,006	(11,152)	5,362	4,915	229	4,868	47	(11,105)		
	Preplacement Screening	11,125	9,456	8,668	476	9,665	(997)	1,669	1,530	55	584	946	(51)		
	Meals & Events	5,950	5,058	4,636	832	4,070	566	893	818	113	1,226	(406)	158		
	Food	419,000	419,000	384,083	4,115	375,064	9,019	0	0	0	0	0	9,019		
	Food Related	36,000	36,000	33,000	110	34,791	(1,791)	0	0	0	0	0	(1,791)		
	Food Related	(540,001)	(540,001)	(495,001)	(24,482)	(307,693)	(187,308)	0	0	0	0	0	(187,308)		
	CACFP Reimbursement	6,225,419	5,233,861	4,797,706	424,411	4,662,898	134,808	991,558	908,928	73,692	856,322	52,607	187,415		

EARLY HEADSTART		All Counties												Total (Over)/Under	
Description	Total	Less Admin Portion	Month 11 December	Actual Exp December	Actual YTD	(Over) Under Program	Admin Budget	Month 11 December	Actual Exp December	Actual YTD	(Over)/Under Program	Total (Over)/Under			
												Program	Program		
Dec-22															
Salary	3,886,939	3,303,898	3,028,573	263,417	2,647,218	381,355	583,041	534,454	33,709	364,980	169,474	364,980	169,474	550,829	
Payroll taxes	323,800	275,230	252,294	20,452	207,771	44,524	48,570	44,523	2,551	27,524	16,989	27,524	16,989	61,522	
Benefits	1,301,392	1,106,183	1,014,001	76,030	789,471	224,530	195,209	178,941	6,522	68,848	110,093	68,848	110,093	334,623	
Travel/Training	35,649	30,302	27,777	454	16,294	11,483	5,347	4,902	0	7,499	(2,597)	7,499	(2,597)	8,885	
Equipment	11,314	9,617	8,815	0	0	8,815	1,697	1,556	0	0	1,556	0	1,556	10,371	
Supplies	157,394	133,785	122,636	16,927	245,494	(122,858)	23,609	21,642	3,655	68,810	(47,169)	68,810	(47,169)	(170,026)	
Contract Labor	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Rent	166,295	141,351	129,572	12,836	141,198	(11,627)	24,944	22,866	2,844	31,283	(8,418)	31,283	(8,418)	(20,044)	
Utilities/Telephone	155,441	132,125	121,114	14,133	152,638	(31,523)	23,316	21,373	1,399	17,257	4,117	17,257	4,117	(27,407)	
Bldg/Child Liab Ins	48,606	41,315	37,872	8,852	63,146	(25,274)	7,291	6,683	1,975	7,856	(1,173)	7,856	(1,173)	(26,447)	
Bldg Maint/Rep	120,050	102,043	93,539	20,627	437,991	(344,452)	18,008	16,507	308	9,900	6,607	9,900	6,607	(337,845)	
Local Travel	28,017	23,814	21,830	257	35,224	(13,394)	4,203	3,852	49	2,189	1,663	2,189	1,663	(11,731)	
Child Service Consultants	8,000	8,000	7,333	299	7,664	(330)	0	0	0	0	0	0	0	(330)	
Accounting & Legal	25,394	0	0	64	1,416	(1,416)	25,394	23,278	2,882	39,951	(16,673)	39,951	(16,673)	(18,089)	
Publications/Adv/Print	45,893	39,009	35,758	2,148	28,341	7,417	6,884	6,310	425	3,802	2,508	3,802	2,508	9,925	
Training	75,595	64,256	58,901	101	33,410	25,491	11,339	10,394	250	2,925	7,469	2,925	7,469	32,961	
Preplacement Screening	9,230	7,846	7,192	141	8,876	(1,684)	1,385	1,269	16	429	840	429	840	(844)	
Meals & Events	3,160	2,686	2,462	205	2,079	383	474	435	77	1,060	(626)	1,060	(626)	(242)	
Food	233,000	233,000	213,583	3,652	282,519	(88,935)	0	0	0	0	0	0	0	(88,935)	
Food Related	16,000	16,000	14,667	63	20,256	(5,589)	0	0	0	0	0	0	0	(5,589)	
CACFP Reimbursement	(249,000)	(249,000)	(228,250)	(18,003)	(271,134)	42,884	0	0	0	0	0	0	0	42,884	
	6,402,169	5,421,459	4,969,671	422,657	4,849,871	119,800	980,710	898,984	56,662	654,314	244,670	654,314	244,670	364,470	
	12,627,588	10,655,320	9,767,376	847,068	9,512,769	254,607	1,972,269	1,807,913	130,354	1,510,636	297,277	1,510,636	297,277	551,884	

PROGRAM INCOME	All Counties														Total (Over) Under				
	Description	Total	Less Admin Portion	Month 11		Actual Exp		Actual		(Over) Under		Admin Budget	Month 11			Actual Exp		Actual	
				December	December	December	December	YTD	YTD	December	December		December	December		YTD	YTD	December	December
E-Rate Reimbursement	(30,000)	(30,000)	(30,000)	(27,500)	0	(11,462)	(16,038)	0	0	0	0	0	0	0	0	0	0	0	(16,038)
Insure Oklahoma-Healthcare	(242,000)	(242,000)	(242,000)	(221,833)	(8,087)	(66,293)	(153,540)	0	0	0	0	0	0	0	0	0	0	0	(153,540)
Insurance Proceeds	0	0	0	0	0	(234)	234	0	0	0	0	0	0	0	0	0	0	0	234
Gain on Sale	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Childcare Subsidy-HS	(525,575)	(525,575)	(525,575)	(481,777)	(42,393)	(477,979)	(3,798)	0	0	0	0	0	0	0	0	0	0	0	(3,798)
Childcare Subsidy-EHS	(136,652)	(136,652)	(136,652)	(125,264)	(28,258)	(350,543)	225,278	0	0	0	0	0	0	0	0	0	0	0	225,278
	(934,227)	(934,227)	(934,227)	(856,375)	(78,739)	(908,512)	52,137	0	0	0	0	0	0	0	0	0	0	0	52,137
	11,693,361	9,721,093	9,911,001	8,911,001	768,329	8,604,257	306,744	1,972,269	1,807,913	130,354	1,510,636	287,277	604,021						
IN-KIND ***	All Counties																		
Dec-22																			
Description	Total	Less Admin Portion	Month 11		Actual		(Under/Over)		Admin		Month 11		Actual Exp		Actual		(Under/Over)		Total Over (Under)
	2,923,340	2,484,839	2,277,769	2,277,769	1,502,765	1,502,765	(775,004)	438,501	401,959	0	0	0	0	0	0	0	0	(401,959)	(1,176,964)

HEADSTART Dec-22	6 Lincoln/Seminole HS											Total (Over) Under
	Total	Less Admin Portion	Month 6 December	Actual Exp December	Actual YTD	(Over) Under Program	Admin Budget	Month 6 December	Actual Exp December	Actual YTD	(Over)/Under Program	
Salary	1,035,650	880,303	440,151	70,234	413,625	26,527	155,348	77,674	15,259	111,596	(33,923)	(7,396)
Payroll taxes	86,495	73,521	36,760	5,510	32,814	3,947	12,974	6,487	1,178	8,536	(2,048)	1,898
Benefits	294,910	250,674	125,337	20,447	108,794	16,542	44,237	22,118	2,972	21,078	1,040	17,582
Travel/Training	14,708	12,502	6,251	60	2,144	4,107	2,206	1,103	0	0	1,103	5,210
Equipment	0	0	0	0	0	0	0	0	0	0	0	0
Supplies	314,456	287,288	133,644	13,473	50,388	83,256	47,168	23,584	0	0	23,584	106,840
Contract Labor	0	0	0	0	0	0	0	0	0	0	0	0
Rent	9,600	8,160	4,080	1,717	13,100	(9,020)	1,440	720	0	0	720	(6,300)
Utilities/Telephone	68,692	58,388	29,194	4,956	27,334	1,860	10,304	5,152	0	0	5,152	7,012
Bldg/Child Liab Ins	16,856	14,328	7,164	-3,005	9,957	(2,793)	2,528	1,264	0	0	1,264	(1,526)
Bldg Maint/Rep	63,916	54,329	27,164	1,973	80,788	(53,624)	9,587	4,794	0	0	4,794	(48,830)
Local Travel	18,820	15,997	7,999	1,353	16,829	(8,830)	2,823	1,412	0	0	1,412	(7,419)
Child Service Consultants	16,361	16,361	8,181	1,730	10,956	(2,776)	0	0	0	0	0	(2,776)
Accounting & Legal	5,000	0	0	0	0	0	5,000	2,500	0	415	2,085	2,085
Publications/Adv/Print	15,494	13,170	6,585	1,411	10,860	(4,275)	2,324	1,162	0	0	1,162	(3,113)
Training	10,286	8,743	4,372	0	6,551	(2,178)	1,543	771	0	0	771	(1,408)
Preplacement Screening	12,050	10,243	5,121	38	1,102	4,019	1,808	904	0	0	904	4,923
Meals & Events	0	0	0	0	0	0	0	0	0	0	0	0
Food	0	0	0	9,094	60,749	(60,749)	0	0	0	0	0	(60,749)
Food Related	0	0	0	78	455	(455)	0	0	0	0	0	(455)
CACFP Reimbursement	0	0	0	(6,532)	(33,174)	33,174	0	0	0	0	0	33,174
	1,983,294	1,694,004	842,002	122,539	813,271	28,731	299,290	149,645	19,409	141,626	8,019	36,750

PROGRAM INCOME	Lincoln/Seminole HS		Total	Lincoln/Seminole HS		Actual YTD	Actual Exp December	Month 6 December	Admin Budget	Actual Exp December	Actual YTD	Total (Over/Under)	
	(Over)/Under Program	(Over)/Under Program		(Over)/Under Program	(Over)/Under Program								
Dec-22													
Description													
E-Rate Reimbursement	0	0	0	0	0	0	0	0	0	0	0	0	0
Insure Oklahoma-Healthcare	0	0	0	0	0	0	0	0	0	0	0	0	0
Insurance Proceeds	0	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	0
Gain on Sale	0	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	0
DHS COVID Supplemental	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
	1,983,294	1,684,004	842,002	122,539	813,271	28,731	19,409	148,645	299,290	141,628	8,019	36,750	
<b>IN-KIND ***</b>													
Dec-22													
Description													
	495,824	421,450	210,725	4,851	53,158	(157,567)	0	37,187	74,374	0	(37,187)	(194,754)	

Credit Card Purchases December 2022				
Purchaser				
Donna Benson	11/30/2022	C&W Muffler	988.00	Repair for Pott Co Vans
Wendy Swatek	12/16/2022	Vonage	4137.98	Monthly Phone Charges
Wendy Swatek	12/19/2022	Zoom	199.90	Agency Video Calls
Wendy Swatek	12/23/2022	TRT	109.00	CLE Compliance Bundle
Tydree Lewis	12/8/2022	Sams Club	124.17	Shelter Birthday Items for Gifts
Tydree Lewis	12/15/2022	AMC	134.77	Shelter Movie Outing
Tydree Lewis	12/20/2022	Denny's	144.36	Shelter Outing
Tydree Lewis	12/22/2022	Target	139.16	Christmas Gifts for Shelter Residents
Tydree Lewis	12/22/2022	Walmart	126.15	Shelter Christmas Gifts
Briany Butler	11/29/2022	Loving Guidance	307.52	Classroom Materials for EE EHS
Briany Butler	11/29/2022	Council for Professional	425.00	CDA Initial Application L. Prince
Briany Butler	12/6/2022	DK Outlet	326.39	Conscious Discipline Materials for Chateau
Briany Butler	12/14/2022	Sonic Drive In	125.00	Crossroads Care EE
Candus Ingram	11/29/2022	Walmart.com	141.36	Sensory Chair fro CSBI HS
Candus Ingram	11/30/2022	Holiday Inn	128.36	Room for Holly Egan
Candus Ingram	12/1/2022	Walmart	201.49	Epic Boxes
Candus Ingram	12/1/2022	Hobby Lobby	165.18	Epic Boxes
Candus Ingram	12/2/2022	Walmart.com	272.59	Clev Co Formula
Candus Ingram	12/2/2022	Southwest	325.96	Flight for Terrie Vicknair
Candus Ingram	12/2/2022	Southwest	325.96	Flight for Wendy Swatek
Candus Ingram	12/7/2022	National Head Start Assoc	1195.00	Tabatha Rounds Health Services Certification
Candus Ingram	12/8/2022	Teachstone Training	125.00	CLASS Recert for Tracey Compton
Candus Ingram	12/14/2022	Lakeshore Learning	160.98	Neighborhood HS Floor Seats
Candus Ingram	12/14/2022	The Webstaurant Store	179.76	Cleveland County Health Coordinator
Candus Ingram	12/15/2022	Council for Professional	125.00	CDA Renewal for Trisha Balsler
Candus Ingram	12/15/2022	Hilton Hotels	927.72	Room for Travey Compton
Candus Ingram	12/15/2022	Hilton Hotels	927.72	Room for Cheryl Smith
Candus Ingram	12/15/2022	Hilton Hotels	971.04	Room for Stacia Jordan
Candus Ingram	12/20/2022	Walmart.com	656.75	Car Seats for Dennis Morris Insurance Agency
Amy Gregg	12/16/2022	American Red Cross	105.00	CPR/First Aid Training for Employees
Mike Templeton	11/30/2022	Norman Tag Agency	1164.88	Tag, Title, & Tax on new Chevy Trax
Mike Templeton	12/1/2022	Bryan Street Storage	325.00	Rental for 3 Units Lincoln Co
Mike Templeton	12/6/2022	BNB Technology	879.99	Monthly Data Backup
Denise McClure	12/7/2022	Panera Bread	282.55	Board Meeting Food 12/6/22
Denise McClure	12/8/2022	Khol's	314.95	Shelter Clothing for Residents Birthday
Denise McClure	12/8/2022	USPS.com	602.10	Stamps for AP
Denise McClure	12/15/2022	Rays BBQ	1070.00	All Staff Christmas Luncheon



Account Number: XXXX XXXX XXXX 9064  
 CROSSROADS YOUTH & FAMILY  
 Statement Closing Date: 12/27/22

**Corporate Account Summary**

Previous Balance		\$19,754.39
Purchases and other Charges	+	\$36,934.32
Cash Advances	+	\$0.00
Credits	-	\$15,884.08
Payments	-	\$23,892.37
Late Payment Charge	+	\$0.00
Finance Charges	+	\$0.00
<b>New Balance</b>		<b>\$16,912.26</b>
Disputed Amount		\$0.00

**Corporate Account Summary**

Past Due Amount	\$0.00
Credit Limit	\$50,000.00
Available Credit Limit	\$33,087.74
Cash Advance Credit Limit	\$0.00
Days in Billing Cycle	30
Statement Closing Date	12/27/22
Minimum Payment Due	\$507.00
Payment Due Date	01/21/23

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
12/21	12/21	74494572355235500001572	PAYMENT RECEIVED - THANK YOU	-\$19,754.39
12/22	12/22	74494572356235600001927	PAYMENT RECEIVED - THANK YOU	-\$4,137.98

**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	13.99% (v)	\$0.00	\$0.00
CASH ADVANCES	13.99% (v)	\$0.00	\$0.00

(v) = Variable Rate

**REWARDS SUMMARY**

Previous Balance	Earned	Other Adjustments	Redeemed	Current Balance
205,064	21,049	0	0	226,113

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 \$16,912.26  
 Minimum Payment Due \$507.00  
 Payment Due Date 01/21/23

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 &amp; FAMILY

Statement Closing Date: 12/27/22

Page 2 of 6

**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](http://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](http://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 goods 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](http://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](http://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 &amp; FAMILY

Statement Closing Date: 12/27/22

Page 3 of 6

### 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	\$1,049.96	\$0.00	\$1,049.96
DARLENE CHATAGNIER XXXX XXXX XXXX 5736	\$7,000	\$0.00	\$325.50	\$0.00	\$325.50
WENDY SWATEK XXXX XXXX XXXX 6870	\$10,000	\$0.00	\$4,446.88	\$0.00	\$4,446.88
TYDREE LEWIS XXXX XXXX XXXX 0639	\$4,500	\$0.00	\$1,027.68	\$0.00	\$1,027.68
BRIANY BUTLER XXXX XXXX XXXX 9791	\$5,000	\$0.00	\$1,497.63	\$0.00	\$1,497.63
CANDUS INGRAM XXXX XXXX XXXX 9046	\$34,000	\$0.00	\$7,191.47	\$0.00	\$7,191.47
KAUANOE LABRIE XXXX XXXX XXXX 9053	\$5,000	\$0.00	\$145.75	\$0.00	\$145.75
JENNIFER FOSTER XXXX XXXX XXXX 1793	\$3,000	\$0.00	\$25.50	\$0.00	\$25.50
AMY GREGG XXXX XXXX XXXX 5925	\$1,000	\$0.00	\$105.00	\$0.00	\$105.00
MIKE TEMPLETON XXXX XXXX XXXX 4325	\$10,000	\$0.00	\$2,369.87	\$0.00	\$2,369.87
DENISE MCCLURE XXXX XXXX XXXX 3704	\$15,000	\$15,884.08	\$18,705.08	\$0.00	\$2,821.00

### 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
<b>Trans Date</b>	<b>Post Date</b>	<b>Reference Number</b>	<b>Description</b>	<b>Amount</b>	
12/02	12/05	24430992336400813208209	MSFT * E0400L3138 MSBILL.INFO WA	\$44.00	
DONNA BENSON XXXX XXXX XXXX 6006	\$4,000	\$0.00	\$1,049.96	\$0.00	\$1,049.96
<b>Trans Date</b>	<b>Post Date</b>	<b>Reference Number</b>	<b>Description</b>	<b>Amount</b>	
11/30	12/01	24377352335000002461297	C & W MUFFLER SHAWNEE OK	\$988.00	
12/16	12/19	24445002351500595763684	DOMINO'S 6481 405-584-4544 OK	\$61.96	
DARLENE CHATAGNIER XXXX XXXX XXXX 5736	\$7,000	\$0.00	\$325.50	\$0.00	\$325.50
<b>Trans Date</b>	<b>Post Date</b>	<b>Reference Number</b>	<b>Description</b>	<b>Amount</b>	
11/28	11/29	24210732332083703341353	IDENTOGO - OK FINGERPRINT BILLERICA MA	\$54.25	
12/08	12/09	24210732342083316321089	IDENTOGO - OK FINGERPRINT BILLERICA MA	\$54.25	
12/09	12/12	24210732343083313748218	IDENTOGO - OK FINGERPRINT BILLERICA MA	\$54.25	
12/12	12/13	24210732346083327794130	IDENTOGO - OK FINGERPRINT BILLERICA MA	\$54.25	
12/15	12/16	24210732349083319844874	IDENTOGO - OK FINGERPRINT BILLERICA MA	\$54.25	
12/15	12/16	24210732349083744248071	IDENTOGO - OK FINGERPRINT BILLERICA MA	\$54.25	
WENDY SWATEK XXXX XXXX XXXX 6870	\$10,000	\$0.00	\$4,446.88	\$0.00	\$4,446.88
<b>Trans Date</b>	<b>Post Date</b>	<b>Reference Number</b>	<b>Description</b>	<b>Amount</b>	
12/16	12/19	24692162350101114899076	VBS*VONAGE BUSINESS 866-901-0242 GA	\$4,137.98	
12/19	12/20	240113423353000044647754	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$199.90	
12/23	12/26	24690292359017019033199	TRT CLE/CPE NATION 888-656-5334 NY	\$109.00	
TYDREE LEWIS XXXX XXXX XXXX 0639	\$4,500	\$0.00	\$1,027.68	\$0.00	\$1,027.68
<b>Trans Date</b>	<b>Post Date</b>	<b>Reference Number</b>	<b>Description</b>	<b>Amount</b>	
11/27	11/28	24692162331107749152686	GOOGLE *YOUTUBE VIDEOS G.CO/HELPPAY# CA	\$24.99	
11/27	11/29	24445002332100269821498	STARBUCKS 800-782-7282 800-782-7282 WA	\$10.00	
12/08	12/09	24226382343400000526648	SAMSCLUB #4761 NORMAN OK	\$124.17	
12/08	12/12	2442733234371003772276	HOMELAND #255 NORMAN OK	\$11.48	
12/16	12/16	24692162350100360344274	GOOGLE *YT PRIMETIME G.CO/HELPPAY# CA	\$9.00	
12/15	12/16	24492152349713572172668	AMC ONLINE 9640 888-440-4262 KS	\$134.77	

(transactions continued on next page)

Account Number: XXXX XXXX XXXX 9064  
 CROSSROADS YOUTH & FAMILY  
 Statement Closing Date: 12/27/22

**Cardholder Account Activity cont.**

12/19	12/19	24204292353000013253521	DISNEY PLUS BURBANK CA	\$10.99
12/16	12/19	24055232351206688000026	SOONER BOWL / SBCATERING NORMAN OK	\$20.00
12/21	12/21	24692162355104729230526	AMZN MKTP US*0V74T9ZA3 AMZN.COM/BILL WA	\$86.99
12/21	12/22	24692162355105276007100	GOOGLE *YOUTUBE TV G.CO/HELPPAY# CA	\$79.98
12/20	12/22	24427332355710046127657	DENNY'S #9351 NORMAN OK	\$144.36
12/21	12/23	24427332356710001567227	CREST FRESH MARKET NORMAN OK	\$52.42
12/22	12/23	24226382357400004991551	SAMSClub #4761 NORMAN OK	\$53.22
12/22	12/23	24164072356091007829013	TARGET 00022202 NORMAN OK	\$139.16
12/22	12/26	24226382357360813932784	WAL-MART #7294 NORMAN OK	\$126.15

BRIANY BUTLER		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 9791		\$5,000	\$0.00	\$1,497.63	\$0.00	\$1,497.63

Trans Date	Post Date	Reference Number	Description	Amount
11/29	11/30	24755422334123342936762	LOVING GUIDANCE LLC 208-2143911 IL	\$307.52
11/29	11/30	24445002333300550592621	FSP*COUNCIL FOR PROFESSIO 800-424-4310 DC	\$425.00
11/30	12/01	24137462335001505279275	USPS PO 3947430430 LAWTON OK	\$10.20
12/06	12/07	24492152340852568187923	DK OUTLET INC 888-685-9236 IL	\$326.39
12/07	12/08	24492162341000044423847	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$20.00
12/07	12/08	24492162342000000515684	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$20.00
12/08	12/09	24164072342091007300251	TARGET 00027391 LAWTON OK	\$21.76
12/09	12/12	24164072343091007904564	TARGET 00027391 LAWTON OK	\$21.76
12/09	12/12	24427332343740307523364	SONIC DRIVE IN #2407 LAWTON OK	\$55.00
12/12	12/13	24492162347000004181488	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$20.00
12/13	12/14	24492162347000033886438	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$20.00
12/14	12/15	24492162348000044631889	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$20.00
12/14	12/15	24427332348740295831378	SONIC DRIVE IN #2407 LAWTON OK	\$85.00
12/14	12/15	24427332348740295832483	SONIC DRIVE IN #2407 LAWTON OK	\$125.00
12/14	12/15	24427332348740295832483	SONIC DRIVE IN #2407 LAWTON OK	\$85.00
12/16	12/19	24492162350000047698674	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$20.00

CANDUS INGRAM		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 9046		\$34,000	\$0.00	\$7,191.47	\$0.00	\$7,191.47

Trans Date	Post Date	Reference Number	Description	Amount
11/29	11/30	24431062333083738262016	FOOD EMPLOYEE PERMITS 253-649-1516 WA	\$10.00
11/29	11/30	24692162333109281200574	WALMART.COM 800-966-6546 AR	\$141.36
11/30	12/02	24943002335708397899386	HOLIDAY INN EXPRESS & SU SHAWNEE OK 11/29/22 11213618	\$128.36
12/01	12/02	24226382335360676445715	WAL-MART #0212 NORMAN OK	\$201.49
12/02	12/05	24692162337102859486358	SWA*EARLYBRD5269944342005 800-435-9792 TX VICKNAIR/TERRIE L	\$25.00
12/02	12/05	24692162337102859486366	SWA*EARLYBRD5269944342006 800-435-9792 TX VICKNAIR/TERRIE L	\$25.00
12/02	12/05	24692162337102859486390	SWA*EARLYBRD5269944343230 800-435-9792 TX SWATEK/WENDY	\$25.00
12/02	12/05	24692162337102859486408	SWA*EARLYBRD5269944343231 800-435-9792 TX SWATEK/WENDY	\$25.00
12/02	12/05	24692162336101854112283	WALMART.COM 800-966-6546 AR	\$99.29
12/01	12/05	24137462336200279720808	HOBBY-LOBBY #0015 NORMAN OK	\$165.18
12/02	12/05	24055232336083313589982	WALMART.COM 800-966-6546 AR	\$272.59
12/02	12/05	24692162337102859486374	SOUTHWES 5262193784056 800-435-9792 TX SWATEK/WENDY 01/23/23 OKC DCA OKC	\$325.96
12/02	12/05	24692162337102859486382	SOUTHWES 5262193783146 800-435-9792 TX VICKNAIR/TERRIE L 01/23/23 OKC DCA OKC	\$325.96
12/07	12/08	24492162341000038135829	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$20.00
12/07	12/08	24492162341000039832788	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$20.00
12/07	12/08	24435652342207130700082	NATIONAL HEAD START ASSO 703-739-0875 VA	\$1,195.00
12/08	12/09	24733092343091274003082	TXDPS CRIME RECS EGOV.COM TX	\$6.39
12/08	12/09	24492162343000000888445	TEACHSTONE TRAINING WWW.TEACHSTON VA	\$125.00
12/09	12/12	24493982343700474662594	LAKESHORE LEARNING MATER 310-537-8600 CA	\$13.29
12/09	12/12	24692162343105199293543	WALMART.COM 800-966-6546 AR	\$92.63
12/09	12/12	24493982343700474665795	LAKESHORE LEARNING MATER 310-537-8600 CA	\$160.98
12/14	12/15	24113432349600254180330	THE WEBSTAUANT STORE INC 717-392-7472 PA	\$179.76
12/15	12/16	24445002349300586140223	FSP*COUNCIL FOR PROFESSIO 800-424-4310 DC	\$125.00
12/15	12/19	24755422350163506455752	HILTON HOTELS ANATOLE 214-7481200 TX 12/11/22 3102876	\$927.72
12/15	12/19	24755422350163506460232	HILTON HOTELS ANATOLE 214-7481200 TX 12/11/22 3102883	\$927.72

(transactions continued on next page)



Account Number: XXXX XXXX XXXX 9064  
 CROSSROADS YOUTH & FAMILY  
 Statement Closing Date: 12/27/22

**Cardholder Account Activity cont.**

12/15	12/19	24755422350163506460125	HILTON HOTELS ANATOLE 214-7481200 TX 12/11/22 3102882	\$971.04
12/20	12/22	24445002355500519082548	WALMART.COM 8009666546 800-966-6546 AR	\$656.75

<b>KAUANOË LABRIE</b>	<b>Credit Limit</b>	<b>Credits</b>	<b>Purchases</b>	<b>Cash Advances</b>	<b>Total Activity</b>
XXXX XXXX XXXX 9053	\$5,000	\$0.00	\$145.75	\$0.00	\$145.75

Trans Date	Post Date	Reference Number	Description	Amount
11/30	12/01	24445002335600185786458	WALMART.COM 8009666546 800-966-6546 AR	\$65.75
12/05	12/06	24492162339000042832233	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$40.00
12/06	12/07	24492162340000036678599	CENTER FOR EARLY CHILD THERMACUBE.CO OK	\$40.00

<b>JENNIFER FOSTER</b>	<b>Credit Limit</b>	<b>Credits</b>	<b>Purchases</b>	<b>Cash Advances</b>	<b>Total Activity</b>
XXXX XXXX XXXX 1793	\$3,000	\$0.00	\$25.50	\$0.00	\$25.50

Trans Date	Post Date	Reference Number	Description	Amount
12/05	12/06	24137462340600234273419	USPS.COM POSTAL STORE 800-782-6724 MO	\$25.50

<b>AMY GREGG</b>	<b>Credit Limit</b>	<b>Credits</b>	<b>Purchases</b>	<b>Cash Advances</b>	<b>Total Activity</b>
XXXX XXXX XXXX 5925	\$1,000	\$0.00	\$105.00	\$0.00	\$105.00

Trans Date	Post Date	Reference Number	Description	Amount
12/16	12/19	24692162350101016899281	AMERICAN RED CROSS 800-733-2767 DC	\$105.00

<b>MIKE TEMPLETON</b>	<b>Credit Limit</b>	<b>Credits</b>	<b>Purchases</b>	<b>Cash Advances</b>	<b>Total Activity</b>
XXXX XXXX XXXX 4325	\$10,000	\$0.00	\$2,369.87	\$0.00	\$2,369.87

Trans Date	Post Date	Reference Number	Description	Amount
11/30	12/01	24447702334900017717349	NORMAN TAG AGENCY NORMAN OK	\$1,164.88
12/01	12/05	24275392336044880444320	BRYAN STREET STORAGE 405-2739933 OK	\$325.00
12/06	12/07	24801972340872240406084	BNB TECHNOLOGY 405-292-5408 OK	\$879.99

<b>DENISE MCCLURE</b>	<b>Credit Limit</b>	<b>Credits</b>	<b>Purchases</b>	<b>Cash Advances</b>	<b>Total Activity</b>
XXXX XXXX XXXX 3704	\$15,000	\$15,884.08	\$18,705.08	\$0.00	\$2,821.00

Trans Date	Post Date	Reference Number	Description	Amount
11/28	11/29	24765012332207000217703	BETTY LOU'S FLOWERS AND 405-326-3923 OK	\$82.69
11/29	11/30	24492152333717057537848	PANINI AMERICA 817-662-5185 TX	\$3,971.02
11/29	11/30	24492152333745056998745	PANINI AMERICA 817-662-5185 TX	\$3,971.02
11/29	12/01	24492152333717057537848	FRAUD PROV CREDIT PANINI AMERIC EM	-\$3,971.02
11/29	12/01	24492152333745056998745	FRAUD PROV CREDIT PANINI AMERIC EM	-\$3,971.02
11/30	12/01	74492152334715219209904	PANINI AMERICA 8176625185 TX	-\$3,971.02
11/30	12/01	74492152334719219311330	PANINI AMERICA 8176625185 TX	-\$3,971.02
12/03	12/05	24137462338001399627321	HOMEGOODS # 0592 NORMAN OK	\$72.78
12/07	12/07	24692162341102782658523	PANERA BREAD #202539 O 405-447-0000 OK	\$282.55
12/08	12/09	24445002343600152539864	KOHL'S #1194 NORMAN OK	\$314.95
12/08	12/09	24137462343600232449778	USPS.COM POSTAL STORE 800-782-6724 MO	\$602.10
12/08	12/12	24638582343030052809407	UPTOWN CHEAPSKATE NORMAN OK	\$76.96
11/29	12/13	24492152333717057537848	REV FRAUD PROV CREDIT PANINI AMERIC EM	\$3,971.02
11/29	12/13	24492152333745056998745	REV FRAUD PROV CREDIT PANINI AMERIC EM	\$3,971.02
12/13	12/15	24915072348006009509333	PIKEPASS ON-LINE 800-745-3727 OK	\$200.00
12/15	12/16	24269792349300685538979	RAYS BBQ NORMAN NORMAN OK	\$1,070.00
12/24	12/26	24137462359200057122922	HOBBY-LOBBY #0015 NORMAN OK	\$38.97
12/24	12/26	24445002359000806879579	WALGREENS #6477 NORMAN OK	\$80.00

Account Number: XXXX XXXX XXXX 9064  
CROSSROADS YOUTH & FAMILY  
Statement Closing Date: 12/27/22

nms-2



**HEAD START/ EARLY HEAD START  
DIRECTOR'S REPORT  
November  
2022**

**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

Floors are completed in the next space and the walls were painted

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 (Norman)

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

Putting in new dishwasher

<b>Pottawatomie County</b>
----------------------------

Union Street Head Start (Shawnee)

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

Working on completing bathrooms for EHS

**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

Putting in new dishwasher



<b>Lincoln County</b>
-----------------------

Agra

No major facility issues

Davenport

Painting additional classroom and prepping for the opening of the 2<sup>nd</sup> classroom shortly after January 1<sup>st</sup> 2023

Stroud

No major facility issues at this time.

Prague

Working on beginning the alterations for the new site

**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  
November 30, 2022**

**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	59	13	8	80	1	123	6	79	2	8	2	39	0
Comanche	204	135	13	3	151	13	40	0		4	0	0	0	7
Pottawatomie	187	120	7	5	132	5	50	6	8	0	0	0	11	10
<b>Totals</b>	<b>595</b>	<b>314</b>	<b>33</b>	<b>16</b>	<b>363</b>	<b>19</b>	<b>213</b>	<b>12</b>	<b>86</b>	<b>6</b>	<b>8</b>	<b>2</b>	<b>50</b>	<b>17</b>

**Crossroads Head Start/Lincoln-Seminole**

**November 30, 2022**

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	64	1	3	68	0	17	0	1	0	1	0	16	0
Seminole	34	34	0	0	34	0	0	0	0	0	0	0	6	0
<b>Total</b>	<b>119</b>	<b>98</b>	<b>1</b>	<b>3</b>	<b>102</b>	<b>0</b>	<b>17</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>22</b>	<b>0</b>

**Crossroads Early Head Start/CCPS  
November 30, 2022**

**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
<b>Cleveland</b>	96	53	2	2	57	0	39	63	7	23	0
<b>Comanche</b>	136	97	15	0	112	16	8	16	0	21	8
<b>Pottawatomie</b>	76	68	0	0	68	0	8	42	4	18	10
<b>Seminole</b>	32	32	0	0	32	0	0	25	1	12	7
<b>Totals</b>	340	250	17	2	269	16	55	126	12	74	25

**Crossroads Early Head Start/Lincoln-Seminole  
November 30, 2022**

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
<b>Lincoln</b>	16	0	0	0	0	0	16	0	0	0	0
<b>Seminole</b>	16	0	0	0	0	0	16	0	0	0	0
<b>Total</b>	32	0	0	0	0	0	32	0	0	0	0

**Crossroads Head Start/CCPS  
November 30, 2022**

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	
CSBI ½ cr closed	34	17	15	1	17	0	17	2	23	0	1	1	5	0
Little Axe Closed	17	0	0	0	0	0	17	0	0	0	0	0	4	0
Main St.	34	34	25	6	33	1	0	1	10	0	3	0	8	0
Moore ¾ cr closed	68	17	11	5	20	0	48	2	41	0	5	1	13	0
Noble Holding enrollment Staff short	17	10	8	1	10	0	7	1	5	0	0	0	10	0
St. Stephens closed	34	0	0	0	0	0	34	0	0	0	0	0	0	0
<b>Totals</b>	<b>204</b>	<b>78</b>	<b>59</b>	<b>13</b>	<b>80</b>	<b>1</b>	<b>123</b>	<b>6</b>	<b>79</b>	<b>2</b>	<b>8</b>	<b>2</b>	<b>39</b>	<b>0</b>

**Crossroads Head Start/CCPS**

**November 30, 2022**

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
	68	51					EHS	Transitions	WL	EHS	Transitions	WL	EHS	Transitions	EHS	Transitions	
Beginnings ¼ cr closed			39	7	2	48	3		17		0	0	2	0	4	0	3
Education Engine 1/6 cr closed	102	85	70	5	1	76	9		17		0	0	2	0	0	0	2
Summit Ridge	34	34	26	1	0	27	1		6		0	0	0	0	0	0	2
<b>Total</b>	<b>204</b>	<b>170</b>	<b>135</b>	<b>13</b>	<b>3</b>	<b>151</b>	<b>13</b>	<b>40</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>

**Crossroads Head Start/CCPS  
November 30, 2022**

Pottawato mie County	Funded Enrollment		Current Enrollme nt (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%-^)		Pendi ng
									EHS Trans itions	WL	EHS Trans itions	WL	EHS Trans itions	WL	
Bethel	17	17	13	2	1	16	1	0	1	0	0	0	0	3	0
Learning Tree	17	17	16	0	0	16	1	0	0	0	0	0	0	0	0
Maud	17	17	11	0	0	11	0	6	0	1	0	0	0	1	0
Neighborhood	17	17	16	1	0	17	0	0	0	0	0	0	0	0	0
Tecumseh	34	34	25	1	2	28	1	5	1	0	0	0	0	0	0
Union St. 2/5 cr closed	84	51	39	3	2	44	2	39	4	6	0	0	0	7	10
<b>Total</b>	<b>187</b>	<b>153</b>	<b>120</b>	<b>7</b>	<b>5</b>	<b>132</b>	<b>5</b>	<b>50</b>	<b>6</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>10</b>

**Crossroads Head Start/Lincoln-Seminole  
November 30, 2022**

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	17	16	0	1	17	0	0	0	0	0	0	0	3	0
Davenport	17	0	16	1	0	17	0	0	0	0	0	0	0	1	0
Davenport Rm 2	17	17	0	0	0	0	0	17	0	0	0	0	0	1	0
Prague	17	17	17	0	0	17	0	0	0	1	0	0	0	10	0
Stroud	17	17	15	0	2	17	0	0	0	1	0	0	0	2	0
County Total	85	68	64	1	3	68	0	17	0	1	0	1	0	16	0
Seminole County															
Seminole	34	34	34	0	0	34	0	0	0	0	0	0	0	6	0
County Total	34	34													
Total	119	102	98	1	3	102	0	17	0	1	0	1	0	22	0

**Crossroads Early Head Start /CCPS  
November 30,2022**

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	3	0	0	0
CSBI 1/3	24	14	1	1	16	0	8	10	1	2	0
Main 2/4cr closed	32	15	1	0	16	0	16	19	6	9	0
Moore ½ cr closed	16	8	0	0	8	0	8	25	0	4	0
Noble	8	8	0	0	8	0	0	6	0	8	0
<b>Total</b>	<b>96</b>	<b>53</b>	<b>2</b>	<b>2</b>	<b>57</b>	<b>0</b>	<b>39</b>	<b>63</b>	<b>7</b>	<b>23</b>	<b>0</b>



**Crossroads Early Head Start /CCPS  
November 30,2022**

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	19	4	0	23	1	0	3	0	4	1
Children's Chateau	32	24	5	0	29	3	0	2	0	2	2
Education Engine 1 cr closed	32	20	1	0	21	3	8	7	0	9	4
First start	32	20	4	0	24	8	0	2	0	3	1
Summit Ridge	16	14	1	0	15	1	0	2	0	3	0
<b>Total</b>	<b>136</b>	<b>128</b>	<b>97</b>	<b>0</b>	<b>112</b>	<b>16</b>	<b>8</b>	<b>16</b>	<b>0</b>	<b>21</b>	<b>8</b>

Crossroads Early Head Start /CCPS November 30,2022											
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	3	1	6	0
Learning Tree	36	36	0	0	36	0	0	39	3	12	10
Neighborhood	8	8	0	0	8	0	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
<b>Total</b>	76	68	0	0	68	0	8	42	4	18	10
Seminole County											
Seminole	32	32	0	0	32	0	0	25	1	12	7
<b>Total</b>	32	32	0	0	32	0	0	25	1	12	7



Total OI  
CCPS HS 36-16 enrolled =20 left  
CCPS EHS 26-2 enrolled =24 left  
Lin/Sem 10-3 enrolled = 7 left

Location (Site)	Date	Incident Typ	Describe Cause of Injury	Injury
<b>Report: Accident Report for Policy Council</b>				
Baby Steps EHS	11/03/22	Minor	Child bite while playing	Child bite while playing
Beginnings Academy EHS	11/02/22	Minor	Tripped, fell	Swollen, red area R side forehead
Beginnings Academy HS	11/04/22	Minor	Other child bit	Child bite L arm
Beginnings Academy HS	11/04/22	Minor	Bitten by other child	Child bite on R leg
Beginnings Academy HS	11/09/22	Minor	Bitten by other child	Child bite R side stomach
Beginnings Academy HS	11/09/22	Minor	Hit chin on a shelf	Redness on chin
Bethel Acres EHS	11/01/22	Minor	bumped the cabinet	bumbed forehead
Children's Chateau EHS	11/04/22	Minor	Bumped mouth on shelf bending down	Busted upper lip
Children's Chateau EHS	11/08/22	Minor	Hit by toy	Swollen area R side forehead
Children's Chateau EHS	11/14/22	Minor	Hit by ball, fell down	Swollen, cut lip
Children's Chateau EHS	11/14/22	Minor	Fell chasing ball	Skin discoloration L upper head
CSBI EHS	11/02/22	Minor	Tripped and bumped head	Tripped and bumped head
CSBI EHS	11/02/22	Minor	Hit by a toy while playing	Hit by a toy while playing
CSBI EHS	11/28/22	Minor	Ran into table and bumped head	Ran into table and bumped head
CSBI EHS	11/30/22	Minor	Scratched self while having tummy time	Scratched self while having tummy time
Education Engine EHS	11/08/22	Minor	Bitten by other child	Child bite on L hand
Education Engine EHS	11/09/22	Minor	Scratch noted on child's face	Scratch L side face
Education Engine HS	11/01/22	Minor	Other hit child while sitting on carpet	Bloody nose
First Start EHS	11/29/22	Minor	Scratched by other child	Scrape/swollen area R cheek
Main Street HS	11/01/22	Minor	Child bit him for a toy	Child Bite
Main Street HS	11/01/22	Minor	Colided with a friend on the slide	Colided with a friend on the slide
Main Street HS	11/02/22	Minor	Child scratched him	He took a book from a child, the child scratched

Location (Site)	Date	Incident Type	Describe Cause of Injury	Injury
Neighborhood EHS	11/09/22	Minor	fell off the step climber	hit head
Neighborhood HS	11/01/22	Minor	head	was kcked
Neighborhood HS	11/02/22	Minor	bumbed his chin	fell from toy hanging outside
Neighborhood HS	11/09/22	Minor	left hand	scrape
Neighborhood HS	11/15/22	Minor	fell while running	hit head
Summit Ridge HS	11/15/22	Minor	Scratched by other child	Scratches R cheek
Tecumseh HS	11/08/22	Minor	choke	chkoed on a marble
Tecumseh HS	11/14/22	Minor	hit with a toy	scrape
Union Street HS	11/02/22	Minor	fell	hit his eye
Union Street HS	11/14/22	Minor	hit by child	hot by another child



**2021-2022 Accidents**

HS/EHS CENTERS	Aug.			Sept.			Oct.			Nov.			Dec.			Jan.			Feb.			March			April			May			June			July			Yearly Totals
	Adults	Children	Minor Accidents	Adults	Children	Minor Accidents	Adults	Children	Minor Accidents	Adults	Children	Minor Accidents	Adults	Children	Minor Accidents	Adults	Children	Minor Accidents	Adults	Children	Minor Accidents	Adults	Children	Minor Accidents	Adults	Children	Minor Accidents	Adults	Children	Minor Accidents							
<b>Comanche County</b>																																					
Beginnings Academy	0	0	5	0	0	9	0	0	7	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	26			
Children's Chateau	0	0	1	0	0	6	0	7	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18				
Education Engine	0	0	1	0	0	1	0	5	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10					
First Start	0	0	1	0	0	2	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	4					
Summit Ridge	0	0	2	0	0	0	0	3	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6					
<b>Lincoln County</b>																																					
Agra	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					
Carney	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					
Chandler	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					
Davenport	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					
Prague	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1					
Stroud	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					
<b>Seminole County</b>																																					
Butner	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					
Sasakwa	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 HS	0	0	0	0	0	0	0	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6					
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>1</b>	<b>0</b>	<b>18</b>	<b>0</b>	<b>29</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>						



Crossroads Head Start/Early Head Start  
Volunteer InKind Report  
October 2022

Location	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Total	Annual Goal	% Achieved
<b>Early Head Start</b>															
Baby Steps EHS	314.84							296.32	717.65				1,328.81	8,246.40	16.1%
Beginnings Academy EHS	1,564.84	2,338.15	2,222.40	2,370.56	1,546.42	1,708.47	342.82	1,375.11	1,564.94				15,033.61	12,369.60	121.5%
Bethel EHS	347.25	92.80	824.14	662.83	518.56	665.24	446.07	604.67	574.12				4,645.48	4,123.20	112.7%
Children's Chateau	2,509.46	2,259.44	3,069.69	3,449.35	1,796.44	2,588.17	305.58	1,782.55	2,745.59				20,506.27	16,432.80	124.3%
CSBI EHS	1,693.67	1,852.00	1,764.03	2,358.29	2,563.54	1,861.26	305.01	1,940.34	1,512.19				16,470.33	12,369.60	133.2%
Education Engine EHS	3,014.13	3,620.86	2,903.01	2,925.16	2,064.98	2,139.06	1,120.46	2,319.63	2,214.62				22,322.71	12,369.60	180.5%
First Start EHS	2,027.94	2,708.55	2,750.22	3,153.03	2,245.55			1,199.17	1,245.47				17,686.60	16,432.80	107.2%
Learning Tree EHS	3,541.95	1,722.36	3,254.89	2,940.05	1,713.10	3,616.03	864.33	2,148.32	4,143.85				23,984.88	24,739.20	98.9%
Main Street EHS	759.32	2,189.99	3,435.46	2,264.07	615.79	2,713.18	2,742.55	3,074.32	4,143.85				21,419.97	16,432.80	128.9%
Moore EHS	879.70	1,282.51	956.55	662.09	1,226.95	1,838.11	541.71	1,152.87	2,018.68				10,459.17	8,246.40	126.8%
Neighborhood EHS	717.65	870.44	495.41	675.98	759.32	879.70	527.82	726.91	657.46				6,310.69	4,123.20	153.1%
Noble EHS	412.07	365.77	750.06	254.85				250.02	805.62				4,231.82	4,123.20	102.8%
Seminole EHS	1,773.29	3,366.01	2,393.71	3,222.48	1,277.88	1,685.32	824.14	1,541.79	1,265.99				17,811.51	16,432.80	108.0%
Summit Ridge EHS	1,399.00	1,342.70	1,680.66	811.16		661.18		268.54	1,398.26				7,551.52	8,246.40	91.6%
Treasured Moments	365.77	675.98	717.65	657.46			277.80	638.94	870.44				4,204.04	4,123.20	102.0%
Union Street EHS	1,318.55	2,097.39	1,393.63	1,083.42	1,032.49	1,176.02	574.12	1,848.28	1,231.58				11,556.48	4,123.20	280.3%
**SubTotal**	22,830.53	26,784.55	28,511.53	27,281.58	17,381.02	21,751.74	10,341.40	21,469.88	29,151.96				205,503.99	173,174.40	118.7%
<b>Head Start</b>															
Beginnings Academy HS	5,019.92	5,861.01	4,917.06	2,092.76	78.71	138.90	541.71	3,129.89	2,435.38				24,034.33	35,047.20	68.6%
Bethel HS	629.88	175.94	680.81	171.31			465.41	1,578.83	870.44				4,602.22	8,761.80	52.5%
CSBI HS	1,655.65	1,185.28	2,455.38	1,853.65	870.44	665.81	537.04	2,058.31	3,222.48				14,704.04	17,523.60	83.9%
Education Engine HS	4,787.42	5,731.94	7,482.08	2,620.56	1,481.60	885.24	663.67	5,037.44	6,773.69				35,263.56	52,570.80	67.1%
Learning Tree HS	2,961.72	1,287.14	1,680.69	578.75	518.56	1,495.49	402.81	708.39	2,532.61				12,186.16	8,761.80	139.1%
Little Axe	1,301.03	1,301.03	1,453.92	863.04									5,018.92	8,761.80	57.3%
Main Street HS	1,555.68	1,162.13	1,412.15	981.56		625.05	74.08	2,319.63	2,384.45				10,514.73	17,523.60	60.0%
Maud	1,217.99	703.76	1,472.34	1,740.88			601.90	1,805.70	1,824.22				9,366.49	8,761.80	106.9%
Moore HS	1,495.49	1,852.00	592.64	481.52	1,111.12	508.30	365.77	1,949.23	2,139.06				8,496.13	35,047.20	27.1%
Neighborhood HS			745.43	217.81			199.09	519.93	1,065.84				2,731.70	8,761.80	31.2%
Noble HS	944.52	740.80	814.88	703.76			296.32	902.85	1,240.84				5,643.97	8,761.80	64.4%
St Stephens															0.0%
Summit Ridge HS	4,134.59	5,698.41	3,731.78	969.49	898.22	337.99	648.20	2,203.88	3,435.46				21,548.02	17,523.60	123.0%
Tecumseh	3,684.57	3,203.96	3,833.64	2,407.60			430.59	1,879.78	2,949.31				18,588.45	17,523.60	106.1%
Union Street HS	1,368.00	1,726.39	1,143.61	236.13	819.51		103.34	208.16	578.75				6,205.49	43,808.00	14.2%
**SubTotal**	30,995.96	30,340.38	32,416.11	15,618.64	4,778.18	4,657.78	5,359.63	24,296.01	31,442.33				179,905.21	306,663.00	58.7%
Policy Council															
**Total OverAll**	53,826.49	57,124.94	60,927.64	42,900.22	22,159.18	28,409.52	15,701.23	45,765.69	60,594.29				385,409.20	478,837.40	80.3%

Crossroads Head Start/Early Head Start  
 Volunteer Inkind Report  
 Lincoln County  
 October 2022

Location	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Total	Annual Goal	% Achieved
Agua	231.50	69.45	259.28	15.75	-	-	37.04	347.25	564.86	-	-	-	1,523.13	8,761.80	17.4%
Bulmer	1,063.53	1,421.41	1,476.97	185.20	-	-	-	-	-	-	-	-	4,167.11	8,761.80	47.6%
Camey	-	-	-	-	-	-	-	-	-	-	-	-	-	8,761.80	0.0%
Chandler	-	-	476.89	37.04	-	-	-	-	-	-	-	-	513.93	8,761.80	5.9%
Davenport	1,194.54	981.56	1,326.81	1,023.23	-	-	55.56	717.65	1,912.19	-	-	-	7,213.54	8,761.80	82.3%
Prague	578.75	652.83	1,523.27	337.99	-	-	250.02	176.68	1,113.78	-	-	-	4,633.32	8,761.80	52.9%
Sasakwa	-	-	-	-	-	-	-	-	-	-	-	-	-	8,761.80	0.0%
Seminole HS	2,032.57	3,213.22	3,981.80	2,764.11	-	-	899.13	2,703.92	6,573.92	-	-	-	22,166.67	26,285.40	84.3%
Stroud	500.04	550.97	407.44	74.08	-	-	206.74	763.95	537.06	-	-	-	3,040.30	8,761.80	34.7%
***Total**	5,620.93	6,889.44	9,454.46	4,435.40	-	-	1,448.49	4,709.45	10,701.83	-	-	-	43,280.00	96,379.80	44.9%

## Crossroads HS/EHS

### 2301 - Average Daily Attendance

Enrollment Status: Enrolled Attendance Date: 11/1/2022 - 11/30/2022

#### Crossroads HS/EHS

Attendance Records			Operating Days	ADA <sup>1</sup>	Funded Enrollment		Actual Enrollment	
Present <sup>5</sup>	Absent <sup>6</sup>	Neither <sup>7</sup>			Count	% Attendance	Count <sup>2</sup>	% Attendance <sup>3</sup>

#### Baby Steps EHS

Infants	84	12	0	16	5.25	8	65.63%	6.00	87.50%
Toddlers 2	48	0	0	16	3.00	8	37.50%	3.00	100.00%
<b>Site Total</b>	<b>132</b>	<b>12</b>	<b>0</b>	<b>16.00 (avg)</b>	<b>8.25</b>	<b>16</b>	<b>51.56%</b>	<b>9.00</b>	<b>91.67%</b>

#### Beginnings Academy EHS

Room 1	96	23	0	17	5.65	8	70.59%	7.00	80.67%
Room 2	89	13	0	17	5.24	8	65.44%	6.00	87.25%
Room 3	103	33	0	17	6.06	8	75.74%	8.00	75.74%
<b>Site Total</b>	<b>288</b>	<b>69</b>	<b>0</b>	<b>17.00 (avg)</b>	<b>16.95</b>	<b>24</b>	<b>70.59%</b>	<b>21.00</b>	<b>80.67%</b>

#### Beginnings Academy HS

Room 2	188	45	0	17	11.06	17	65.05%	13.71	80.69%
Room 4	218	71	0	17	12.82	17	75.43%	17.00	75.43%
Room 5	197	75	0	17	11.59	17	68.17%	16.00	72.43%
<b>Site Total</b>	<b>603</b>	<b>191</b>	<b>0</b>	<b>17.00 (avg)</b>	<b>35.47</b>	<b>51</b>	<b>69.55%</b>	<b>46.71</b>	<b>75.94%</b>

#### Bethel Acres EHS

Room 1 - EH	78	18	0	12	6.50	8	81.25%	8.00	81.25%
<b>Site Total</b>	<b>78</b>	<b>18</b>	<b>0</b>	<b>12.00 (avg)</b>	<b>6.50</b>	<b>8</b>	<b>81.25%</b>	<b>8.00</b>	<b>81.25%</b>

#### Bethel Acres HS

Room 1 - HS	208	64	0	17	12.24	17	71.97%	16.00	76.47%
<b>Site Total</b>	<b>208</b>	<b>64</b>	<b>0</b>	<b>17.00 (avg)</b>	<b>12.24</b>	<b>17</b>	<b>71.97%</b>	<b>16.00</b>	<b>76.47%</b>

#### Children's Chateau EHS

Room 1 - EH	97	13	1	17	5.71	8	71.32%	6.47	88.18%
Room 2	95	24	0	17	5.59	8	68.85%	7.00	79.83%
Room 3	84	32	1	17	4.94	8	61.76%	6.82	72.41%
Room 4	87	32	0	17	5.12	8	63.97%	7.00	73.11%
<b>Site Total</b>	<b>363</b>	<b>101</b>	<b>2</b>	<b>17.00 (avg)</b>	<b>21.36</b>	<b>32</b>	<b>66.73%</b>	<b>27.29</b>	<b>78.23%</b>

#### CSBI EHS

Room 3	93	9	0	17	5.47	8	68.38%	6.00	91.18%
Room 5	108	14	0	17	6.35	8	79.41%	7.18	88.52%
<b>Site Total</b>	<b>201</b>	<b>23</b>	<b>0</b>	<b>17.00 (avg)</b>	<b>11.82</b>	<b>16</b>	<b>73.90%</b>	<b>13.18</b>	<b>89.73%</b>

#### CSBI HS

Room 2	261	28	0	17	15.35	17	90.31%	17.00	90.31%
<b>Site Total</b>	<b>261</b>	<b>28</b>	<b>0</b>	<b>17.00 (avg)</b>	<b>15.35</b>	<b>17</b>	<b>90.31%</b>	<b>17.00</b>	<b>90.31%</b>

#### Education Engine EHS

Room 1	80	25	0	17	4.71	8	58.82%	6.18	76.19%
Room 2	112	24	0	17	6.59	8	82.35%	8.00	82.35%
Room 3	61	7	0	17	3.59	8	44.85%	4.00	89.71%
<b>Site Total</b>	<b>253</b>	<b>56</b>	<b>0</b>	<b>17.00 (avg)</b>	<b>14.89</b>	<b>24</b>	<b>62.01%</b>	<b>18.18</b>	<b>81.88%</b>

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)

12/1/2022  
8:54 AM

Page 2 of 5  
JenniferM

### Crossroads HS/EHS

#### 2301 - Average Daily Attendance

Enrollment Status: Enrolled Attendance Date: 11/1/2022 - 11/30/2022

#### Crossroads HS/EHS

	Attendance Records			Operating Days	ADA <sup>1</sup>	Funded Enrollment		Actual Enrollment		
	Present	Absent <sup>6</sup>	Neither <sup>7</sup>			Count	% Attendance	Count <sup>2</sup>	% Attendance <sup>3</sup>	
<b>Education Engine HS</b>										
Room 1	193	48	0	17	11.35	17	66.78%	14.18	80.08%	
Room 2	136	74	0	17	8.00	17	47.06%	12.35	64.76%	
Room 3	170	45	0	17	10.00	17	58.82%	12.65	79.07%	
Room 4	194	85	0	17	11.41	17	67.13%	16.41	69.53%	
Room 5	202	70	0	17	11.88	17	69.90%	16.00	74.26%	
<b>Site Total</b>	<b>895</b>	<b>322</b>	<b>0</b>	<b>17.00 (avg)</b>	<b>52.64</b>	<b>85</b>	<b>61.94%</b>	<b>71.59</b>	<b>73.54%</b>	

#### First Start EHS

Room 1	81	21	0	17	4.76	8	59.56%	6.00	79.41%
Room 2	53	15	0	17	3.12	8	38.97%	4.00	77.94%
Room 3	84	18	0	17	4.94	8	61.76%	6.00	82.35%
Room 4	80	22	0	17	4.71	8	58.82%	6.00	78.43%
<b>Site Total</b>	<b>298</b>	<b>76</b>	<b>0</b>	<b>17.00 (avg)</b>	<b>17.53</b>	<b>32</b>	<b>54.78%</b>	<b>22.00</b>	<b>79.68%</b>

#### Learning Tree EHS

Room 2	110	26	0	17	6.47	8	80.88%	8.00	80.88%
Room 3	102	34	0	17	6.00	8	75.00%	8.00	75.00%
Room 4	63	5	0	17	3.71	4	92.65%	4.00	92.65%
Room 5	117	19	0	17	6.88	8	86.03%	8.00	86.03%
Room 6	105	31	0	17	6.18	8	77.21%	8.00	77.21%
<b>Site Total</b>	<b>497</b>	<b>115</b>	<b>0</b>	<b>17.00 (avg)</b>	<b>29.24</b>	<b>36</b>	<b>81.21%</b>	<b>36.00</b>	<b>81.21%</b>

#### Learning Tree HS

Room 1	240	44	4	17	14.12	17	83.04%	16.71	84.51%
<b>Site Total</b>	<b>240</b>	<b>44</b>	<b>4</b>	<b>17.00 (avg)</b>	<b>14.12</b>	<b>17</b>	<b>83.04%</b>	<b>16.71</b>	<b>84.51%</b>

#### Main Street EHS

Room 2	116	20	0	17	6.82	8	85.29%	8.00	85.29%
Room 3 - EH	126	10	0	17	7.41	8	92.65%	8.00	92.65%
<b>Site Total</b>	<b>242</b>	<b>30</b>	<b>0</b>	<b>17.00 (avg)</b>	<b>14.23</b>	<b>16</b>	<b>88.97%</b>	<b>16.00</b>	<b>88.97%</b>

#### Main Street HS

Room 3 - HS	244	22	0	17	14.35	17	84.43%	15.65	91.73%
Room 4	217	47	0	17	12.76	17	75.09%	15.53	82.20%
<b>Site Total</b>	<b>461</b>	<b>69</b>	<b>0</b>	<b>17.00 (avg)</b>	<b>27.11</b>	<b>34</b>	<b>79.76%</b>	<b>31.18</b>	<b>86.98%</b>

#### Maud HS

Room 1 - HS	123	40	0	16	7.69	17	45.22%	10.19	75.46%
<b>Site Total</b>	<b>123</b>	<b>40</b>	<b>0</b>	<b>16.00 (avg)</b>	<b>7.69</b>	<b>17</b>	<b>45.22%</b>	<b>10.19</b>	<b>75.46%</b>

#### Moore EHS

Room 1 - EH	120	16	0	17	7.06	8	88.24%	8.00	88.24%
<b>Site Total</b>	<b>120</b>	<b>16</b>	<b>0</b>	<b>17.00 (avg)</b>	<b>7.06</b>	<b>8</b>	<b>88.24%</b>	<b>8.00</b>	<b>88.24%</b>

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)

12/1/2022  
8:54 AMPage 3 of 5  
JenniferM**Crossroads HS/EHS****2301 - Average Daily Attendance**

Enrollment Status: Enrolled Attendance Date: 11/1/2022 - 11/30/2022

**Crossroads HS/EHS**

Attendance Records			Operating Days	ADA <sup>1</sup>	Funded Enrollment		Actual Enrollment	
Present <sup>5</sup>	Absent <sup>6</sup>	Neither <sup>7</sup>			Count	% Attendance	Count <sup>2</sup>	% Attendance <sup>3</sup>

**Moore HS**

Room 3	311	29	0	17	18.29	17	107.61%	20.00	91.47%
<b>Site Total</b>	<b>311</b>	<b>29</b>	<b>0</b>	<b>17.00 (avg)</b>	<b>18.29</b>	<b>17</b>	<b>107.61%</b>	<b>20.00</b>	<b>91.47%</b>

**Neighborhood EHS**

Room 1 - EH	87	43	0	17	5.12	8	63.97%	7.65	66.92%
<b>Site Total</b>	<b>87</b>	<b>43</b>	<b>0</b>	<b>17.00 (avg)</b>	<b>5.12</b>	<b>8</b>	<b>63.97%</b>	<b>7.65</b>	<b>66.92%</b>

**Neighborhood HS**

Room 1 - HS	239	50	0	17	14.06	17	82.70%	17.00	82.70%
<b>Site Total</b>	<b>239</b>	<b>50</b>	<b>0</b>	<b>17.00 (avg)</b>	<b>14.06</b>	<b>17</b>	<b>82.70%</b>	<b>17.00</b>	<b>82.70%</b>

**Noble EHS**

Room 1 - EH	118	18	0	17	6.94	8	86.76%	8.00	86.76%
<b>Site Total</b>	<b>118</b>	<b>18</b>	<b>0</b>	<b>17.00 (avg)</b>	<b>6.94</b>	<b>8</b>	<b>86.76%</b>	<b>8.00</b>	<b>86.76%</b>

**Noble HS**

Room 1 - HS	154	16	0	17	9.06	17	53.29%	10.00	90.59%
<b>Site Total</b>	<b>154</b>	<b>16</b>	<b>0</b>	<b>17.00 (avg)</b>	<b>9.06</b>	<b>17</b>	<b>53.29%</b>	<b>10.00</b>	<b>90.59%</b>

**Seminole EHS**

Room 1 - EH	80	40	0	22	3.64	8	45.45%	5.45	66.67%
Room 2	121	15	0	22	5.50	8	68.75%	6.18	88.97%
Room 3	90	31	15	22	4.09	8	51.14%	5.50	74.38%
Room 4	117	19	0	22	5.32	8	66.48%	6.18	86.03%
<b>Site Total</b>	<b>408</b>	<b>105</b>	<b>15</b>	<b>22.00 (avg)</b>	<b>18.55</b>	<b>32</b>	<b>57.95%</b>	<b>23.31</b>	<b>79.53%</b>

**Summit Ridge EHS**

Room 1	60	17	7	12	5.00	8	62.50%	6.42	77.92%
Room 2	102	26	0	16	6.38	8	79.69%	8.00	79.69%
<b>Site Total</b>	<b>162</b>	<b>43</b>	<b>7</b>	<b>14.00 (avg)</b>	<b>11.38</b>	<b>16</b>	<b>72.32%</b>	<b>14.42</b>	<b>79.02%</b>

**Summit Ridge HS**

Room 1	141	57	0	17	8.29	17	48.79%	11.65	71.21%
Room 2	175	48	0	17	10.29	17	60.55%	13.12	78.48%
<b>Site Total</b>	<b>316</b>	<b>105</b>	<b>0</b>	<b>17.00 (avg)</b>	<b>18.58</b>	<b>34</b>	<b>54.67%</b>	<b>24.77</b>	<b>75.06%</b>

**Tecumseh HS**

Room 1	174	64	0	17	10.24	17	60.21%	14.00	73.11%
Room 2	179	50	0	17	10.53	17	61.94%	13.47	78.17%
<b>Site Total</b>	<b>353</b>	<b>114</b>	<b>0</b>	<b>17.00 (avg)</b>	<b>20.77</b>	<b>34</b>	<b>61.07%</b>	<b>27.47</b>	<b>75.59%</b>

**Treasured Moments EHS**

Room 1 - EH	99	37	0	17	5.82	8	72.79%	8.00	72.79%
<b>Site Total</b>	<b>99</b>	<b>37</b>	<b>0</b>	<b>17.00 (avg)</b>	<b>5.82</b>	<b>8</b>	<b>72.79%</b>	<b>8.00</b>	<b>72.79%</b>

**Union Street EHS**

Room 1 - EH	127	9	0	17	7.47	8	93.38%	8.00	93.38%
<b>Site Total</b>	<b>127</b>	<b>9</b>	<b>0</b>	<b>17.00 (avg)</b>	<b>7.47</b>	<b>8</b>	<b>93.38%</b>	<b>8.00</b>	<b>93.38%</b>

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)

12/1/2022  
8:54 AM

Page 4 of 5  
JenniferM

### Crossroads HS/EHS

#### 2301 - Average Daily Attendance

Enrollment Status: Enrolled Attendance Date: 11/1/2022 - 11/30/2022

#### Crossroads HS/EHS

Attendance Records			Operating Days	ADA <sup>1</sup>	Funded Enrollment		Actual Enrollment	
Present <sup>5</sup>	Absent <sup>6</sup>	Neither <sup>7</sup>			Count	% Attendance	Count <sup>2</sup>	% Attendance <sup>3</sup>

#### Union Street HS

Room 4	211	72	0	17	12.41	17	73.01%	16.65	74.56%
Room 6	204	51	0	17	12.00	17	70.59%	15.00	80.00%
Room 7	165	31	0	17	9.71	17	57.09%	11.53	84.18%
<b>Site Total</b>	<b>580</b>	<b>154</b>	<b>0</b>	<b>17.00 (avg)</b>	<b>34.12</b>	<b>51</b>	<b>66.90%</b>	<b>43.18</b>	<b>79.02%</b>

**Crossroads HS/EHS**    8,217    1,997    28    17.10 (avg)    482.61    700    68.82%    599.83    80.45%

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)

12/1/2022  
8:54 AM

## Crossroads HS/EHS

Page 5 of 5  
JenniferM

### 2301 - Average Daily Attendance

Enrollment Status: Enrolled Attendance Date: 11/1/2022 - 11/30/2022

#### Crossroads Lincoln/Seminole HS/EHS

	Attendance Records			Operating Days	ADA <sup>1</sup>	Funded Enrollment		Actual Enrollment		
	Present <sup>5</sup>	Absent <sup>6</sup>	Neither <sup>7</sup>			Count	% Attendance	Count <sup>2</sup>	% Attendance <sup>3</sup>	
<b>Agra HS</b>										
Room 1	230	59	0	17	13.53	17	79.58%	17.00	79.58%	
Site Total	230	59	0	17.00 (avg)	13.53	17	79.58%	17.00	79.58%	
<b>Davenport HS</b>										
Davenport 1	204	33	0	14	14.57	17	85.71%	16.93	86.08%	
Site Total	204	33	0	14.00 (avg)	14.57	17	85.71%	16.93	86.08%	
<b>Prague HS</b>										
Room 1 - HS	252	37	0	17	14.82	17	87.20%	17.00	87.20%	
Site Total	252	37	0	17.00 (avg)	14.82	17	87.20%	17.00	87.20%	
<b>Seminole HS</b>										
Room 1 - HS	204	65	0	16	12.75	17	75.00%	16.81	75.84%	
Room 2	209	48	0	16	13.06	17	76.84%	16.06	81.32%	
Site Total	413	113	0	16.00 (avg)	25.81	34	75.92%	32.87	78.52%	
<b>Stroud HS</b>										
Room 1	194	62	0	16	12.13	17	71.32%	16.00	75.78%	
Site Total	194	62	0	16.00 (avg)	12.12	17	71.32%	16.00	75.78%	
Crossroads Lincoln/Seminole HS/EHS	1,293	304	0	16.00 (avg)	80.85	102	79.23%	99.80	80.96%	
Report Totals	9,510	2,301	28	17.00 (avg)	563.46	802	70.08%	699.63	80.52%	

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

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

MONTH: November

AGENCY WIDE

FACILITY	# MEALS SERVED TO PROGRAM ADULTS		
	Breakfast	1st Lunch	PM Supp
Cleveland HS	150	150	150
Cleveland EHS	248	244	247
Comanche HS	324	329	273
Comanche EHS	510	510	509
Pott HS	269	265	263
Pott EHS	314	320	310
Seminole EHS	152	152	152
<b>Totals</b>	<b>1967</b>	<b>1970</b>	<b>1904</b>

FACILITY	#	#	TOTAL	MEALS SERVED TO PROGRAM CHILDREN			3RD PM SUPPLEMENT
				BREAKFAST	LUNCH	3RD PM	
Baby Steps EHS	16	14	14	78	82	82	
Lightnings Academy	17	50	50	598	610	594	
HS	17	24	24	278	318	312	
EHS	17	17	17	213	214	211	
Bethel Acres	12	8	8	77	76	67	
EHS	17	34	34	383	376	367	
Children's Chateau	17	17	17	218	259	225	
CSBI	17	17	17	207	221	207	
HS	17	81	81	885	906	888	
EHS	17	26	26	265	285	267	
Education Engine	17	26	26	330	329	317	
HS	17	17	17	215	238	235	
EHS	17	36	36	466	490	487	
Learning Tree	0	0	0	0	0	0	
Little Axe HS	17	36	36	444	472	249	
Main St Head Start	17	16	16	238	237	236	
HS	17	20	20	309	307	125	
EHS	17	8	8	110	114	82	
Moore Extend Day Hd Start	17	17	17	239	231	230	
HS	17	8	8	60	83	81	
EHS	17	10	10	152	153	148	
Neighborhood Hd Start	17	8	8	114	118	89	
HS	22	34	34	404	396	395	
EHS	0	0	0	0	0	0	
Noble Hd Start	17	34	34	319	317	210	
HS	16	16	16	170	167	154	
EHS							



Tecumseh HS	17	29	29	29	356	359	330
Truax HS	17	8	8	8	82	82	82
Crosroads Union St HS	17	46	46	46	579	578	320
HS	17	8	8	8	62	82	82
HS	17	648	648	648	1,000	8255	6644

I, \_\_\_\_\_, Treasurer of the \_\_\_\_\_ School District, hereby certify that the amount is supported by the \_\_\_\_\_ of \_\_\_\_\_.

By: \_\_\_\_\_

Date: \_\_\_\_\_

## HEAD START/ EARLY HEAD START DIRECTOR'S REPORT

December  
2022

### 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

Carpet in rm 4 is needing to be laid and the changes for CSBI will be complete

#### 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

Putting in new dishwasher

<b>Pottawatomie County</b>
----------------------------

Union Street Head Start

Over the Christmas break there was a water pipe that burst from the second floor and flooded several spaces in the building. Repairs such as flooring and some wall portions had to be replaced.

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

Working on completing bathrooms for EHS

**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

Putting in new dishwasher

<b>Lincoln County</b>
-----------------------

Agra

No major facility issues

Davenport

No major facility issues.

A building has been donated by TrueSky Credit Union for the opening of 2 EHS classrooms in Davenport. They are also going to donate a portion to renovate it as well.

Stroud

No major facility issues at this time.

Prague

Working on beginning the alterations for the new site

**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  
December 30, 2022**

**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	58	13	8	79	2	123	8	84	1	9	1	40	52
Comanche	204	139	14	3	156	8	40	0	0	4	0	0	0	7
Pottawatomie	187	119	7	6	132	5	50	6	5	0	0	1	10	10
Totals	595	316	34	17	367	15	213	14	89	5	9	2	50	69
	61%	enrolled												

**Crossroads Head Start/Lincoln-Seminole  
December 30, 2022**

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	64	1	3	68	0	17	0	2	0	0	0	6	2
Seminole	34	34	0	0	34	0	0	0	0	0	0	0	1	1
Total	119/85% enrolled	98	1	3	102	0	17	0	2	0	0	0	7	3

**Crossroads Early Head Start/CCPS  
December 30, 2022**

**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	52	2	2	56	1	39	62	8	24	36
Comanche	136	98	13	0	111	4	21	10	0	23	8
Pottawatomie	76	68	0	0	67	1	8	42	4	18	10
Seminole	32	32	0	0	32	0	0	25	1	4	7
Totals	340/78% enrolled	250	15	2	266	6	68	139	13	69	61

**Crossroads Early Head Start/Lincoln-Seminole  
December 30, 2022**

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	16	0	0	0	0
Seminole	16	0	0	0	0	0	16	0	0	0	0
Total	32	0	0	0	0	0	32	0	0	0	0

**Crossroads Head Start/CCPS  
December 30, 2022**

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	14	1	16	1	17	3	23	0	1	1	5	10
Little Axe Closed	17	0	0	0	0	0	17	0	0	0	0	0	4	0
Main St.	34	34	25	6	33	1	0	1	11	0	3	0	8	11
Moore ½ cr closed	68	17	11	5	20	0	48	2	43	1	5	1	13	27
Noble Holding enrollment Staff short	17	10	8	1	10	0	7	2	7	0	0	0	10	4
St. Stephens closed	34	0	0	0	0	0	34	0	0	0	0	0	0	0
<b>Totals</b>	<b>204</b>	<b>78</b>	<b>58</b>	<b>13</b>	<b>79</b>	<b>2</b>	<b>123</b>	<b>8</b>	<b>84</b>	<b>1</b>	<b>9</b>	<b>1</b>	<b>40</b>	<b>52</b>

Comanche County														
Crossroads Head Start/CCPS														
December 30, 2022														
Comanche County	Funded Enrollment	Current Enrollment (0% to 100%)	Current Enrollment (101% to 130%)	Current Enrollment (130% ^)	Total	Vacancies		Waiting list (0%-100%)		Waiting list (101-130%)		Waiting list (130%-^)		Pending
						Less than 30 days	Past 30 days	EHS	Transitions	WL	EHS	Transitions	WL	
Beginnings 1/4 cr closed	68	39	7	2	48	3	17	2	0	1	0	0	0	3
Education Engine 1/6 cr closed	102	73	6	1	80	5	17	0	0	2	0	0	0	2
Summit Ridge	34	27	1	0	28	0	6	2	0	0	0	0	0	3
<b>Total</b>	<b>204</b>	<b>139</b>	<b>14</b>	<b>3</b>	<b>156</b>	<b>8</b>	<b>40</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>



**Crossroads Head Start/CCPS  
December 30, 2022**

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 Transitions	WL	EHS Transitions	WL	EHS Transitions	WL	
Bethel	17	17	13	2	1	16	0	1	0	0	0	0	1	3	0
Learning Tree	17	17	16	0	0	16	1	0	0	0	0	0	0	0	0
Maud	17	17	11	0	0	11	0	6	0	0	0	0	0	1	0
Neighborhood	17	17	16	1	0	17	0	0	0	0	0	0	0	0	0
Tecumseh	34	34	24	1	3	28	2	4	1	0	0	0	0	0	0
Union St. 2/5 cr closed	84	51	39	3	2	44	2	39	4	5	0	0	0	6	10
<b>Total</b>	<b>187</b>	<b>153</b>	<b>119</b>	<b>7</b>	<b>6</b>	<b>132</b>	<b>5</b>	<b>50</b>	<b>6</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>10</b>	<b>10</b>

**Crossroads Head Start/Lincoln-Seminole  
December 30, 2022**

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	WL	EHS	WL	EHS	WL		EHS
Agra	17	17	16	0	1	17	0	0	0	0	0	0	0	0	0	0
Davenport	17	0	16	1	0	17	0	0	0	0	0	0	0	0	0	0
Davenport Rm 2	17	17	0	0	0	0	17	0	0	0	0	0	0	0	0	0
Prague	17	17	17	0	0	17	0	0	0	1	0	0	0	0	6	2
Stroud	17	17	15	0	2	17	0	0	0	1	0	0	0	0	0	0
County Total	85	68	64	1	3	68	0	17	0	2	0	0	0	6	6	2
Seminole County																
Seminole	34	34	34	0	0	34	0	0	0	0	0	0	0	0	1	1
County Total	34	34	34	0	0	34	0	0	0	0	0	0	0	0	1	1
Total	119	102	98	1	3	102	0	17	0	2	0	0	0	7	7	3



**Crossroads Early Head Start /CCPS**

**December 30,2022**

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	20	2	0	22	2	0	3	0	4	1
Children's Chateau	32	22	5	0	27	0	5	2	0	4	0
Education Engine 1 cr closed	32	22	0	0	22	2	8	3	0	9	2
First start	32	20	5	0	25	0	7	2	0	2	4
Summit Ridge	16	14	1	0	15	0	1	0	0	4	1
<b>Total</b>	<b>136</b>	<b>98</b>	<b>13</b>	<b>0</b>	<b>111</b>	<b>4</b>	<b>21</b>	<b>10</b>	<b>0</b>	<b>23</b>	<b>8</b>

**Crossroads Early Head Start /CCPS  
December 30, 2022**

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	3	1	6	0
Learning Tree	36	35	0	0	35	0	0	39	3	12	11
Neighborhood	8	8	0	0	8	0	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
<b>Total</b>	76	68	0	0	67	1	8	42	4	18	10
Seminole County											
Seminole	32	32	0	0	32	0	0	25	1	4	7
<b>Total</b>	32	32	0	0	32	0	0	25	1	4	7

Crossroads Early Head Start /Lincoln -Seminole December 30,2022											
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
Chandler Not open	8				0		8				
Prague Not Open	8				0		8				
Wewoka Not Open	8				0		8				
Seminole County											
Seminole Not Open	8				0		8				
<b>Total</b>	32				0		32				

Total OI

CCPS HS 36-17 enrolled =19 left

CCPS EHS 26-2 enrolled =24 left

Lin/Sem 10-3 enrolled = 7 left

Location (Site)	Date	Ident Ty	Describe Cause of Injury	Injury
<b>Report: Accident Report for Policy Council</b>				
Beginnings Academy EHS	12/16/22	Minor	Hand closed in door	Pinch R hand/fingers
Beginnings Academy HS	12/01/22	Minor	This child and another child was play fighting	Poked in L eye while play fighting
Beginnings Academy HS	12/02/22	Minor	Bumped mouth on sand/water table	Cut on mouth
Beginnings Academy HS	12/14/22	Minor	Other child bit	No visible injury noted
Beginnings Academy HS	12/16/22	Minor	Hand closed in door	Pinch R hand/fingers
Children's Chateau EHS	12/12/22	Minor	Hit by thrown toy	Cut
CSBI EHS	12/05/22	Minor	She was hit by a toy while playing .	Hit by toy
CSBI EHS	12/09/22	Minor	Slipped and bumped chin	Slipped and bumped chin
CSBI HS	12/15/22	Minor	Chair pinched his back	Chair pinched his back
Education Engine EHS	12/06/22	Minor	Tripped, fell	Cut on tongue
Education Engine HS	12/06/22	Minor	Tripped, hit shelf	Skin discoloration
Main Street EHS	12/05/22	Minor	Lost balance and fell	Lost balance and fell
Main Street EHS	12/13/22	Minor	Scatched face while sleeping	Scatched face while sleeping
Main Street HS	12/02/22	Minor	Kicked while playing	Kicked while playing
Summit Ridge HS	12/07/22	Minor	Scatched by other child	Scratch R cheek







Crossroads Head Start/Early Head Start  
Volunteer In-kind Report  
November 2022

Location	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Total	Annual Goal	% Achieved
<b>Early Head Start</b>															
Baby Steps EHS	314.84	2,398.15	2,222.40	2,370.56	1,546.42	1,708.47	342.62	296.32	717.65	1,597.35			2,926.16	8,246.40	35.5%
Beginnings Academy EHS	1,564.94	92.60	824.14	652.83	516.58	685.24	446.07	504.67	1,564.94	1,833.48			16,867.09	12,369.80	136.4%
Bethel EHS	347.25	2,509.46	3,069.69	3,449.35	1,786.44	2,588.17	305.58	1,782.55	574.12	472.26			5,117.74	4,123.20	124.1%
Children's Chateau	1,863.67	1,862.00	1,764.03	2,369.29	2,583.54	1,861.26	305.01	1,940.34	1,912.19	3,009.50			22,858.31	16,492.80	138.6%
CSBI EHS	3,014.13	3,620.66	2,903.01	2,926.16	2,064.98	2,139.06	1,120.46	2,319.63	2,214.62	2,593.54			19,479.83	12,369.60	157.5%
Education Engine EHS	2,027.94	2,708.55	2,750.22	3,153.03	2,245.55	1,713.10	1,199.17	1,245.47	2,366.67	1,273.25			24,906.25	12,369.60	201.4%
First Start EHS	3,541.95	1,722.36	3,254.89	2,940.05	2,840.05	3,616.03	864.33	2,148.32	4,143.85	3,533.54			18,959.85	16,492.80	115.0%
Learning Tree EHS	799.32	2,189.99	3,435.48	2,264.07	615.79	2,713.18	2,742.55	3,074.32	3,625.29	2,287.22			23,707.19	16,492.80	143.7%
Main Street EHS	879.70	1,282.51	856.55	662.09	1,226.95	1,838.11	541.71	1,182.87	2,018.68	1,930.71			12,989.88	8,246.40	150.2%
Moore EHS	717.65	870.44	495.41	675.98	759.32	879.70	527.82	726.91	687.46	495.41			6,806.10	4,123.20	165.1%
Neighborhood EHS	412.07	365.77	750.06	254.65	611.16	881.18	250.02	805.62	1,393.63	1,208.43			5,440.25	4,123.20	131.9%
Noble EHS	1,773.29	3,366.01	2,393.71	3,222.48	824.14	1,541.79	1,726.99	1,358.26	87.67	1,456.45			19,270.06	16,492.80	116.8%
Summit Ridge EHS	365.77	2,097.39	1,393.63	1,083.42	1,032.49	1,176.02	574.12	1,648.28	870.44	435.22			7,639.49	8,246.40	92.6%
Treasured Moments	1,319.55	2,097.39	1,393.63	1,083.42	1,032.49	1,176.02	574.12	1,648.28	870.44	435.22			4,639.26	4,123.20	112.5%
Union Street EHS	22,890.53	26,784.55	28,511.53	27,281.58	17,381.02	21,751.74	10,341.40	21,469.68	29,151.95	25,340.84			230,841.83	173,174.40	133.3%
<b>Head Start</b>															
Beginnings Academy HS	5,018.92	5,681.01	4,917.06	2,092.76	78.71	138.90	541.71	3,129.88	2,435.38	2,740.96			26,775.29	95,047.20	76.4%
Bethel HS	629.68	175.94	680.61	171.31	-	-	495.41	1,578.83	870.44	754.69			5,356.91	8,761.80	61.1%
CSBI HS	1,855.65	1,185.26	2,455.36	1,853.65	870.44	885.81	537.04	2,086.31	3,222.48	2,884.49			17,586.53	17,523.60	100.4%
Education Engine HS	4,787.42	5,731.94	7,462.08	2,620.58	1,481.60	685.24	683.57	5,037.44	6,773.69	8,231.21			43,494.77	52,570.80	82.7%
Learning Tree HS	2,981.72	1,287.14	1,680.66	578.75	518.56	1,495.49	402.81	708.39	2,532.61	1,551.05			13,737.21	8,761.80	156.8%
Little Axe	1,301.03	1,301.03	1,453.82	963.04	-	-	-	-	-	-			5,016.92	8,761.80	57.3%
Main Street HS	1,565.68	1,162.13	1,412.15	981.56	-	625.05	74.08	2,319.63	2,384.45	3,060.43			13,575.16	17,523.60	77.5%
Maud	1,217.69	703.76	1,472.34	1,740.88	-	-	601.90	1,805.70	1,824.22	1,176.02			10,542.51	8,761.80	120.9%
Moore HS	1,495.49	1,852.00	1,472.34	481.52	111.12	509.30	365.77	1,949.23	2,139.05	1,888.30			11,394.43	35,047.20	32.5%
Neighborhood HS	-	-	745.43	217.61	-	-	190.09	513.93	1,055.64	2,352.04			8,083.98	8,761.80	92.3%
Noble HS	944.52	740.80	814.88	703.76	-	-	296.32	902.85	1,240.84	2,440.01			8,083.98	8,761.80	92.3%
St Stephens	-	-	-	-	-	-	-	-	-	-			-	-	0.0%
Summit Ridge HS	4,134.59	5,588.41	3,731.78	569.49	898.22	337.98	648.20	2,203.88	3,435.45	3,676.22			25,224.24	17,523.60	143.9%
Tecumseh	3,854.57	3,203.95	3,833.64	2,407.60	-	-	490.59	1,879.78	2,849.31	3,379.90			21,989.35	17,523.60	125.4%
Union Street HS	1,389.00	1,728.99	1,143.61	296.13	819.51	-	103.34	208.16	578.75	347.25			6,552.74	43,809.00	15.0%
**SubTotal**	30,965.96	30,340.39	32,416.11	15,618.64	4,778.16	4,657.76	5,359.83	24,296.01	31,442.33	34,482.57			214,397.76	306,663.00	69.9%
Policy Council	-	-	-	-	-	-	-	-	-	-			-	-	-
**Total OverAll**	53,826.49	57,124.94	60,927.64	42,900.22	22,159.18	26,409.92	15,701.23	45,765.69	60,594.29	59,833.41			445,242.61	479,837.40	92.8%

Crossroads Head Start/Early Head Start  
 Volunteer In-kind Report  
 Lincoln County  
 November 2022

Location	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Total	Annual Goal	% Achieved
Agra	231.50	89.45	259.28	13.75	-	-	37.04	347.25	584.88	972.30	-	-	2,495.43	8,761.80	28.5%
Burner	1,083.53	1,421.41	1,476.97	185.20	-	-	-	-	-	-	-	-	4,187.11	8,761.80	47.6%
Carney	-	-	-	-	-	-	-	-	-	-	-	-	-	8,761.80	0.0%
Chandler	-	-	478.89	37.04	-	-	-	-	-	-	-	-	513.93	8,761.80	5.9%
Davenport	1,194.54	981.56	1,325.81	1,023.23	-	-	55.56	717.65	1,912.19	1,764.03	-	-	8,977.57	8,761.80	102.5%
Prague	578.75	652.83	1,523.27	337.99	-	-	250.02	176.88	1,113.78	1,138.98	-	-	5,772.30	8,761.80	65.9%
Sasakwa	-	-	-	-	-	-	-	-	-	-	-	-	-	8,761.80	0.0%
Seminole HS	2,032.57	3,213.22	3,981.80	2,764.11	-	-	888.13	2,703.92	6,573.92	6,593.12	-	-	28,761.73	26,285.40	109.4%
Stroud	500.04	550.97	407.44	74.08	-	-	206.74	763.95	537.08	2,185.36	-	-	5,225.06	8,761.80	59.6%
**Total**	5,820.93	6,888.44	9,454.48	4,435.40	-	-	1,448.49	4,709.45	10,701.83	12,653.79	-	-	55,913.79	96,379.80	58.0%

1/4/2023  
10:09 AM

Page 1 of 2  
amyg

## Crossroads HS/EHS

### 2301 - Average Daily Attendance

<All Records> Attendance Date: 12/1/2022 - 12/30/2022

#### Crossroads HS/EHS

	Attendance Records			Operating Days	ADA <sup>1</sup>	Funded Enrollment		Actual Enrollment	
	Present <sup>5</sup>	Absent <sup>6</sup>	Neither <sup>7</sup>			Count	% Attendance	Count <sup>2</sup>	% Attendance <sup>3</sup>
Baby Steps EHS	95	13	0	12.00 (avg)	7.92	16	49.48%	9.00	87.96%
Beginnings Academy EHS	200	69	0	12.00 (avg)	16.66	24	69.44%	22.42	74.35%
Beginnings Academy HS	464	121	0	12.00 (avg)	38.67	51	75.82%	48.75	79.32%
Bethel Acres EHS	75	21	0	12.00 (avg)	6.25	8	78.13%	8.00	78.13%
Bethel Acres HS	168	24	0	12.00 (avg)	14.00	17	82.35%	16.00	87.50%
Children's Chateau EHS	276	60	0	12.00 (avg)	23.00	32	71.88%	28.00	82.14%
CSBI EHS	144	30	0	12.00 (avg)	12.00	16	75.00%	14.50	82.76%
CSBI HS	159	41	0	12.00 (avg)	13.25	17	77.94%	16.67	79.50%
Education Engine EHS	214	47	0	12.00 (avg)	17.83	24	74.31%	21.75	81.99%
Education Engine HS	709	226	0	12.00 (avg)	59.08	85	69.51%	77.92	75.83%
First Start EHS	208	80	0	12.00 (avg)	17.33	32	54.17%	24.00	72.22%
Learning Tree EHS	341	82	0	11.80 (avg)	28.89	36	80.42%	35.92	80.61%
Learning Tree HS	139	54	0	12.00 (avg)	11.58	17	68.14%	16.08	72.02%
Main Street EHS	165	27	0	12.00 (avg)	13.75	16	85.94%	16.00	85.94%
Main Street HS	360	36	0	12.00 (avg)	30.00	34	88.24%	33.00	90.91%
Maud HS	84	48	0	12.00 (avg)	7.00	17	41.18%	11.00	63.64%
Moore EHS	45	3	0	6.00 (avg)	7.50	8	93.75%	8.00	93.75%
Moore HS	219	21	0	12.00 (avg)	18.25	17	107.35%	20.00	91.25%
Neighborhood EHS	64	32	0	12.00 (avg)	5.33	8	66.67%	8.00	66.67%
Neighborhood HS	148	56	0	12.00 (avg)	12.33	17	72.55%	17.00	72.55%
Noble EHS	78	18	0	12.00 (avg)	6.50	8	81.25%	8.00	81.25%
Noble HS	103	17	0	12.00 (avg)	8.58	17	50.49%	10.00	85.83%
Seminole EHS	306	72	0	12.00 (avg)	25.49	32	79.69%	31.50	80.95%
Summit Ridge EHS	130	50	0	12.00 (avg)	10.83	16	67.71%	15.00	72.22%
Summit Ridge HS	239	92	4	12.00 (avg)	19.92	34	58.58%	27.58	72.21%
Tecumseh HS	254	73	9	12.00 (avg)	21.17	34	62.25%	27.25	77.68%
Treasured Moments EHS	75	21	0	12.00 (avg)	6.25	8	78.13%	8.00	78.13%
Union Street EHS	71	25	0	12.00 (avg)	5.92	8	73.96%	8.00	73.96%
Union Street HS	405	103	0	11.67 (avg)	34.51	51	68.07%	43.33	79.72%
<b>Crossroads HS/EHS</b>	<b>5,938</b>	<b>1,562</b>	<b>13</b>	<b>11.87 (avg)</b>	<b>499.79</b>	<b>700</b>	<b>71.31%</b>	<b>630.67</b>	<b>79.17%</b>

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)

1/4/2023  
10:09 AM

## Crossroads HS/EHS

### 2301 - Average Daily Attendance

<All Records> Attendance Date: 12/1/2022 - 12/30/2022

Page 2 of 2

amyg

#### Crossroads Lincoln/Seminole HS/EHS

	Attendance Records			Operating Days	ADA <sup>1</sup>	Funded Enrollment		Actual Enrollment	
	Present <sup>4</sup>	Absent <sup>6</sup>	Neither <sup>7</sup>			Count	% Attendance	Count <sup>2</sup>	% Attendance <sup>3</sup>
Agra HS	177	27	0	12.00 (avg)	14.75	17	86.76%	17.00	86.76%
Davenport HS	114	39	0	10.00 (avg)	11.40	17	67.06%	15.30	74.51%
Prague HS	167	20	0	12.00 (avg)	13.92	17	81.86%	15.58	89.30%
Seminole HS	306	102	0	12.00 (avg)	25.50	34	75.00%	34.00	75.00%
Stroud HS	141	61	0	12.00 (avg)	11.75	17	69.12%	16.83	69.80%
<b>Crossroads Lincoln/Seminole HS/EHS</b>	<b>905</b>	<b>249</b>	<b>0</b>	<b>11.67 (avg)</b>	<b>77.32</b>	<b>102</b>	<b>76.05%</b>	<b>98.71</b>	<b>78.42%</b>
<b>Report Totals</b>	<b>6,843</b>	<b>1,811</b>	<b>13</b>	<b>11.85 (avg)</b>	<b>577.11</b>	<b>802</b>	<b>71.90%</b>	<b>729.38</b>	<b>79.07%</b>

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: DECEMBER 2022

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	12	6	6	6	55	59	58	
Beginnings Academy								
HS	12	49	49	49	450	462	451	
EHS	12	24	24	24	168	198	192	
Bethel Acres								
HS	12	16	16	16	166	168	162	
EHS	12	8	8	8	75	73	65	
Children's Chateau	12	29	29	29	264	261	253	
CSBI								
HS	12	17	17	17	142	157	137	
EHS	12	16	16	16	128	139	129	
Education Engine								
HS	12	80	80	80	675	691	266	
EHS	12	23	23	23	207	210	189	
First Start EHS	12	25	25	25	201	205	185	
Learning Tree								
HS	12	17	17	17	133	137	125	
EHS	12	36	36	36	330	333	317	
Little Axe HS	0	0	0	0	0	0	0	
Main St Head Start								
HS	12	33	33	33	334	353	193	
EHS	12	16	16	16	163	163	157	
Maud HS	12	11	11	11	83	80	27	
Moore Extend Day Hd Strt								
HS	12	20	20	20	215	217	79	
EHS	12	8	8	8	35	35	27	
Neighborhood Hd Strt								
HS	12	17	17	17	145	141	139	
EHS	12	8	8	8	50	62	54	
Noble Hd Strt								
HS	12	10	10	10	102	97	89	
EHS	12	8	8	8	76	76	59	
Seminole ELC	12	32	32	32	297	294	289	
St Stephens HS	0	0	0	0	0	0	0	
Summit Ridge Head Start								
HS	12	29	29	29	238	236	147	
EHS	12	15	15	15	129	129	124	
Tecumseh HS	12	29	29	29	248	250	213	
Treasured Moments HS	12	8	8	8	64	64	64	
Crossroads Union St HS								
HS	12	44	44	44	355	374	225	
EHS	12	8	8	8	71	69	66	
<b>TOTALS</b>		<b>642</b>	<b>642</b>	<b>642</b>	<b>5599</b>	<b>5731</b>	<b>4483</b>	

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

AGENCY WIDE

MONTH:

	# MEALS SERVED TO PROGRAM ADULTS		
	Breakfast	1st Lunch	PM Supp
Cleveland HS	122	122	119
Cleveland EHS	160	160	160
Comanche HS	233	241	198
Comanche EHS	376	377	375
Pott HS	214	216	204
Pott EHS	195	193	189
Seminole EHS	104	104	104
<b>Totals</b>	<b>1404</b>	<b>1413</b>	<b>1349</b>

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

MONTH: DECEMBER 2022  
 SPONSORING ORGANIZATION: Crossroads Youth/Family  
 AGREEMENT NUMBER: DC-14-182

Complete and return with each month's claim for reimbursement

LIST EACH FACILITY	# DAYS ENROLLED	PARTICIPATION		# MEALS SERVED PROGRAM CHILDREN		
		FREE	TOTAL	BREAKFAST 1ST	LUNCH 1ST	3RD PM SUPPLEMENT
Agra HS	12	17	17	177	175	128
Chandler						
HS	0	0	0	0	0	0
EHS	0	0	0	0	0	0
Davenport HS	12	17	17	85	112	90
Prague						
HS	12	17	17	152	166	146
EHS	12	0	0	0	0	0
Seminole						
HS	12	34	34	277	291	275
EHS	12	34	34	277	291	275
Stroud HS	12	17	17	139	138	106
Wewoka EHS	0	0	0	0	0	0
<b>TOTALS</b>		<b>102</b>	<b>102</b>	<b>830</b>	<b>882</b>	<b>745</b>

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: \_\_\_\_\_

AGENCY WIDE MONTH: DECEMBER

	# MEALS SERVED TO PROGRAM ADULTS		
	Breakfast	1st Lunch	PM Supp
Lin/Sem HS	202	203	129
Lin/Sem EHS	0	0	0
<b>TOTALS</b>	<b>202</b>	<b>203</b>	<b>129</b>

**HEAD START/ EARLY HEAD START  
DIRECTOR'S REPORT  
January  
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



<b>Pottawatomie County</b>
----------------------------

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

<b>Lincoln County</b>
-----------------------

Agra

No major facility issues

Davenport

No major facility issues at this time

Stroud

No major facility issues at this time.

Prague

Working on beginning the alterations for the new site

**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  
January 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 Transitions	WL	EHS Transitions	WL	EHS Transitions	WL	
Cleveland 7/12 CR closed	204	70	12	8	90	2	112	3	73	0	9	2	38	59
Comanche	204	139	17	3	159	5	40	11	0	0	0	0	0	6
Pottawatomie	187	127	7	6	140	6	41	4	2	0	0	1	9	10
Totals	595	336	36	17	389	13	193	18	75	0	9	3	47	
	65% enrolled													

**Crossroads Head Start/Lincoln-Seminole  
December 30, 2022**

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	70	3	3	76	0	9	0	2	0	0	0	6	2
Seminole	34	32	0	0	32	2	0	0	0	0	0	0	1	2
Total	119/90% enrolled	102	3	3	108	2	9	0	2	0	0	0	7	4

**Crossroads Early Head Start/CCPS  
January 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	53	2	2	57	1	38	43	7	25	38
Comanche	136	95	10	0	105	23	8	16	1	54	6
Pottawatomie	76	66	0	0	66	2	8	45	4	19	0
Seminole	32	32	0	0	32	0	0	25	1	4	7
<b>Totals</b>	<b>340/76%</b> enrolled	<b>246</b>	<b>12</b>	<b>2</b>	<b>260</b>	<b>26</b>	<b>54</b>	<b>129</b>	<b>13</b>	<b>102</b>	<b>55</b>

**Crossroads Early Head Start/Lincoln-Seminole  
January 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	16	0	0	0	0
Seminole	16	0	0	0	0	0	16	0	0	0	0
<b>Total</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Crossroads Head Start/CCPS  
January 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	17	17	1	1	19	0	15	1	0	0	1	1	6	11
Little Axe Closed 1/1	17	0		0	0	0	0	17	0	0	0	0	0	4	0
Main St.	34	34	26	5	2	33	1	0	0	11	0	3	0	7	13
Moore 2/4 cr closed	68	17	20	5	4	29	0	39	0	36	0	5	1	12	30
Noble Holding enrollment Staff short	17	10	7	1	1	9	1	7	2	5	0	0	0	9	5
St.Stephens Closed 2/2	34	0	0	0	0	0	0	34	0	0	0	0	0	0	0
<b>Totals</b>	<b>204</b>	<b>78</b>	<b>70</b>	<b>12</b>	<b>8</b>	<b>90</b>	<b>2</b>	<b>112</b>	<b>3</b>	<b>73</b>	<b>0</b>	<b>9</b>	<b>2</b>	<b>38</b>	<b>59</b>



Crossroads Head Start/CCPS January 31, 2023															
Pottawato mie County	Funded Enrollment		Current Enrollme nt (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%-^)		Pendi ng
									EHS Trans itions	WL	EHS Trans itions	WL	EHS Trans itions	WL	
Bethel	17	17	14	2	1	17	0	0	0	0	0	0	1	3	0
Learning Tree	17	17	15	0	0	15	2	0	0	0	0	0	0	0	0
Maud	17	17	11	0	0	11	1	5	0	0	0	0	0	0	0
Neighborho od	17	17	16	1	0	17	0	0	0	0	0	0	0	0	0
Tecumseh	34	34	27	1	3	31	3	0	0	0	0	0	0	0	0
Union St. 2/5 cr closed	84	51	44	3	2	49	0	36	4	2	0	0	0	6	10
<b>Total</b>	<b>187</b>	<b>153</b>	<b>127</b>	<b>7</b>	<b>6</b>	<b>140</b>	<b>6</b>	<b>41</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>9</b>	<b>10</b>

**Crossroads Head Start/Lincoln-Seminole  
January 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	EHS Transitions	WL	
Agra	17	17	16	1	0	17	0	0	0	0	0	0	0	0	0
Davenport 1	17	17	15	1	1	17	0	0	0	0	0	0	0	0	0
Davenport Rm 2	17	17	7	1	0	8	0	9	0	0	0	0	0	0	0
Prague	17	17	17	0	0	17	0	0	0	1	0	0	0	6	2
Stroud	17	17	15	0	2	17	0	0	0	1	0	0	0	0	0
County Total	85	85	70	3	3	76	0	9	0	2	0	0	0	6	2
Seminole County															
Seminole	34	34	32	0	0	32	2	0	0	0	0	0	0	1	2IE
County Total	34	34	32	0	0	32	0	0	0	0	0	0	0	1	2
Total	119	119	102	3	3	108	2	9	0	2	0	0	0	7	4



**Crossroads Early Head Start /CCPS  
January 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	9	0	1	10	0	6	1	0	0	0
CSBI 1/3	24	14	1	1	16	0	8	7	1	2	11
Main 2/4cr closed	32	15	1	0	16	0	16	13	6	10	15
Moore ½ cr closed	16	7	0	0	7	1	8	17	0	4	7
Noble	8	8	0	0	8	0	0	5	0	9	5
<b>Total</b>	96	53	2	2	57	1	38	43	7	25	38



Crossroads Early Head Start /CCPS January 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
Bethel	8	7	0	0	7	1	0	2	1	6	0
Learning Tree	36	36	0	0	36	0	0	43	3	13	9
Neighborhood	8	8	0	0	8	0	0	0	0	0	0
Treasured Moments	8	7	0	0	7	1	0	0	0	0	0
Union St ½ cr closed	16	8	0	0	8	0	8	0	0	0	0
<b>Total</b>	<b>76</b>	<b>68</b>	<b>0</b>	<b>0</b>	<b>66</b>	<b>2</b>	<b>8</b>	<b>45</b>	<b>4</b>	<b>19</b>	<b>0</b>
Seminole County											
Seminole	32	32	0	0	32	0	0	25	1	4	7
<b>Total</b>	<b>32</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>25</b>	<b>1</b>	<b>4</b>	<b>7</b>

**Crossroads Early Head Start /Lincoln -Seminole**

**January 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
Chandler Not open	8				0		8				
Prague Not Open	8				0		8				
Wewoka Not Open	8				0		8				
Seminole County											
Seminole Not Open	8				0		8				
<b>Total</b>	32				0		32				

**Total OI**

CCPS HS     36-17 enrolled = 19 left

CCPS EHS     26-2 enrolled = 24 left

Lin/Sem     10-3 enrolled = 7 left



2021-2022 Accidents

HS/EHS CENTERS	Aug.			Sept.			Oct.			Nov.			Dec.			Jan.			Feb.			March			April			May			June			July			Yearly Totals			
	Adults	Children	Minor Accidents	Adults	Children	Minor Accidents	Adults	Children	Minor Accidents	Adults	Children	Minor Accidents	Adults	Children	Minor Accidents	Adults	Children	Minor Accidents	Adults	Children	Minor Accidents	Adults	Children	Minor Accidents	Adults	Children	Minor Accidents	Adults	Children	Minor Accidents	Adults	Children	Minor Accidents							
<b>Comanche County</b>																																								
Beginnings Academy	0	0	5	0	0	9	0	0	7	0	0	5	0	0	5	0	0	5	0	0	16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	47			
Children's Chateau	0	0	1	0	0	6	0	0	7	0	0	4	0	0	4	0	0	4	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	23			
Education Engine	0	0	1	0	0	1	0	0	5	0	0	3	0	0	2	0	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	14			
First Start	0	0	1	1	0	2	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	4			
Summit Ridge	0	0	2	0	0	0	0	0	3	0	0	1	0	0	1	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8			
<b>Lincoln County</b>																																								
Agra	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	0
Carney	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	0
Chandler	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	0
Davenport	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	0
Prague	0	0	0	0	0	0	0	0	1	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	1
Stroud	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
<b>Seminole County</b>																																								
Butner	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	0
Sasakwa	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	0
Seminole HS	0	0	0	0	0	0	0	0	6	0	0	0	0	0	0	5	0	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11
<b>Totals</b>	0	0	10	1	0	18	0	0	29	0	0	13	0	1	9	0	0	28	0	0	28	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	81
																																55	179							

Location (Site)	Date	Incident Type	Describe Cause of Injury	Injury
<b>Report: Accident Report for Policy Council</b>				
Baby Steps EHS	1/12/23	Minor	Child bite	Child bite
Beginnings Academy EHS	1/09/23	Minor	Tripped over doll, hit mouth/chin on toy	Cut on lip, mark on chin, swelling
Beginnings Academy EHS	1/10/23	Minor	Topped onto face going down GMR slide	Bloody nose
Beginnings Academy EHS	1/10/23	Minor	Going down GMR slide, toppled over	Bloody nose
Beginnings Academy EHS	1/11/23	Minor	Other child bit	Child bite R cheek
Beginnings Academy EHS	1/17/23	Minor	Child bite	Child bite
Beginnings Academy EHS	1/19/23	Minor	Fell, bumped head on table	Swollen area L upper head
Beginnings Academy EHS	1/27/23	Minor	Tripped, bumped toddler chair	Bruised, swollen area below L eye
Beginnings Academy HS	1/05/23	Minor	Jumped off top of large slide	Scrape R lower back
Beginnings Academy HS	1/05/23	Minor	Scrape	Scrape R lower back
Beginnings Academy HS	1/05/23	Minor	Running on playground, fell	Cuts on upper lip, above R eye
Beginnings Academy HS	1/06/23	Minor	Hit by wooden block	No visible injury
Beginnings Academy HS	1/11/23	Minor	Other child bit	Child bite R cheek
Beginnings Academy HS	1/18/23	Minor	Thrown block	No visible injury
Beginnings Academy HS	1/19/23	Minor	Bumped mouth on other child's head	Cut lip
Beginnings Academy HS	1/19/23	Minor	Fell, bumped head on table	Swollen area L upper head
Beginnings Academy HS	1/26/23	Minor	On carpet rest time, other kicked w/foot	Skin Discoloration L side nose
Bethel Acres HS	1/23/23	Minor	fell	child fell
Bethel Acres HS	1/27/23	Minor	fell and hit head	fell & hit head
Children's Chateau EHS	1/04/23	Minor	Running, fell, bit lower lip	Cut lower lip
Children's Chateau EHS	1/19/23	Minor	Hit his chin, blood on gums	Bleeding of gums
Children's Chateau EHS	1/23/23	Minor	Fell climbing off sofa	Skin discoloration

Location (Site)	Date	Incident Type	Describe Cause of Injury	Injury
Children's Chateau EHS	1/23/23	Minor	Fell, hit L side forehead	Skin discoloration
CSBI EHS	1/05/23	Minor	Fell while pulling up on a toy	Fell while pulling up on a toy
CSBI EHS	1/10/23	Minor	Tripped over shoe while running	Trip and fall
CSBI EHS	1/17/23	Minor	Trip and fall while walking - hit rocking chair	Trip and fall
Education Engine EHS	1/10/23	Minor	Fell, scraped lip	Scraped bottom lip
Education Engine EHS	1/19/23	Minor	Tripped, fell, hit edge of toy shelf	Swollen area R cheek
Main Street EHS	1/18/23	Minor	Hit with a falling block while playing	Hit with a falling block while playing
Main Street HS	1/18/23	Minor	Hit with a falling block while playing	Hit with a falling block while playing
Main Street HS	1/18/23	Minor	Rocked back in chair and fell	Rocked back in chair and fell
Main Street HS	1/18/23	Minor	Hit with a falling block while playing	Hit with a falling block while playing
Maud HS	1/10/23	Minor	running anf falling on the playground	hit her face on the ground
Moore HS	1/18/23	Minor	playing and bumped mouth on pole	bumped mouth on pole
Neighborhood EHS	1/09/23	Minor	fell and hit his head	hit his head
Neighborhood EHS	1/09/23	Minor	another child bit him	child bite
Neighborhood EHS	1/10/23	Minor	child felling running	hit head
Neighborhood EHS	1/18/23	Minor	fell and scraped knee	fell on un level ground
Neighborhood EHS	1/19/23	Minor	hit by a toy	hit by a toy
Neighborhood HS	1/05/23	Minor	tripped an fell	fell
Neighborhood HS	1/05/23	Minor	fell running anf hit hand	fell
Neighborhood HS	1/10/23	Minor	child felling running	hit head
Neighborhood HS	1/10/23	Minor	running anf fell	fell on playground
Neighborhood HS	1/18/23	Minor	fell and scraped knee	fell on un level ground
Noble HS	1/12/23	Minor	Kicked by peer during dance time	Kicked while dancing at group
Noble HS	1/17/23	Minor	Scraped by peer during worktime	Scraped by peer during worktime



Location (Site)	Date	Incident Type	Describe Cause of Injury	Injury
Seminole EHS	1/04/23	Minor	he was running and fell on a toy and hit his face	hit his face
Seminole EHS	1/26/23	Minor	Child fell forward and hit face on bookshelf	scrape on nose
Seminole HS	1/09/23	Minor	Another child threw a toy at him	scrape on head
Seminole HS	1/10/23	Minor	another child hit him with a wooden block	scratch/scrape on head
Seminole HS	1/12/23	Minor	Cutting playdough and cut finger	cut on finger
Seminole HS	1/19/23	Minor	Threw a fit when mom took cellphone at drop off	scratch near eye
Seminole HS	1/27/23	Minor	fell trying to get out of the car	busted lip and nose
Summit Ridge EHS	1/19/23	Minor	Helping child up	Sore R arm
Union Street EHS	1/27/23	Minor	fell	running and fell

Crossroads Head Start/Early Head Start  
 Volunteer Inkind Report  
 December 2022

Location	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Total	Annual Goal	% Achieved
<b>Early Head Start</b>															
Baby Steps EHS	314.84	-	-	-	-	-	-	296.32	717.65	1,597.35	1,185.28	-	4,111.44	8,246.40	49.9%
Beginnings Academy EHS	1,964.94	2,338.15	2,222.40	2,370.56	1,546.42	1,708.47	342.62	1,375.11	1,564.94	1,833.48	782.47	-	17,649.56	12,369.60	142.7%
Belief EHS	347.25	92.60	824.14	652.83	518.56	685.24	446.07	504.67	574.12	472.28	447.52	-	5,565.26	4,123.20	135.0%
Children's Chateau	2,509.46	2,259.44	3,069.69	3,449.35	1,795.44	2,588.17	305.56	1,782.55	2,745.99	2,352.04	1,086.05	-	23,946.36	16,492.80	145.2%
CSBI EHS	1,893.67	1,652.00	1,784.03	2,389.29	2,593.54	1,861.26	305.01	1,940.34	1,912.19	3,009.50	1,086.05	-	20,776.23	12,369.60	168.1%
Education Engine EHS	3,014.13	3,620.66	2,903.01	2,926.16	2,054.98	1,129.06	1,120.46	2,319.63	2,258.67	2,583.54	1,236.21	-	26,142.46	12,369.60	211.3%
First Start EHS	2,027.94	2,708.55	2,750.22	3,153.03	2,245.55	1,713.10	1,199.17	1,245.47	2,455.87	1,273.25	851.92	-	19,811.77	16,492.80	120.1%
Learning Tree EHS	3,541.95	1,722.36	3,254.89	2,940.05	1,713.10	3,616.03	864.33	2,148.32	4,143.85	3,593.54	2,477.05	-	29,581.92	24,739.20	119.6%
Main Street EHS	799.32	2,189.99	3,435.48	2,264.07	615.79	2,713.18	2,742.55	3,074.32	3,625.29	2,287.22	2,477.05	-	26,184.24	16,492.80	158.8%
Moore EHS	717.65	1,282.51	870.44	675.98	759.32	879.70	527.82	726.91	857.46	495.41	1,370.48	-	13,760.36	8,246.40	166.9%
Neighborhood EHS	412.07	365.77	750.06	294.63	-	290.02	805.62	1,393.63	1,208.43	1,208.43	217.61	-	7,676.54	4,123.20	186.2%
Noble EHS	1,773.29	3,366.01	2,393.71	3,222.48	1,277.68	1,685.32	824.14	1,541.79	1,726.99	1,458.45	1,407.52	-	5,657.86	4,123.20	137.2%
Seminole EHS	1,399.00	1,342.70	1,680.68	611.16	-	861.18	-	268.54	1,398.26	87.97	518.56	-	20,677.58	16,492.80	125.4%
Summit Ridge EHS	365.77	675.98	717.65	657.46	-	277.88	638.94	870.44	870.44	435.22	518.56	-	8,156.05	8,246.40	98.9%
Treasured Moments	1,319.55	2,097.99	1,393.63	1,083.42	1,052.49	1,176.02	574.12	1,648.28	1,231.58	762.47	495.41	-	5,157.82	4,123.20	125.1%
Union Street EHS	22,830.53	26,784.55	28,511.53	27,281.58	17,381.02	21,751.74	10,341.40	21,469.68	29,151.96	25,340.84	16,846.98	-	247,691.81	173,114.40	143.0%
<b>**SubTotal**</b>															
<b>Head Start</b>															
Beginnings Academy HS	5,018.92	5,681.01	4,917.06	2,092.76	78.71	138.90	941.71	3,129.88	2,435.38	2,740.96	1,537.16	-	28,312.45	35,047.20	80.9%
Belief HS	629.68	175.94	680.61	171.31	-	-	495.41	1,578.83	870.44	754.68	1,842.74	-	7,199.65	8,761.80	82.2%
CSBI HS	1,655.65	1,185.28	2,455.38	1,853.65	870.44	885.81	537.04	2,038.31	3,222.48	2,884.49	1,291.77	-	18,880.30	17,523.60	107.7%
Education Engine HS	4,787.42	5,731.84	7,482.08	2,620.58	1,481.60	665.24	663.57	5,037.44	6,773.59	8,231.21	3,009.50	-	46,504.27	52,570.80	88.5%
Learning Tree HS	2,981.72	1,287.14	1,680.69	578.75	518.56	1,495.49	402.81	708.39	2,532.61	1,551.05	782.47	-	14,519.58	8,761.80	166.7%
Little Ave	1,301.03	1,301.03	1,453.82	953.04	-	-	-	-	-	-	-	-	-	-	-
Main Street HS	1,555.66	1,162.13	1,412.15	991.95	-	625.05	74.08	2,319.63	2,384.45	3,060.43	1,314.92	-	5,018.92	8,761.80	57.3%
Maud	1,217.59	703.76	1,472.34	1,740.88	-	601.90	1,805.70	1,824.22	1,176.02	1,776.02	763.95	-	14,890.08	17,523.60	85.0%
Moore HS	1,495.49	1,852.00	592.64	481.52	111.12	508.30	365.77	1,949.23	2,139.06	1,898.30	722.28	-	11,306.46	8,761.80	129.0%
Neighborhood HS	-	-	745.43	217.61	-	-	199.09	513.93	1,056.64	2,352.04	513.93	-	12,116.71	35,047.20	34.6%
Noble HS	944.52	740.80	814.98	703.76	-	-	296.32	902.85	1,240.84	2,440.01	1,463.08	-	9,547.06	8,761.80	109.9%
St Stephens	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Summit Ridge HS	4,134.59	5,598.41	3,731.78	569.49	898.22	337.99	648.20	2,203.88	3,435.46	3,676.22	2,240.92	-	27,465.16	17,523.60	156.7%
Tecumseh	3,884.57	3,203.96	3,833.64	2,407.60	-	-	430.59	1,879.78	2,948.31	3,378.90	1,560.31	-	23,529.66	17,523.60	134.3%
Union Street HS	1,389.00	1,726.99	1,143.61	236.13	819.51	-	103.34	208.16	578.75	347.25	684.50	-	7,247.24	43,809.00	16.5%
<b>**SubTotal**</b>	30,893.96	30,340.39	32,416.11	15,618.64	4,778.16	4,657.78	5,359.83	24,296.01	31,442.33	34,492.57	17,737.53	-	232,195.31	306,683.00	75.7%
Policy Council	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>**Total OverAll**</b>	53,826.49	57,124.94	60,927.64	42,900.22	22,759.18	26,409.52	15,701.23	45,765.69	60,594.29	59,833.41	34,584.51	-	479,827.12	479,837.40	100.0%

Crossroads Head Start/Early Head Start  
 Volunteer Inkind Report  
 Lincoln County  
 December 2022

Location	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Total	Annual Goal	% Achieved
Agra	231.50	69.45	259.28	13.75	-	-	37.04	347.25	564.86	972.20	833.40	-	3,326.83	8,761.80	38.0%
Butler	1,083.63	1,421.41	1,476.97	185.20	-	-	-	-	-	-	-	-	4,167.11	8,761.80	47.6%
Carney	-	-	-	-	-	-	-	-	-	-	-	-	-	8,761.80	0.0%
Chandler	-	-	476.69	37.04	-	-	-	-	-	-	-	-	513.93	8,761.80	5.9%
Davenport	1,194.54	981.56	1,328.81	1,023.23	-	-	55.56	717.65	1,912.19	1,764.03	476.89	-	9,454.46	8,761.80	107.9%
Prague	578.75	652.83	1,523.27	337.99	-	-	250.02	176.68	1,113.78	1,138.98	250.02	-	6,022.32	8,761.80	68.7%
Sasakwa	-	-	-	-	-	-	-	-	-	-	-	-	-	8,761.80	0.0%
Seminole HS	2,032.57	3,213.22	3,981.80	2,764.11	-	-	889.13	2,703.92	6,573.92	6,593.12	2,245.55	-	31,007.34	26,285.40	118.0%
Stroud	500.04	550.97	407.44	74.08	-	-	206.74	763.95	537.08	2,185.36	1,045.02	-	6,270.68	8,761.80	71.6%
**Total**	5,620.93	8,889.44	9,454.46	4,435.40	-	-	1,448.49	4,709.45	10,701.83	12,653.79	4,850.88	-	60,784.67	96,379.80	63.0%

2/3/2023  
8:12 AM

## Crossroads HS/EHS

### 2301 - Average Daily Attendance

Page 1 of 1  
JenniferM

Agency: Crossroads HS/EHS, Enrollment Status: Enrolled Attendance Date: 1/2/2023 - 1/31/2023

#### Crossroads HS/EHS

	Attendance Records			Operating Days	ADA <sup>1</sup>	Funded Enrollment		Actual Enrollment	
	Present <sup>5</sup>	Absent <sup>6</sup>	Neither <sup>7</sup>			Count	% Attendance	Count <sup>2</sup>	% Attendance <sup>3</sup>
Baby Steps EHS	139	23	0	17.00 (avg)	8.18	16	51.10%	9.53	85.80%
Beginnings Academy EHS	237	70	0	17.00 (avg)	13.95	24	58.09%	18.06	77.20%
Beginnings Academy HS	696	122	2	17.00 (avg)	40.95	51	80.28%	48.12	85.09%
Bethel Acres EHS	76	24	0	17.00 (avg)	4.47	8	55.88%	5.88	76.00%
Bethel Acres HS	232	43	0	17.00 (avg)	13.65	17	80.28%	16.18	84.36%
Children's Chateau EHS	379	35	0	17.00 (avg)	22.29	32	69.67%	24.34	91.55%
CSBI EHS	226	32	0	17.00 (avg)	13.29	16	83.09%	15.18	87.60%
CSBI HS	271	43	0	17.00 (avg)	15.94	17	93.77%	18.47	86.31%
Education Engine EHS	294	66	0	17.00 (avg)	17.30	24	72.06%	21.18	81.67%
Education Engine HS	1,149	211	1	17.00 (avg)	67.59	85	79.52%	80.00	84.49%
First Start EHS	238	110	0	17.25 (avg)	13.81	32	43.12%	20.07	68.39%
Learning Tree EHS	477	82	0	16.20 (avg)	29.66	36	82.24%	34.77	85.33%
Learning Tree HS	180	62	1	17.00 (avg)	10.59	17	62.28%	14.24	74.38%
Main Street EHS	233	19	0	17.00 (avg)	13.71	16	85.66%	14.82	92.46%
Main Street HS	493	81	0	17.50 (avg)	28.12	34	82.86%	32.78	85.89%
Maud HS	121	40	0	15.00 (avg)	8.07	17	47.45%	10.73	75.16%
Moore EHS	84	11	0	17.00 (avg)	4.94	8	61.76%	5.59	88.42%
Moore HS	349	28	0	11.00 (avg)	25.61	34	93.32%	27.40	92.57%
Neighborhood EHS	108	25	0	17.00 (avg)	6.35	8	79.41%	7.82	81.20%
Neighborhood HS	224	82	0	18.00 (avg)	12.44	17	73.20%	17.00	73.20%
Noble EHS	128	8	0	17.00 (avg)	7.53	8	94.12%	8.00	94.12%
Noble HS	138	15	0	17.00 (avg)	8.12	17	47.75%	9.00	90.20%
Seminole EHS	394	69	0	18.75 (avg)	20.97	32	65.67%	24.64	85.10%
Summit Ridge EHS	220	40	0	17.00 (avg)	12.94	16	80.88%	15.29	84.62%
Summit Ridge HS	390	87	0	17.00 (avg)	22.94	34	67.47%	28.06	81.76%
Tecumseh HS	365	62	0	15.00 (avg)	24.33	34	71.57%	28.46	85.48%
Treasured Moments EHS	85	41	0	18.00 (avg)	4.72	8	59.03%	7.00	67.46%
Union Street EHS	117	19	0	17.00 (avg)	6.88	8	86.03%	8.00	86.03%
Union Street HS	597	168	0	17.00 (avg)	35.12	51	68.86%	45.00	78.04%
<b>Crossroads HS/EHS</b>	<b>8,640</b>	<b>1,718</b>	<b>4</b>	<b>16.82 (avg)</b>	<b>514.46</b>	<b>717</b>	<b>72.26%</b>	<b>615.61</b>	<b>83.41%</b>
<b>Report Totals</b>	<b>8,640</b>	<b>1,718</b>	<b>4</b>	<b>16.82 (avg)</b>	<b>514.46</b>	<b>717</b>	<b>72.26%</b>	<b>615.61</b>	<b>83.41%</b>

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)

2/3/2023  
8:15 AM

### Crossroads HS/EHS

Page 1 of 1  
JenniferM

#### 2301 - Average Daily Attendance

Agency: Crossroads Lincoln/Seminole HS/EHS, Enrollment Status: Enrolled Attendance Date: 1/2/2023 - 1/31/2023

#### Crossroads Lincoln/Seminole HS/EHS

	Attendance Records			Operating Days	ADA <sup>1</sup>	Funded Enrollment		Actual Enrollment	
	Present <sup>5</sup>	Absent <sup>6</sup>	Neither <sup>7</sup>			Count	% Attendance	Count <sup>2</sup>	% Attendance <sup>3</sup>
Agra HS	265	41	0	18.00 (avg)	14.72	17	86.60%	17.00	86.60%
Davenport HS	292	33	0	12.00 (avg)	21.63	34	71.57%	24.12	89.85%
Prague HS	239	33	0	17.00 (avg)	14.06	17	82.70%	16.00	87.87%
Seminole HS	362	86	0	14.00 (avg)	25.86	34	76.05%	32.00	80.80%
Stroud HS	192	52	0	16.00 (avg)	12.00	17	70.59%	15.25	78.69%
<b>Crossroads Lincoln/Seminole HS/EHS</b>	<b>1,350</b>	<b>245</b>	<b>0</b>	<b>14.71 (avg)</b>	<b>88.27</b>	<b>119</b>	<b>77.10%</b>	<b>104.37</b>	<b>84.64%</b>
<b>Report Totals</b>	<b>1,350</b>	<b>245</b>	<b>0</b>	<b>14.71 (avg)</b>	<b>88.27</b>	<b>119</b>	<b>77.10%</b>	<b>104.37</b>	<b>84.64%</b>

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: JANUARY 2022

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	18	7	7	7	79	87	87
Beginnings Academy							
HS	18	51	51	51	643	689	674
EHS	18	24	24	24	206	243	239
Bethel Acres							
HS	18	17	17	17	228	226	219
EHS	18	10	10	10	99	102	99
Children's Chateau	18	30	30	30	389	384	372
CSBI							
HS	18	19	19	19	237	269	232
EHS	18	17	17	17	185	206	180
Education Engine							
HS	18	87	87	87	1102	1136	429
EHS	18	24	24	24	281	287	241
First Start EHS	18	30	30	30	275	280	267
Learning Tree							
HS	18	17	17	17	160	177	164
EHS	18	37	37	37	468	480	446
Little Axe HS	0	0	0	0	0	0	0
Main St Head Start							
HS	18	34	34	34	447	469	252
EHS	18	17	17	17	230	229	209
Maud HS	18	12	12	12	124	118	39
Moore Extend Day Hd Sirt							
HS	18	29	29	29	342	347	128
EHS	18	10	10	10	110	115	69
Neighborhood Hd Sirt							
HS	18	17	17	17	205	199	187
EHS	18	9	9	9	92	105	94
Noble Hd Sirt							
HS	18	10	10	10	148	147	138
EHS	18	8	8	8	123	126	112
Seminole ELC	18	34	34	34	382	376	365
St Stephens HS	0	0	0	0	0	0	0
Summit Ridge Head Start							
HS	18	32	32	32	402	399	237
EHS	18	17	17	17	215	216	193
Tecumseh HS	18	35	35	35	351	374	330
Treasured Moments HS	18	8	8	8	67	68	67
Crossroads Union St HS							
HS	18	50	50	50	572	571	332
EHS	18	8	8	8	117	113	110
<b>TOTALS</b>		<b>687</b>	<b>687</b>	<b>687</b>	<b>8279</b>	<b>8538</b>	<b>6511</b>

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

AGENCY WIDE

MONTH:

	# MEALS SERVED TO PROGRAM ADULTS		
	Breakfast	1st Lunch	PM Supp
Cleveland HS	179	179	178
Cleveland EHS	240	240	240
Comanche HS	328	335	269
Comanche EHS	517	519	519
Pott HS	291	305	302
Pott EHS	275	267	265
Seminole EHS	146	146	146
<b>Totals</b>	<b>1976</b>	<b>1991</b>	<b>1919</b>

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

MONTH: DECEMBER 2022

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	264	254	204
Davenport							
HS	18	24	24	24	290	284	258
EHS	0	0	0	0	0	0	0
Prague							
HS	18	17	17	17	201	222	189
EHS	0	0	0	0	0	0	0
Seminole							
HS	18	34	34	34	357	347	323
EHS	0	0	0	0	0	0	0
Stroud HS	18	19	19	19	175	173	158
<b>TOTALS</b>		<b>111</b>	<b>111</b>	<b>111</b>	<b>1287</b>	<b>1280</b>	<b>1132</b>

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: DECEMBER

	# MEALS SERVED TO PROGRAM ADULTS		
	Breakfast	1st Lunch	PM Supp
Lin/Sem HS	296	295	149
Lin/Sem EHS	0	0	0
<b>TOTALS</b>	<b>296</b>	<b>295</b>	<b>149</b>



<b>Crossroads Youth &amp; Family Services, Inc.</b>				
<b>Counseling &amp; Emergency Shelter Statistical Summary</b>				
<b>FY 2022 / 2023</b>				
	<b>Month: November 2022</b>	<b>YTD Totals</b>	<b>FY22 Goal</b>	<b>% reached</b>
<b>Counseling Services: (TXIX &amp; SS ONLY)</b>				
# of Counseling Referrals	5	19	100	19%
# of Counseling Assessments (BHOP)	5	16	75	21%
# of Assessment (BHOP) Hours*	6	18	150	12%
# of Initial Treatment Plans	0	9	55	16%
# of Initial Treatment Plan Hours	0	8.67	55	16%
# of Treatment Plan Reviews	7	27		
# of Treatment Plan Review Hours	1.44	7.41		
# of Treatment Plan Modifications	0	0		
<b>Client Age at Intake</b>				
0-5 years	0	0		
6-10 years	1	6		
11-14 years	2	5		
15-17 years	2	5		
18+ years	0	0		
<b># of Client Intakes by Community</b>				
Moore	1	1		
Lexington	0	0		
Little Axe	0	0		
Noble	0	0		
Norman	4	15		
Newalla	0	0		
Other	0	0		
<b>Monthly Case Count</b>				
# of Clients Carried Forward (from previous month)	37	N/A		
# of New Clients	5	16		
# of Cases Closed	1	9		
<b>Total # of Clients Served</b>	<b>42</b>	<b>56</b>	<b>130</b>	<b>43%</b>
<b>*Includes Face-to-Face and Non Face-to-Face Hours</b>			<b>FY22 Goal</b>	<b>% reached</b>
# of Individual Sessions	113	619	2000	31%
# of Individual Therapy Hours	102.21	568.81	1850	31%
# of Families Served in Family Sessions	8	35	75	47%
# of Family Therapy Hours	1.69	16.85	65	26%
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		
<b>Counseling Services: (CARS)</b>			<b>FY22 Goal</b>	<b>% reached</b>
# of Referrals	3	19	45	42%

# of Assessments	6	17	45	38%
# of Assessment Hours	16	49	85	58%
# of Initial Treatment Plans	3	11	30	37%
# of Initial Treatment Plan Hours	4.5	16.5	45	37%
# of Treatment Plan Reviews	1	7		
# of Treatment Plan Review Hours	1	6		
# of Treatment Plan Modifications	0	0		
Client Age at Intake				
0-5 years	0	0		
6-10 years	0	0		
11-14 years	2	5		
15-17 years	3	11		
18+ years	1	1		
# of Client Intakes by Community				
Moore	0	1		
Lexington	0	0		
Little Axe	0	0		
Noble	1	2		
Norman	5	10		
Newalla	0	1		
Other	0	3		
Monthly Case Count				
# of Clients Carried Forward (from previous month)	14	N/A		
# of New Clients	4	16		
# of Cases Closed	1	10		
<b>Total # of Clients Served</b>	<b>18</b>	<b>28</b>	<b>60</b>	<b>47%</b>
			<b>FY22 Goal</b>	<b>% reached</b>
<b>Counseling Services Provided: (CARS)</b>				
# of Individual Sessions	36	190	300	63%
# of Individual Therapy Hours	30.75	167.75	275	61%
# of Families Served: (In Family Sessions)	10	30	50	60%
# of Family Therapy Hours	8.5	25.5	40	64%
Emergency Crisis Counseling Hours	0	0		
# of Community-Based Prevention Groups	0	0		
			<b>FY22 Goal</b>	<b>% reached</b>
<b>Psychoeducational Groups: (CARS)</b>				
# of Group Rehab Hours	0	0		
# of Group Therapy Hours	0	10.5		
# of New Participants in Group Therapy	0	2		
			<b>FY22 Goal</b>	<b>% reached</b>
<b>Teens and Parents in Partnership (TAPP)</b>				
# of TAPP Referrals	0	7	30	23%
# of Enrollments (Intakes)	1	7	25	28%
Total # of Groups Completed	1	3	12	25%
Total # of Participants Completed	9	15	50	30%
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		
			<b>FY22 Goal</b>	<b>% reached</b>
<b>Truancy</b>				
# of Truancy Referrals	3	3	7	43%
# of Enrollments (Intakes)	0	2	5	40%
Total # of Groups Completed	0	1	3	33%
Total # of Participants Completed	0	3	5	60%
Total # of Groups Currently in Progress	1	1		
Total # of Participants Currently in Progress	3	3		
Total # of Participants Referred to CYFS Counseling	0	0		
Total # of Participants Referred to Another Agency	0	0		
			<b>FY22 Goal</b>	<b>% reached</b>
<b>Psychoeducational Groups: (TXIX &amp; SS ONLY)</b>				
# of New Clients Served: Shelter Group Rehab	6	19	45	42%
# of Shelter Group Rehab Hours	6	28.75	90	32%
# of DID Classes	2	10	22	45%
# of DID Participants	7	40	200	20%
# of Community-Based Prevention Groups	68	172	250	69%
# of New Clients Served: Community-Based Prevention Groups	84	171	200	86%
			<b>FY22 Goal</b>	<b>% reached</b>
<b>Emergency Shelter Services:</b>				
# of Shelter Intakes	0	14	50	28%
# of Total Carryovers	6	13		
# of Total Kids Served	6	23	60	38%
# of Total Shelter Care Days	180	781	1825	43%
# of Kids Attending School	5	20	50	40%
# of Total School Hours	80	320		
# of Kids in Shelter Past 30 Days	6	6		
# of Outings	12	75		
# of Incident Reports	1	13		
# of Grievances	0	0		
# of Structured Recreation Hours	26	127.5	260	49%
<b># of Resident Intakes by Community/County</b>				
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	1		
Cleveland County	0	6		
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	0	0		
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		

<b>Crossroads Youth &amp; Family Services, Inc.</b>				
<b>Counseling &amp; Emergency Shelter Statistical Summary</b>				
<b>FY 2022 / 2023</b>				
	<b>Month: December 2022</b>	<b>YTD Totals</b>	<b>FY22 Goal</b>	<b>% reached</b>
<b>Counseling Services: (TXIX &amp; SS ONLY)</b>				
# of Counseling Referrals	2	21	100	21%
# of Counseling Assessments (BHOP)	1	17	75	23%
# of Assessment (BHOP) Hours*	0.83	18.83	150	13%
# of Initial Treatment Plans	4	13	55	24%
# of Initial Treatment Plan Hours	1.92	10.59	55	19%
# of Treatment Plan Reviews	4	31		
# of Treatment Plan Review Hours	0.68	8.09		
# of Treatment Plan Modifications	0	0		
<b>Client Age at Intake</b>				
0-5 years	0	0		
6-10 years	1	7		
11-14 years	0	5		
15-17 years	0	5		
18+ years	0	0		
<b># of Client Intakes by Community</b>				
Moore	0	1		
Lexington	0	0		
Little Axe	0	0		
Noble	0	0		
Norman	1	16		
Newalla	0	0		
Other	0	0		
<b>Monthly Case Count</b>				
# of Clients Carried Forward (from previous month)	42	N/A		
# of New Clients	1	17		
# of Cases Closed	1	10		
<b>Total # of Clients Served</b>	<b>43</b>	<b>57</b>	<b>130</b>	<b>44%</b>
<b>*Includes Face-to-Face and Non Face-to-Face Hours</b>			<b>FY22 Goal</b>	<b>% reached</b>
# of Individual Sessions	132	751	2000	38%
# of Individual Therapy Hours	115	683.81	1850	37%
# of Families Served in Family Sessions	16	51	75	68%
# of Family Therapy Hours	3.29	20.14	65	31%
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		
<b>Counseling Services: (CARS)</b>			<b>FY22 Goal</b>	<b>% reached</b>
# of Referrals	0	19	45	42%

# of Assessments	1	18	45	40%
# of Assessment Hours	3	52	85	61%
# of Initial Treatment Plans	3	14	30	47%
# of Initial Treatment Plan Hours	4.5	21	45	47%
# of Treatment Plan Reviews	5	22		
# of Treatment Plan Review Hours	5	11		
# of Treatment Plan Modifications	0	0		
Client Age at Intake				
0-5 years	0	0		
6-10 years	0	0		
11-14 years	1	6		
15-17 years	0	11		
18+ years	0	1		
# of Client Intakes by Community				
Moore	0	1		
Lexington	0	0		
Little Axe	0	0		
Noble	0	2		
Norman	1	11		
Newalla	0	1		
Other	0	3		
Monthly Case Count				
# of Clients Carried Forward (from previous month)	16	N/A		
# of New Clients	2	18		
# of Cases Closed	1	11		
<b>Total # of Clients Served</b>	<b>18</b>	<b>30</b>	<b>60</b>	<b>50%</b>
<b>Counseling Services Provided: (CARS)</b>			<b>FY22 Goal</b>	<b>% reached</b>
# of Individual Sessions	26	216	300	72%
# of Individual Therapy Hours	24.5	192.25	275	70%
# of Families Served: (In Family Sessions)	2	32	50	64%
# of Family Therapy Hours	2	27.5	40	69%
Emergency Crisis Counseling Hours	0	0		
# of Community-Based Prevention Groups	0	0		
<b>Psychoeducational Groups: (CARS)</b>			<b>FY22 Goal</b>	<b>% reached</b>
# of Group Rehab Hours	0	0		
# of Group Therapy Hours	0	10.5		
# of New Participants in Group Therapy	0	2		
<b>Teens and Parents in Partnership (TAPP)</b>			<b>FY22 Goal</b>	<b>% reached</b>
# of TAPP Referrals	4	11	30	37%
# of Enrollments (Intakes)	0	7	25	28%
Total # of Groups Completed	0	3	12	25%
Total # of Participants Completed	0	15	50	30%
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		
<b>Truancy</b>			<b>FY22 Goal</b>	<b>% reached</b>
# of Truancy Referrals	0	3	7	43%
# of Enrollments (Intakes)	2	4	5	80%
Total # of Groups Completed	1	2	3	67%
Total # of Participants Completed	3	6	5	120%
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		
<b>Psychoeducational Groups: (TXIX &amp; SS ONLY)</b>			<b>FY22 Goal</b>	<b>% reached</b>
# of New Clients Served: Shelter Group Rehab	7	26	45	58%
# of Shelter Group Rehab Hours	7	35.75	90	40%
# of DID Classes	2	12	22	55%
# of DID Participants	6	46	200	23%
# of Community-Based Prevention Groups	41	213	250	85%
# of New Clients Served: Community-Based Prevention Groups	0	171	200	86%
<b>Emergency Shelter Services:</b>			<b>FY22 Goal</b>	<b>% reached</b>
# of Shelter Intakes	2	16	50	32%
# of Total Carryovers	6	13		
# of Total Kids Served	8	25	60	42%
# of Total Shelter Care Days	200	981	1825	54%
# of Kids Attending School	7	22	50	44%
# of Total School Hours	60	380		
# of Kids in Shelter Past 30 Days	4	6		
# of Outings	15	90		
# of Incident Reports	0	13		
# of Grievances	0	0		
# of Structured Recreation Hours	28	155.5	260	60%
<b># of Resident Intakes by Community/County</b>				
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	1		
Cleveland County	2	8		
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	0	0		
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		



<b>Crossroads Youth &amp; Family Services, Inc.</b>				
<b>Counseling &amp; Emergency Shelter Statistical Summary</b>				
<b>FY 2022 / 2023</b>				
	<b>Month: January 2023</b>	<b>YTD Totals</b>	<b>FY22 Goal</b>	<b>% reached</b>
<b>Counseling Services: (TXIX &amp; SS ONLY)</b>				
# of Counseling Referrals	3	24	100	24%
# of Counseling Assessments (BHOP)	3	20	75	27%
# of Assessment (BHOP) Hours*	3	21.83	150	15%
# of Initial Treatment Plans	0	13	55	24%
# of Initial Treatment Plan Hours	0	10.59	55	19%
# of Treatment Plan Reviews	4	35		
# of Treatment Plan Review Hours	1.67	9.76		
# of Treatment Plan Modifications	0	0		
<b>Client Age at Intake</b>				
0-5 years	0	0		
6-10 years	1	8		
11-14 years	1	6		
15-17 years	1	6		
18+ years	0	0		
<b># of Client Intakes by Community</b>				
Moore	0	1		
Lexington	0	0		
Little Axe	0	0		
Noble	0	0		
Norman	3	19		
Newalla	0	0		
Other	0	0		
<b>Monthly Case Count</b>				
# of Clients Carried Forward (from previous month)	41	N/A		
# of New Clients	3	20		
# of Cases Closed	2	12		
<b>Total # of Clients Served</b>	<b>46</b>	<b>60</b>	<b>130</b>	<b>46%</b>
<b>*Includes Face-to-Face and Non Face-to-Face Hours</b>			<b>FY22 Goal</b>	<b>% reached</b>
# of Individual Sessions	141	892	2000	45%
# of Individual Therapy Hours	129.65	813.46	1850	44%
# of Families Served in Family Sessions	6	57	75	76%
# of Family Therapy Hours	1.27	21.41	65	33%
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		
<b>Counseling Services: (CARS)</b>			<b>FY22 Goal</b>	<b>% reached</b>
# of Referrals	3	22	45	49%

# of Assessments	3	21	45	47%
# of Assessment Hours	9	61	85	72%
# of Initial Treatment Plans	1	15	30	50%
# of Initial Treatment Plan Hours	1.5	22.5	45	50%
# of Treatment Plan Reviews	0	22		
# of Treatment Plan Review Hours	0	11		
# of Treatment Plan Modifications	0	0		
Client Age at Intake				
0-5 years	0	0		
6-10 years	0	0		
11-14 years	1	7		
15-17 years	2	13		
18+ years	0	1		
# of Client Intakes by Community				
Moore	0	1		
Lexington	0	0		
Little Axe	0	0		
Noble	0	2		
Norman	2	13		
Newalla	0	1		
Other	1	4		
Monthly Case Count				
# of Clients Carried Forward (from previous month)	17	N/A		
# of New Clients	2	20		
# of Cases Closed	1	12		
<b>Total # of Clients Served</b>	<b>20</b>	<b>32</b>	<b>60</b>	<b>53%</b>
<b>Counseling Services Provided: (CARS)</b>			<b>FY22 Goal</b>	<b>% reached</b>
# of Individual Sessions	44	260	300	87%
# of Individual Therapy Hours	37.75	230	275	84%
# of Families Served: (In Family Sessions)	10	42	50	84%
# of Family Therapy Hours	11	38.5	40	96%
Emergency Crisis Counseling Hours	0	0		
# of Community-Based Prevention Groups	0	0		
<b>Psychoeducational Groups: (CARS)</b>			<b>FY22 Goal</b>	<b>% reached</b>
# of Group Rehab Hours	0	0		
# of Group Therapy Hours	0	10.5		
# of New Participants in Group Therapy	0	2		
<b>Teens and Parents in Partnership (TAPP)</b>			<b>FY22 Goal</b>	<b>% reached</b>
# of TAPP Referrals	6	17	30	57%
# of Enrollments (Intakes)	3	10	25	40%
Total # of Groups Completed	1	4	12	33%
Total # of Participants Completed	10	25	50	50%
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		
<b>Truancy</b>			<b>FY22 Goal</b>	<b>% reached</b>
# of Truancy Referrals	1	4	7	57%
# of Enrollments (Intakes)	1	5	5	100%
Total # of Groups Completed	0	2	3	67%
Total # of Participants Completed	0	6	5	120%
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		
<b>Psychoeducational Groups: (TXIX &amp; SS ONLY)</b>			<b>FY22 Goal</b>	<b>% reached</b>
# of New Clients Served: Shelter Group Rehab	4	30	45	67%
# of Shelter Group Rehab Hours	7	42.75	90	48%
# of DID Classes	1	13	22	59%
# of DID Participants	3	49	200	25%
# of Community-Based Prevention Groups	0	213	250	85%
# of New Clients Served: Community-Based Prevention Groups	0	171	200	86%
<b>Emergency Shelter Services:</b>			<b>FY22 Goal</b>	<b>% reached</b>
# of Shelter Intakes	5	21	50	42%
# of Total Carryovers	6	13		
# of Total Kids Served	11	30	60	50%
# of Total Shelter Care Days	191	1172	1825	64%
# of Kids Attending School	10	27	50	54%
# of Total School Hours	95	475		
# of Kids in Shelter Past 30 Days	5	8		
# of Outings	14	104		
# of Incident Reports	3	16		
# of Grievances	0	0		
# of Structured Recreation Hours	24	179.5	260	69%
<b># of Resident Intakes by Community/County</b>				
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	1	2		
Cleveland County	2	10		
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	0	0		
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	2	2		



Award# 06CH010830-03-03

FAIN# 06CH010830

Federal Award Date: 01/27/2023

<b>Recipient Information</b>	
<b>1. Recipient Name</b>	CROSSROADS YOUTH & FAMILY SERVICES, INC. 1333 W Main St Norman, OK 73069-6864
<b>2. Congressional District of Recipient</b>	04
<b>3. Payment System Identifier (ID)</b>	1731254978A1
<b>4. Employer Identification Number (EIN)</b>	731254978
<b>5. Data Universal Numbering System (DUNS)</b>	136346322
<b>6. Recipient's Unique Entity Identifier (UEI)</b>	D2WWMFNX4TMR
<b>7. Project Director or Principal Investigator</b>	Ms. Terrie Vicknair HS/EHS Program Director teriev@crossroadsyfs.com 405-292-6440
<b>8. Authorized Official</b>	Lori Thrower Board Chairperson gmurrayg@aol.com 405-799-9846
<b>Federal Agency Information</b>	
ACF OHS Region VI Grants Office	
<b>9. Awarding Agency Contact Information</b>	Ms. Jennifer M Curtiss Grants Management Officer jennifer.curtiss@acf.hhs.gov 816-426-2991
<b>10. Program Official Contact Information</b>	Mr. Kenneth Gilbert Regional Program Manager HHS ACF OHS Region VI kenneth.gilbert@acf.hhs.gov 214-767-8844

<b>Federal Award Information</b>	
<b>11. Award Number</b>	06CH010830-03-03
<b>12. Unique Federal Award Identification Number (FAIN)</b>	06CH010830
<b>13. Statutory Authority</b>	42 USC 9801 ET SEQ
<b>14. Federal Award Project Title</b>	Head Start and Early Head Start
<b>15. Assistance Listing Number</b>	93,600
<b>16. Assistance Listing Program Title</b>	Head Start
<b>17. Award Action Type</b>	Budget Period Closeout
<b>18. Is the Award R&amp;D?</b>	No

<b>Summary Federal Award Financial Information</b>	
<b>19. Budget Period Start Date</b>	02/01/2021 - End Date 01/31/2022
<b>20. Total Amount of Federal Funds Obligated by this Action</b>	\$0.00
20a. Direct Cost Amount	\$11,513,590.00
20b. Indirect Cost Amount	\$0.00
<b>21. Authorized Carryover</b>	\$0.00
<b>22. Offset</b>	\$0.00
<b>23. Total Amount of Federal Funds Obligated this budget period</b>	\$11,513,590.00
<b>24. Total Approved Cost Sharing or Matching, where applicable</b>	\$0.00
<b>25. Total Federal and Non-Federal Approved this Budget Period</b>	\$11,513,590.00
<b>26. Period of Performance Start Date</b>	02/01/2019 - End Date 01/31/2024
<b>27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance</b>	\$46,823,660.00

<b>28. Authorized Treatment of Program Income</b>	ADDITIONAL COSTS
<b>29. Grants Management Officer - Signature</b>	Ms. Jennifer Curtiss Grants Management Officer

**30. Remarks**  
See Remarks (continuation)



Department of Health and Human Services

Administration for Children and Families

Notice of Award

Award# 06CH010830-03-03

FAIN# 06CH010830

Federal Award Date: 01/27/2023

<b>Recipient Information</b>	
<b>Recipient Name</b> CROSSROADS YOUTH & FAMILY SERVICES, INC. 1333 W Main St Norman, OK 73069-6864	
<b>Congressional District of Recipient</b> 04	
<b>Payment Account Number and Type</b> 1731254978A1	
<b>Employer Identification Number (EIN) Data</b> 731254978	
<b>Universal Numbering System (DUNS)</b> 136346322	
<b>Recipient's Unique Entity Identifier (UEI)</b> D2WWMFNX4TM8	

<b>31. Assistance Type</b> Project Grant
<b>32. Type of Award</b> Service

<b>33. Approved Budget</b> (Excludes Direct Assistance)	
I. Financial Assistance from the Federal Awarding Agency Only	
II. Total project costs including grant funds and all other financial participation	
a. Salaries and Wages	\$6,577,207.00
b. Fringe Benefits	\$2,925,727.00
c. Total Personnel Costs	\$9,502,934.00
d. Equipment	\$39,076.00
e. Supplies	\$356,974.00
f. Travel	\$71,789.60
g. Construction	\$0.00
h. Other	\$1,542,817.00
i. Contractual	\$0.00
<b>j. TOTAL DIRECT COSTS</b>	<b>\$11,513,590.00</b>
<b>k. INDIRECT COSTS</b>	<b>\$0.00</b>
<b>l. TOTAL APPROVED BUDGET</b>	<b>\$11,513,590.00</b>
<b>m. Federal Share</b>	<b>\$11,513,590.00</b>
<b>n. Non-Federal Share</b>	<b>\$0.00</b>

<b>34. Accounting Classification Codes</b>						
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	CFDA NO.	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
I-G064120	06CH01083003	ACFOHS	41.51	93.600	\$0.00	75-21-1536
I-G064121	06CH01083003	ACFOHS	41.51	93.600	\$0.00	75-21-1536
I-G064122	06CH01083003	ACFOHS	41.51	93.600	\$0.00	75-21-1536

**Department of Health and Human Services**

Administration for Children and Families

**Notice of Award****Award#** 06CH010830-03-03**FAIN#** 06CH010830**Federal Award Date:** 01/27/2023**Remarks (Continuation)**

This award is issued to close the budget period on Line 19 based on the final Federal Financial Report (SF-425) for the budget period. The final SF-425 for the budget period reconciles to data reported in the Payment Management System reflecting all authorized funds are fully disbursed and expended. If the audit report for the period in Line 19 reflects a lower federal fund balance, it will be the responsibility of the recipient to cover any difference with non-federal funds. We reserve the right to re-open our files in the event of a subsequent audit and to recover any disallowed costs that are identified.



Award# 06CH010830-05-00

FAIN# 06CH010830

Federal Award Date: 01/27/2023

**Recipient Information**

- 1. Recipient Name**  
CROSSROADS YOUTH & FAMILY SERVICES,  
INC.  
1333 W Main St  
Norman, OK 73069-6864
- 2. Congressional District of Recipient**  
04
- 3. Payment System Identifier (ID)**  
1731254978A1
- 4. Employer Identification Number (EIN)**  
731254978
- 5. Data Universal Numbering System (DUNS)**  
136346322
- 6. Recipient's Unique Entity Identifier (UEI)**  
D2WWMFNX4TM8
- 7. Project Director or Principal Investigator**  
  
Ms. Terrie Vicknair  
HS/EHS Program Director  
terriev@crossroadsyfs.com  
405-292-6440
- 8. Authorized Official**  
  
Ms. Lori Thrower  
Board Chair  
lthrower5@gmail.com  
405-292-6440

**Federal Agency Information**

ACF/OHS Region VI Grants Office

**9. Awarding Agency Contact Information**

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

**10. Program Official Contact Information**

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

**Federal Award Information**

- 11. Award Number**  
06CH010830-05-00
- 12. Unique Federal Award Identification Number (FAIN)**  
06CH010830
- 13. Statutory Authority**  
42 USC 9801 ET SEQ
- 14. Federal Award Project Title**  
Head Start and Early Head Start
- 15. Assistance Listing Number**  
93.600
- 16. Assistance Listing Program Title**  
Head Start
- 17. Award Action Type**  
Non-Competing Continuation
- 18. Is the Award R&D?**  
No

**Summary Federal Award Financial Information**

<b>19. Budget Period Start Date</b>	02/01/2023	- End Date	01/31/2024
<b>20. Total Amount of Federal Funds Obligated by this Action</b>			
20a. Direct Cost Amount			\$11,829,926.00
20b. Indirect Cost Amount			\$11,829,926.00
			\$0.00
<b>21. Authorized Carryover</b>			\$0.00
<b>22. Offset</b>			\$0.00
<b>23. Total Amount of Federal Funds Obligated this budget period</b>			\$0.00
<b>24. Total Approved Cost Sharing or Matching, where applicable</b>			\$1,218,089.00
<b>25. Total Federal and Non-Federal Approved this Budget Period</b>			\$13,048,015.00
<b>26. Period of Performance Start Date</b>	02/01/2019	- End Date	01/31/2024
<b>27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance</b>			\$61,924,469.00

**28. Authorized Treatment of Program Income**

ADDITIONAL COSTS

**29. Grants Management Officer - Signature**

Ms. Jennifer M Curtiss  
Grants Management Officer

**30. Remarks**





Department of Health and Human Services  
Administration for Children and Families

Notice of Award

Award# 06CH010830-05-00

FAIN# 06CH010830

Federal Award Date: 01/27/2023

Recipient Information
<b>Recipient Name</b> CROSSROADS YOUTH & FAMILY SERVICES, INC. 1333 W Main St Norman, OK 73069-6864
<b>Congressional District of Recipient</b> 04
<b>Payment Account Number and Type</b> 1731254978A1
<b>Employer Identification Number (EIN) Data</b> 731254978
<b>Universal Numbering System (DUNS)</b> 136346322
<b>Recipient's Unique Entity Identifier (UEI)</b> D2WWMFNX4TM8

<b>31. Assistance Type</b> Discretionary Grant
<b>32. Type of Award</b> Service

33. Approved Budget (Excludes Direct Assistance)	
I. Financial Assistance from the Federal Awarding Agency Only	
II. Total project costs including grant funds and all other financial participation	
a. Salaries and Wages	\$6,909,265.00
b. Fringe Benefits	\$2,982,333.00
c. Total Personnel Costs	\$9,891,598.00
d. Equipment	\$0.00
e. Supplies	\$301,570.00
f. Travel	\$64,362.00
g. Construction	\$0.00
h. Other	\$1,572,396.00
i. Contractual	\$0.00
<b>j. TOTAL DIRECT COSTS</b>	<b>\$11,829,926.00</b>
<b>k. INDIRECT COSTS</b>	<b>\$0.00</b>
<b>l. TOTAL APPROVED BUDGET</b>	<b>\$11,829,926.00</b>
<b>m. Federal Share</b>	<b>\$11,829,926.00</b>
<b>n. Non-Federal Share</b>	<b>\$1,218,089.00</b>

34. Accounting Classification Codes

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	CFDA NO.	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
3-G064122	06CH01083005	ACFOHS	41.51	93.600	\$11,646,794.00	75-23-1536
3-G064121	06CH01083005	ACFOHS	41.51	93.600	\$111,244.00	75-23-1536
3-G064120	06CH01083005	ACFOHS	41.51	93.600	\$71,888.00	75-23-1536



**Department of Health and Human Services**

Administration for Children and Families

Notice of Award

Award# 06CH010830-05-00

FAIN# 06CH010830

Federal Award Date: 01/27/2023

**35. Terms And Conditions**

**STANDARD TERMS**

1. Paid by DHHS Payment Management System (PMS), see attached for payment information. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award.

This includes requirements in Parts I and II available at <http://www.hhs.gov/grants/grants/policies-regulations/index.html> of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS. This award is subject to requirements or limitations in any applicable Appropriations Act. This award is subject to the requirements of Section 106 (g) of the trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>

This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements. For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>. This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS). For full text go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>

Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the HHS awarding agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following addresses:  
 The Administration for Children and Families U.S. Department of Health and Human Services Office of Grants Management ATTN: Grants Management Specialist 330 C Street, SW., Switzer Building Corridor 3200 Washington, DC 20201 AND  
 U.S. Department of Health and Human Services Office of Inspector General ATTN: Mandatory Grant Disclosures, Intake Coordinator 330 Independence Avenue, SW, Cohen Building Room 5527 Washington, DC 20201 Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or Email: [MandatoryGranteeDisclosures@oig.hhs.gov](mailto:MandatoryGranteeDisclosures@oig.hhs.gov)  
 Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371 Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 & 376 and 31 U.S.C. 3321).

This award is subject to the requirements as set forth in 45 CFR Part 87. This award is subject to HHS regulations codified at 45 CFR Chapter XIII, Parts 1301, 1302, 1303, 1304 and 1305. Attached are terms and conditions, reporting requirements, and payment instructions. Initial expenditure of funds by the grantee constitutes acceptance of this award.

Recipients must act in compliance with the requirements of this grant and applicable Federal statutes, regulations, and policies as included in the Compendium of Program Instructions (<https://eclkc.ohs.acf.hhs.gov/policy/pi>) and Information Memoranda (<https://eclkc.ohs.acf.hhs.gov/policy/im>).

## AWARD ATTACHMENTS

CROSSROADS YOUTH & FAMILY SERVICES, INC.

06CH010830-05-00

---

1. Remarks

This action awards \$11,646,794 for operations; \$71,888 for Head Start training and technical assistance; and \$111,244 for Early Head Start training and technical assistance for the 02/01/2023 - 01/31/2024 budget period.

The projected operations costs based on the application submitted for this period are \$5,664,342 for Head Start and \$5,982,452 for Early Head Start.

Head Start population: 595 children.

Designated Head Start service area(s): Moore, Norman, Noble; Cleveland County, Oklahoma Lawton; Comanche County, Oklahoma Seminole; Seminole County, Oklahoma Shawnee, Tecumseh; Pottawatomie County, Oklahoma.

Approved program option(s) for the Head Start program: Center-based

Early Head Start population: 340 infants, toddlers and pregnant women.

Designated Early Head Start service area(s): Moore, Norman, Noble; Cleveland County, Oklahoma Lawton; Comanche County, Oklahoma Seminole; Seminole County, Oklahoma Shawnee, Tecumseh; Pottawatomie County, Oklahoma.

Approved program option(s) for the Early Head Start program: Center-based

This grant is subject to the requirements included in Attachments 1 and 2.

This action also approves a waiver of the required non-federal match. The non-federal match identified on Line 24 of this Notice of Award must be met.

Semi-annual Federal Financial Reports (SF425) are due in PMS by 10/30/2023 and 4/30/2024. An Annual Federal Financial Report is due 4/30/2024. Real Property Status Report (SF429) Cover Page and Attachment A (for each property with federal interest) or Attachment A-No Property, is due in OLDC by 4/30/2024.

**Attachment 1**

This grant is subject to Section 640(b) of the Head Start Act and 45 C.F.R. § 1303.4 requiring a non-federal match of 20 percent of the total cost of the program. This grant is also subject to the requirements in Section 644(b) of the Head Start Act and 45 C.F.R. §1303.5 limiting development and administrative costs to a maximum of 15 percent of the total costs of the program, including the non-federal match contribution of such costs. The requirements for a non-federal match of 20 percent and the limitation of 15 percent for development and administrative costs apply to the budget period unless a waiver is approved. Any request for a waiver of the non-federal match, or a portion thereof, that meets the conditions under Section 640(b)(1)-(5) of the Head Start Act and 45 C.F.R. § 1303.4 or a waiver of the limitation on development and administrative costs that meets the conditions under 45 C.F.R. § 1303.5 must be submitted in advance of the end of the budget period. Any waiver request submitted after the expiration of the project period will not be considered.

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

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

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

Per Program Instructions ACF-PI-HS-17-03 and ACF-PI-HS-17-04, this award is subject to annual submission of the applicable SF-429A report (real property status), and submission of SF-428 report (tangible property) at the conclusion of the project.

## Attachment 2 (Real Property Terms and Conditions)

### Terms and Conditions for Awards Involving Property, if applicable

1. Under grant program regulations at 45 C.F.R. § 75.323, a property trust relationship exists for the benefit of the awarding program in all property the non-federal entity acquires or improves with the Administration for Children and Families (ACF) funds, including real property, equipment and supplies. The non-federal entity holds the property in trust for the beneficiaries of the project or program under which the property was acquired or improved. ACF requires the non-federal entity to record liens or other appropriate notices such as Notices of Federal Interest to indicate that real property has been acquired or improved with federal award funds and that use and disposition conditions apply to the property. The federal interest in the property cannot be defeated by a recipient's failure to file an appropriate notice of federal interest. A recipient may not encumber or permit a third party to encumber any property where federal funds were used for purchase, construction or major renovation without ACF's written consent. Financing and refinancing a property with or without subordination of the federal interest are encumbrance actions and subject to formal ACF approval, including the submission of the SF-429 Attachment B Acquire or Improve Request form (along with the supporting documentation) and the SF-429 Attachment C Encumbrance Request form (along with supporting documentation) in GrantSolutions On-Line Data Collection (OLDC) system. For guidance and reporting information, see Real Property Guidance.
  
2. The federal interest in real property purchased, constructed or renovated with federal funds does not expire and remains in place until formal disposition. When real property is no longer needed either because the non-federal entity is leaving the program or for another reason, the non-federal entity must obtain disposition instructions from ACF in accordance with C.F.R. §75.318(c) (1)-(3) and ACF Policy, including the submission of the SF-429 Attachment C Disposition Request form (along with supporting documentation) in the GrantSolutions On-Line Data Collection (OLDC) system. For additional guidance and reporting information, see Real Property Guidance. While the awardee may indicate a disposition preference in the request for disposition instructions, ACF has the discretion to direct a different disposition option. The non-federal entity must request disposition instructions within 60 days of project expiration or notice of termination. If the non-federal entity fails to request disposition instructions, ACF will direct disposition.

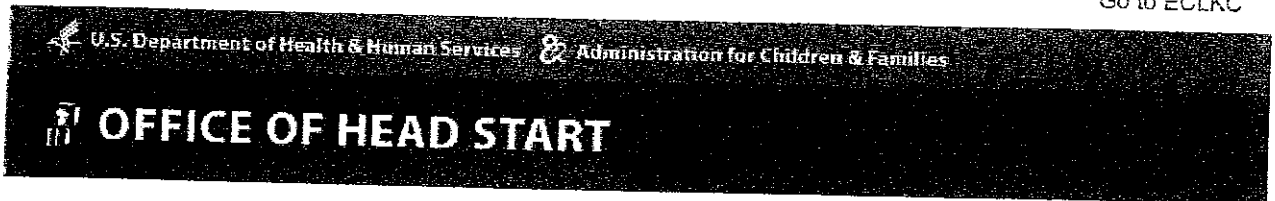
A recipient's failure to comply with ACF's disposition instructions will constitute a material violation of the terms and conditions of this grant award. Recipients are responsible for maintaining accurate and up-to-date records of any non-federal contributions, including payments of principal and interest on loans, made towards the purchase, construction, or renovation of real property, and itemized records of the funding source of such contributions. Recipients must produce those records when requesting disposition. In accordance with 45 C.F.R. §75.320(e) and ACF policy, the recipient must request disposition instructions utilizing the SF-428 cover page, Attachment C, and S form along with supporting documentation from ACF Office of Grants Management for equipment purchased with federal funds and which is no

longer needed either because the recipient is leaving the program or for another reason. For more guidance and reporting information, see [Tangible Personal Property Guidance](#).

3. If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate value upon termination of support or completion of the project or program, the non-federal entity must retain the supplies or use on other activities or sell them, but must, in either case, compensate the Federal government for its share. The amount of compensation must be computed in the same manner as equipment. See 45 C.F.R. §75.320(e)(2) for the calculation methodology. For more guidance and reporting information, see [Tangible Personal Property Guidance](#).
4. The inventory of equipment, supplies, and real property acquired with Head Start funds under any preceding award must be transferred and recorded under the grant agreement number identified in field 12 of this Notice of Award.
5. Pursuant to 45 C.F.R. §75.317, a grant recipient must, at a minimum, provide the equivalent insurance coverage for real property and/or equipment acquired or improved with Federal funds, as provided to other property it owns. If a grant recipient uses federal funds to purchase or continue purchase (e.g. mortgage payments) on real property, including modular facility unit(s), it must maintain physical damage or destruction insurance at the full replacement value of the facility so long as it owns or occupies the facility. At a minimum, a grant recipient must obtain an insurance policy insuring against risk from physical destruction immediately upon acquiring real property or equipment, or upon completion of construction or modernization of a facility when federal funds were expended. The physical destruction insurance policy must insure the full-appraised value of the real property from risk of partial and total physical destruction, including flood insurance, or other special hazard riders, where appropriate. The policy must also include a requirement for the insurer to notify the Administration for Children and Families' Office of Grants Management of any changes in the policy or coverage, for example, loss payee endorsement.

[View the web version](#)

[Go to ECLKC](#)



ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-22-09	2. Issuance Date: 11/07/2022
	3. Originating Office: Office of Head Start	
	4. Key Word: Enrollment Reduction; Slot Conversion; Change in Scope Requests	

**INFORMATION MEMORANDUM**

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

**SUBJECT:** Enrollment Reductions and Conversion of Head Start Slots to Early Head Start Slots

**INFORMATION:**

The Head Start program is a national model in the field of early care and education (ECE) for providing high-quality services to children and families most in need. Head Start programs provide comprehensive services and promote progress in children's early learning outcomes in under-resourced communities and support positive family outcomes.

The Office of Head Start (OHS) recognizes that community needs shift over time for various reasons. These reasons may include changes during and after disasters and public health crises, changes in the availability of community resources relied upon to provide program services, and shifts in geographical location of eligible children and families. Section 640(g)(3) of the Head Start Act (the Act) allows programs to propose a reduction to their funded enrollment to maintain quality of program services. Additionally, Section 645(a)(5) permits a program to convert Head Start slots to Early Head Start slots to better meet community needs. Similarly, Section 640(f)(2) of the Act allows programs to convert part-day slots to full-working day slots to meet community needs.

A request to reduce funded enrollment or convert Head Start slots to Early Head Start slots is considered a change in scope request and requires OHS prior approval. Recipients may submit a change in scope request through a continuation application or as a separate application amendment in the Head Start Enterprise System (HSES). Change in scope requests must be submitted a minimum of 90 days prior to the planned implementation date. This Information Memorandum (IM) provides additional guidance for the development and submission of these requests.

Enrollment reductions and conversions are permanent adjustments to funded enrollment. Therefore, the decision to request a reduction or conversion should be based on actual changes in the community and program adjustments necessary to maintain a high-quality program with qualified staff, supported by data and documented need, and not based on anticipated changes. It is important to consider community partnerships and resources in the service area, short and long-term goals, and program sustainability when considering a change in scope request. Programs must demonstrate that a change in scope request is data-informed and explain how the requested changes will improve quality of services for children and families, better meet community needs, support staff, and promote a sustainable program.

**What to Consider Before Requesting an Enrollment Reduction or Conversion**

Prior to submitting an enrollment reduction or conversion request, recipients must consider, at a minimum, the following.



### *Community Assessment*

Programs are required to conduct a community assessment at least once over the five-year grant period and review and update it on an annual basis to reflect any significant changes. When considering a change in scope request, it is essential to demonstrate how the proposed changes will best meet the needs of eligible children and families and consider strengths and resources of the community.

### *Annual Self-assessment, Program Improvement Plans, and Ongoing Oversight*

As described in 45 CFR §1302.102(a-b), programs must conduct an annual self-assessment to evaluate: progress in meeting established agency-determined program goals, compliance with the Head Start Program Performance Standards (HSPPS), and the effectiveness of professional development and family engagement systems for improving children's school readiness in alignment with the Head Start Early Learning Child Outcomes Framework. The data collected must be used for continuous improvement, including development and implementation of program improvement plans to strengthen any identified areas of need (45 CFR §1302.102(b-c)). Programs are also required to implement a system with procedures for the ongoing oversight of meeting program requirements in which data is collected to inform the process. Programs must use data from both the annual self-assessment and ongoing oversight, alongside other program data, to inform their program improvement plans.

### *Staffing and Training*

Programs must consider the staffing and training needs for their proposed program design, including necessary compensation and staff supports to implement a sustainable high-quality program. A stable, healthy, highly skilled, and well-compensated workforce is vital to providing the highest quality of services to promote children's development and support families. Programs should consider the availability of qualified staff in their community and the types of training, education, compensation, and supports necessary to attract and retain staff. Further guidance on strategies to support the Head Start workforce can be found in **ACF-IM-HS-22-06 Strategies to Stabilize the Head Start Workforce**. Programs are expected to use their data on staff, enrollment, and service delivery to inform changes to support a high-quality workforce while not reducing the quality of services for children and families.

### *Wage Comparability Study*

Programs conduct wage comparability studies to evaluate and set fair compensation rates and support compliance with Section 653 of the Act. Wage comparability studies compare the compensation rates of current Head Start employees and the pay scales for positions in the program to compensation paid for comparable services in the service area or other neighboring areas, including salaries for ECE and elementary school staff. If requesting a change in scope for the purpose of freeing up funds to increase staff compensation, the program's request should be supported by findings from the wage comparability study or by current data on comparable wages in the community or documented challenges in filling vacancies that impact the program's ability to deliver high-quality services. Programs should focus on positions for which staffing challenges are most pressing and are impacting the program's ability to provide high-quality services to their funded enrollment. Research has shown ethnic and racial disparities in pay exist for the ECE field, so programs are encouraged to consider equity issues in pay and benefits for staff.

### *Service Delivery Model*

When proposing changes to the existing service delivery model, it is critical the process is data-informed and draws upon information from community assessments, annual self-assessments, program improvement plans, ongoing oversight, wage comparability studies, enrollment, and other relevant internal and external data. Programs must carefully review data related to enrollment and recruitment of families, demographic changes in their community, the geography of poverty in the service area, and other factors presenting challenges in meeting community needs or providing high-quality program services. Programs should then review their proposed program design to make sure any requested changes to services and resources are aligned to meet the needs of the children and families in their community and address the underlying issues causing identified challenges.

Service duration should also be considered, as research supports the importance of longer hours of high-quality education and development services in achieving meaningful child outcomes and preparing children for success in

school. Programs operating for longer hours may also better support parents' education, job training, and employment opportunities. Programs that received funding to increase service duration in fiscal years 2016 or 2018 must demonstrate they are not eliminating, converting, or reducing the duration of services to enrollment slots supported by duration funding. As a reminder, Head Start center-based programs are required to provide at least 1,020 annual hours of service over a period of at least eight months per year for at least 45% of their center-based enrollment. Family child care and Early Head Start center-based programs are required to provide at least 1,380 annual hours of service for 100% of their enrollment slots. These requirements are found in the HSPPS at *Program Structure, 45 CFR §1302 Subpart B*.

#### *Administrative and Supervisory Staff Structure*

Programs should carefully assess how proposed changes to the program design will impact the administrative and supervisory structure. Depending on the proposed change and overall size of the organization, positions that do not provide direct classroom services may present opportunities to either eliminate or combine other positions with minimal impact on program quality and operations. Programs should also review the reasonableness of the percentage of each administrative staff's compensation which is being charged to the grant and be sure that the percentage is consistent with the amount of time that individual is engaged in Head Start or Early Head Start matters.

Recipients with indirect cost rates need to make sure Head Start and Early Head Start programs are fully benefiting from any costs charged, using these rates, to the grant. As a reminder, complying with the 15% administrative cost limitation does not, in and of itself, mean there are not administrative costs which can be reduced. If proposing salary adjustments for administrative or supervisory staff, please include a justification and listing of the annual salaries and amount charged to the grant.

#### *Equity*

Programs are encouraged to carefully consider how the outcomes of the proposed request will affect different demographics. This includes historically marginalized populations, such as Black, Latino, Indigenous and Native American, Asian Americans and Pacific Islanders, and other people of color; children experiencing homelessness; children in foster or kinship care; children with disabilities; and children who are dual language learners. In addition, programs should consider whether the proposed program design will improve or exacerbate existing disparities and how the proposed program design will be perceived by different populations within their service area. Where possible, programs are encouraged to include in the decision-making process those who will be affected by changes to the program.

#### *Ongoing Budget*

When considering a change in scope request, programs should first consider their vision and goals for services and construct a budget accordingly. Then, the grant recipient should evaluate their existing program design and enrollment to determine what necessary program and budgetary adjustments are needed to achieve that vision. Considerations of the program's anticipated costs for annual operations, program options, staffing and ratio requirements, as well as differences in equipment and supplies, should be assessed. Staffing ratios must ensure compliance with the HSPPS. For staffing positions that do not have mandated ratios, please include the rationale used to determine the full-time equivalents needed for such positions. In addition, a detailed budget narrative justification for changes within and between each object class category is required. As always, proposed expenses will be evaluated for reasonableness and allowability and how they support high-quality services.

#### **How to Submit a Change in Scope Request**

Change in scope requests must be submitted as part of a continuation application or as a separate change in scope application amendment in HSES, at minimum, 90 days prior to the planned implementation date. However, programs are strongly encouraged to work closely with their Regional Office throughout the planning and development of the request. This will make sure the proposal and application meet all the requirements prior to official submission of the request.

All change in scope requests must include complete program schedules, application narratives, and detailed budget narratives. Change in scope requests must demonstrate the proposed program design will deliver the full

range of services consistent with 45 CFR §1302.20(b). In addition, the requested program design must effectively support the appropriate development and progress in children's early learning outcomes as outlined in *Education and Child Development Program Services*, 45 CFR §1302 Subpart C. Program and budget narratives for Head Start to Early Head Start conversions must address all items outlined in 45 CFR §1302.20(c) and the Head Start Grant Application Instructions. Governing body or Tribal Council and Policy Council approvals are required prior to submitting a change in scope request. All change in scope requests are subject to approval by OHS. Additional information outlining critical questions and data to consider as part of the planning and development for both enrollment reduction and conversion requests is detailed in the *Enrollment Reduction and Conversion Appendix*.

If you have any questions regarding this IM, please contact your regional office. Thank you for the work you do on behalf of children and families.

Sincerely,

/ Katie Hamm /

Katie Hamm  
Acting Director  
Office of Head Start

Head Start® and Early Head Start® word marks and logos are registered trademarks owned by the U.S. Department of Health and Human Services (HHS).

Office of Head Start (OHS) | 330 C Street, SW | 4th Floor Mary E. Switzer Building | Washington, DC 20201  
<https://eolko.ois.aot.hhs.gov> | 1-866-763-6481 | Contact Us

You are receiving this email because you are signed up for Office of Head Start communications. If you prefer not to receive emails of this sort in the future, you can unsubscribe [here](#). You also may modify your EDLKC email subscriptions. Recipients subscribed through the Head Start Enterprise System (HSES) must be removed from HSES by their program or office.

Please do not reply to this email. Contact customer service for additional support.

### COVID-19 MITIGATION & COMMUNICATION POLICY

In order to protect children, families, and staff from infection and illness, Crossroads Youth & Family Services, Inc., in consultation with its Health Services Advisory Committee, has established the following evidence-based COVID-19 (Coronavirus Disease 2019) mitigation policy. This policy can be scaled up or down based on the impacts or risk of COVID-19 in the community in an attempt to reduce or lower SARS-CoV-2 transmission, infection, or disease severity. Factors considered in developing this policy included: the age of the population served, people with disabilities, people at risk of getting very sick, equity, the availability of resources, communities served, and pediatric-specific considerations.

When there is a noted change in the number of positive COVID-19 cases for the county/ies that they serve, the Health & Nutrition Coordinators will consult the Center for Disease Control website ([www.cdc.gov](http://www.cdc.gov)) to review the local COVID-19 Community Level\*. In the event that the COVID-19 Community Level has changed, the Health & Nutrition Coordinator will contact the Assistant Program Director. The Assistant Program Director will disseminate information to staff regarding recommended layered prevention strategies in order to adapt to changing circumstances and conditions of COVID-19 while still protecting the health of children, families, and staff.

When Community Levels are low or medium:

- People may choose to wear a mask at any time. People with symptoms or exposure to someone with COVID-19 should wear a high-quality mask when inside a program facility for ten (10) days from their last exposure.
- Communications and messaging will be provided to mandate isolation for staff who test positive and to recommend avoiding contact with people who have suspected or confirmed COVID-19.
- Communications and messaging will be provided to encourage staying up to date on vaccination, including booster doses, given the proven benefits for individual and community safety, including reduced incidences of severe illness, hospitalization, and death. Communications and messaging will include information to help children, families, and staff access vaccines.

When Community Levels are high:

- The use of high-quality masks when inside a program facility will be encouraged.
- Communications and messaging will be provided to mandate isolation for staff who test positive and to recommend avoiding contact with people who have suspected or confirmed COVID-19.
- Communications and messaging will be provided to encourage staying up to date on vaccination, including booster doses, given the proven benefits for individual and community safety, including reduced incidences of severe illness, hospitalization, and death. Communications and messaging will include information to help children, families, and staff access vaccines.

In the event of a COVID-19 positive case in a program facility, the positive person will be excluded from the facility in accordance with current CDC guidelines, which are to isolate for five (5) days and to return to work wearing a mask for the following five (5) days. Families of children in the impacted classroom receive direct, verbal notification from center staff of the exposure to COVID-19. Other families of children in the facility receive written notification of a COVID positive case in the facility. People

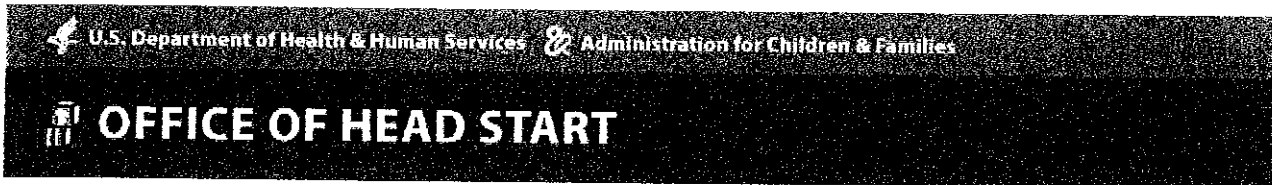
exposed to the person who tested positive for COVID-19 will follow the current CDC recommendations, which included masking for ten (10) days and testing on day five (5). Since masks are not recommended for children under the age of two (2), Early Head Start classrooms will close at the direction of the HS/EHS Director and/or her designee for ten (10) days. Children and/or staff who are exhibiting signs and symptoms of illness, but who are not positive for COVID-19, will follow the Exclusion Policy and be encouraged to be tested for COVID-19. Staff are in contact with children who are absent, which provides information on the status of a child's health.

During every enrollment home visit, this policy will be included as part of the handouts provided to the families. Families are also notified that the program works closely with local health departments for COVID-19 advice and information. This policy will be added to the documents that are provided to employees in the payroll system.

\*Center for Disease Control and Prevention. "Science Brief: Indicators for Monitoring COVID-19 (Coronavirus Disease 2019) Community Levels and Making Public Health Recommendations." August, 2022. Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/science/science-briefs/indicators-monitoring-community-levels.html>

[View the web version](#)

[Go to ECLKC](#)



ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-23-01	2. Issuance Date: 01/06/2023
	3. Originating Office: Office of Head Start	
	4. Key Words: COVID-19; Health Services Management; Safety Practices; Head Start Program Performance Standards; Safe Environments; Program Planning	

**PROGRAM INSTRUCTION**

**TO:** Head Start and Early Head Start Grant Recipients and Delegate Agencies

**SUBJECT:** Supplementary Information on Establishing an Evidence-based COVID-19 Mitigation Policy

**INSTRUCTION:**

In January 2023, the Administration for Children and Families (ACF) published its Final Rule, Mitigating the Spread of COVID-19 in Head Start Programs. This Final Rule removes the universal masking requirement for individuals 2 years and older. It does not address the vaccination requirement from the Interim Final Rule with Comment Period (IFC), so the Head Start Program Performance Standards (HSPPS) at 45 CFR §§1302.93 and 1302.94 remain in effect. The Final Rule requires Head Start programs to have an evidence-based COVID-19 mitigation policy, developed in consultation with their Health Services Advisory Committee (HSAC).

This Program Instruction (PI) provides supplementary information to support grant recipients in developing the required evidence-based COVID-19 mitigation policy.

**HSPPS Requirements**

To protect children, families, and staff from infection and illness, 45 CFR §1302.47(b)(9) requires Head Start programs to have an evidence-based COVID-19 mitigation policy developed in consultation with their HSAC that can be scaled up or down based on the impacts or risks of COVID-19 in the community.

All Head Start and Early Head Start programs are required to establish and maintain an HSAC (45 CFR §1302.40(b)). The HSAC is an advisory group usually composed of local health providers, like pediatricians, nurses, nurse practitioners, dentists, nutritionists, and mental health providers. Head Start staff and parents also serve on the HSAC.

This Final Rule requires programs to have established an evidence-based COVID-19 mitigation policy in consultation with their HSAC by March 7, 2023.

**Evidence-based Policy**

As stated in the Final Rule, evidence-based is an umbrella term that refers to using the best research evidence (e.g., found in health sciences literature) and clinical expertise (e.g., what health care providers know) in content development.<sup>1</sup> Integrating the best available science with the knowledge and considered judgements from stakeholders and experts benefits Head Start children, families, and staff.<sup>2</sup>

The COVID-19 mitigation policy should be informed by objective evidence and findings from research and expert recommendations from public health authorities such as the U.S. Centers for Disease Control and Prevention (CDC)

and state, tribal, local, and territorial health departments. Head Start programs have various sources to consider, including but not limited to:

- CDC guidance, including general COVID-19 information and early care and education (ECE) program-specific guidance, such as *Operational Guidance for K-12 Schools and Early Care and Education Programs to Support Safe In-Person Learning*.
- State, tribal, local, and territorial health departments, universities, and professional health organizations
- Caring for Our Children health and safety standards
  - 9.2.3.2: Policy Development for Care of Children and Staff Who Are Ill
  - 9.2.4.4: Written Plan for Seasonal and Pandemic Influenza

The Early Childhood Learning and Knowledge Center features an interactive module to support Head Start programs in learning how to find and use up-to-date, trustworthy, and consistent health information. Programs may access *How to Find Science-informed and Evidence-based Health Information* to explore five steps to help determine if information is current and accurate when developing an evidence-based policy.

Grant recipients are not limited to the considerations outlined below when developing their evidence-based policy.

### **Considerations for an Evidence-based COVID-19 Mitigation Policy**

#### *Mitigation Strategies*

As stated in the Final Rule, in the context of COVID-19, mitigation refers to measures taken to reduce or lower SARS-CoV-2 transmission, infection, or disease severity. Other terms used for this same concept are "risk reduction strategies" or "prevention strategies."

An evidence-based COVID-19 mitigation policy should use multiple strategies at the same time, such as masking, ventilation, and staying at home when sick. Current evidence suggests the importance of a layered approach whereby one strategy is "layered" upon another because they are more effective in minimizing the impact of SARS-CoV-2 than when using one strategy alone.<sup>3</sup> When developing their policy, Head Start programs should consider the risk factors for their staff and the families served, strategies to be used when the impact of COVID-19 changes in the community, and how the risk of exposure could change depending on the Head Start services provided.

#### *COVID-19 Community Levels*

CDC developed the COVID-19 Community Levels to help individuals, agencies, and organizations make choices on what precautions to take based on the level of disease burden in their community. It provides county-level data for each U.S. state and territory, determined by a combination of three metrics that are updated weekly — new COVID-19 hospital admissions per 100,000 population in the past seven days, the percent of staffed inpatient beds occupied by COVID-19 patients (seven-day average), and new COVID-19 cases per 100,000 population in the past seven days. Using these data, the COVID-19 Community Level is classified as low, medium, or high. Grant recipients should consider using this data and guidance to inform their evidence-based COVID-19 mitigation policy. Layered prevention strategies should also be able to be increased when community risk is higher (e.g., when COVID-19 Community Level has increased).

#### *COVID-19 Vaccination*

At this time, the national vaccination requirements at 45 CFR §§1302.93 and 1302.94 remain in effect for staff, certain contractors, and volunteers in Head Start programs in states that are not subject to permanent<sup>4</sup> or preliminary<sup>5</sup> court injunctions. There is no federal requirement to go further. However, all programs still have the discretion to require, promote, and encourage COVID-19 vaccines for staff, subject to tribal, state, and local laws. ACF strongly encourages that all staff, contractors, and volunteers be up-to-date on their COVID-19 vaccinations given the proven benefits for individual and community safety, including reduced incidences of severe illness, hospitalization, and death.

OHS also wants to make sure all families can obtain accurate information about the COVID-19 vaccine and encourages programs to address in their mitigation policy how they can help families and children access the vaccines. Programs may still consider COVID-19 vaccination in their evidence-based policy, including ways to provide access and increase uptake of vaccines among Head Start staff, contractors, volunteers, and children and families.

### *Prioritizing Strategies*

Per CDC, Head Start programs should consider local context when developing and implementing a response to COVID-19 conditions. Factors to consider include:

- Age of population served
- People with disabilities
- People at risk of getting very sick
- Equity
- Availability of resources
- Communities served
- Pediatric-specific considerations

A fuller discussion of each of these factors can be found in CDC's Operational Guidance for K-12 Schools and Early Childhood Programs to Support Safe In-person Learning.

### *Responsive to Changing Conditions*

The intent of this policy is to make sure programs can adapt to changing circumstances and conditions of COVID-19 while still protecting the health of children, families, and staff. The requirement for having an evidence-based COVID-19 mitigation policy specifies that it needs to allow for programs' response to be scaled up or down based on the impact of COVID-19 in the community. It gives Head Start programs more flexibility to adapt to the changing circumstances and conditions of the virus and be responsive to the unique challenges and needs of their communities.

Given the unpredictable and evolving nature of COVID-19, Head Start programs may go through periods where the impact of COVID-19 is low, medium, or high. Programs' COVID-19 mitigation policy should specify what prevention strategies or combination of strategies will be used when the impacts or risks of COVID-19 increases or decreases, and how the policy is communicated to children, families, and staff. Programs can also decide to place requirements related to COVID-19 mitigation policies as needed. For example, a program may choose to require universal masking when there are higher levels of transmission or burden in the community, consistent with CDC guidance. We include additional considerations for the communication of the policy below.

### *Additional Precautions*

While local context is critical, Head Start programs may also want to consider additional precautions regardless of the level of impact from COVID-19 at that time and in consideration of the needs of the communities that programs serve. As noted in CDC's guidance to K-12 schools and ECE settings, program administrators should work with health departments in their jurisdiction to consider other local conditions and factors when deciding to implement prevention measures. Pediatric-specific indicators, such as vaccination rates among children, pediatric-specific health care capacity, pediatric hospitalizations, and pediatric emergency visits, can help with deciding on which mitigation strategies to use. Head Start programs may consider the extent to which children or staff are at increased risk for severe disease from COVID-19 or have family members at increased risk for severe disease. ECE programs may choose to implement universal indoor mask use, for example, to meet the needs of the families they serve, which could include people at risk for getting very sick with COVID-19.

Programs should also consider how their COVID-19 mitigation policy protects children with disabilities, children who are immunocompromised, and children at higher risk of severe complications, as well as layered mitigation strategies to make sure children can safely continue to attend the program in person. For example, programs may consider additional mitigation measures, such as more extensive mask use or increasing ventilation, if there are children who cannot safely wear a mask because of their disability, as defined by Section 504 of the Rehabilitation Act of 1973. The U.S. Department of Education's Disability Rights webpage provides guidance and resources for schools and ECE programs to make sure students with disabilities continue to receive the services and supports they are entitled to so they have successful in-person educational experiences.

### *Communication Plan*

COVID-19 mitigation policies should include a strong communication plan consistent with 45 CFR §1302.41(b)(2) to make sure staff and families are prepared to navigate the ongoing conditions of COVID-19. Programs should



consider:

- Who communicates to staff and families?
- What should be communicated?
- When are communications shared and with what frequency? How does the timing for communications relate to changing COVID-19 conditions in the community?
- How will it be communicated? For example, programs may have signs outside classrooms and the building if masks are required or recommended.
- Is the communication accessible to individuals with disabilities?

Evolving guidance comes from various federal, state, tribal, local, and territorial authorities, in addition to CDC. Employers should be prepared to communicate changes in protocols as far in advance as possible to staff and families.

Please direct any questions regarding this PI or the requirement that Head Start programs have an evidence-based COVID-19 mitigation policy 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

1. Adapted from Office of Disease Prevention. Evidence-based practices and programs. National Institutes of Health. <https://prevention.nih.gov/research-priorities/dissemination-implementation/evidence-based-practices-programs>

2. Adapted from European Centre for Disease Control and Prevention. European Centre for Disease Prevention and Control. Evidence-based methodologies for public health – How to assess the best available evidence when time is limited and there is lack of sound evidence. Stockholm: ECDC; 2011. [https://www.ecdc.europa.eu/sites/default/files/media/en/publications/Publications/1109\\_TER\\_evidence\\_based\\_methods\\_for\\_public\\_health.pdf](https://www.ecdc.europa.eu/sites/default/files/media/en/publications/Publications/1109_TER_evidence_based_methods_for_public_health.pdf)

3. Center for Disease Control and Prevention. "Science Brief: Indicators for Monitoring COVID-19 Community Levels and Making Public Health Recommendations." August, 2022. Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/science/science-briefs/indicators-monitoring-community-levels.html>

4. The U.S. Department of Health and Human Services (HHS) received notice that as of Sept. 21, 2022, following a decision by the United States District Court for the Western District of Louisiana, implementation and enforcement of Vaccine and Mask Requirements to Mitigate the Spread of COVID-19 in Head Start Programs, 86 Fed. Reg. 68052 (Nov. 30, 2021) (the "Interim Final Rule" or "IFC"), is permanently enjoined in the following 24 states: Alabama, Alaska, Arizona, Arkansas, Florida, Georgia, Indiana, Iowa, Kansas, Kentucky, Louisiana, Mississippi, Missouri, Montana, Nebraska, North Dakota, Ohio, Oklahoma, South Carolina, South Dakota, Tennessee, Utah, West Virginia, and Wyoming. Head Start, Early Head Start, and Early Head Start-Child Care Partnership grant recipients in those 24 states are not required to comply with the IFC.

5. As of Dec. 31, 2021, following a decision by the United States District Court for the Northern District of Texas, implementation and enforcement of the IFC is preliminarily enjoined in Texas.

Head Start® and Early Head Start® word marks and logos are registered trademarks owned by the U.S. Department of Health and Human Services (HHS).

Office of Head Start, 10900 Rockledge Drive, Suite 200, Orlando, FL 32837  
 Phone: 407-839-4100 | Fax: 407-839-4441 | [oshs@hhs.gov](mailto:oshs@hhs.gov)

For more information on the evidence-based practices and COVID-19 mitigation, please visit [www.headstart.gov/evidence-based-practices](https://www.headstart.gov/evidence-based-practices) and [www.headstart.gov/covid-19](https://www.headstart.gov/covid-19).

Subpart C of the new Star 5 License System (SSS) is designed to ensure that all children in the state have access to high-quality early childhood education. Please do not feel that this is a one-size-fits-all solution.



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start, 1301 Young Street, Room 937, Dallas, TX 75202 [www.eclkc.ohs.acf.hhs.gov](http://www.eclkc.ohs.acf.hhs.gov)

February 3, 2023

Lori Thrower, Board Chairperson  
 Crossroads Youth & Family Services, Inc.  
 1333 W Main St  
 Norman, OK 73069-6864

RE: Grant No. 06CH010830

Dear Ms. Thrower,

We have reviewed your request to waive staff qualification requirements described in the Head Start Act of 2007 (42 USC 9801 et.sec.) for one center-based teacher.

Your request has been found consistent with the regulatory requirements and waiver has been approved for a three-year period for the following center-based teacher. The expiration date is provided for your convenience.

Smith, Holly                      02/01/2026

It is the grantee's responsibility to ensure teachers maintain an active CDA credential that is appropriate to the age of children being served in center-based programs or a State-awarded certificate for preschool teachers that meets or exceeds the requirements for a CDA credential. Approved waivers remain valid as long as the teachers meet and maintain eligibility criteria, including the appropriate current CDA or State-awarded certificate and enrollment in a degree program.

If you have any questions, please contact your Program Specialist, Kobena Arthur at 214-767-8859 or email at [kobena.arthur@acf.hhs.gov](mailto:kobena.arthur@acf.hhs.gov).

Sincerely,

Kenneth Gilbert  
 Regional Program Manager  
 Office of Head Start, Region VI

cc: Wendy Swatek, Executive Director  
 Terrie Vicknair, Head Start Director  
 Amanda White, Policy Council Chair

**Quarterly Cash Review**  
**First Quarter 07/01/2022-09/30/2022**

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 July 1, 2022 to September 30, 2022 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 weekly deposits. Divorce classes are now offered for no charge and Covid has greatly reduced the number of clients. Additionally, Credit card payments have greatly reduced the amount of cash handled at the location.

**Quarterly Cash Review**  
**Second Quarter 10/01/2022-12/31/2022**

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 October 1, 2022 to December 31, 2022 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 weekly deposits. Divorce classes are now offered for no charge and Covid has greatly reduced the number of clients. Additionally, Credit card payments have greatly reduced the amount of cash handled at the location.

**Quarterly Medicaid Internal Review**  
First Quarter 07/01/22-09/30/22

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) 55 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 Medicaid Internal Review**  
Second Quarter 10/01/22-12/31/22

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) 41 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.

**Crossroads Youth & Family Services, Inc. 401(k) Savings Plan  
Statement of Changes in Net Assets Available for Plan Benefits  
Month Ended October 2022**

	<u>Oct-22</u>
<b>Contributions:</b>	
Employer Contributions	\$ 13,763.12
Participant Contributions	<u>\$ 18,063.06</u>
Total Contributions	\$ 31,826.18
<b>Investment Income:</b>	
Interest and dividends	\$ 576.68
Net realized and unrealized appreciation (depreciation) in fair value of investments	<u>\$ 139,496.43</u>
Net Investment Gain (Loss)	<u>\$ 140,073.11</u>
Contributions and net investment income	\$ 171,899.29
Distributions to participants	\$ (26,494.20)
Forfeitures	\$ 357.35
Administrative Expenses	\$ -
Increase in net assets available for plan benefits	<u>\$ 145,762.44</u>
<b>Net Assets Available for Plan Benefits:</b>	
Beginning of month	<u>\$ 2,961,277.59</u>
End of month	<u><u>\$ 3,107,040.03</u></u>



**Crossroads Youth & Family Services, Inc. 401(k) Savings Plan**  
**Statement of Net Assets Available for Plan Benefits**  
**Month Ended October 2022**

**ASSETS**Oct-22

Investments, at fair value:

Cash	\$ 145,821.88
Loans	\$ 52,060.12
Mutual Funds	<u>\$ 2,909,158.03</u>
Total Assets	<u>\$ 3,107,040.03</u>
Net Assets Available for Plan Benefits	<u><u>\$ 3,107,040.03</u></u>

**Crossroads Youth & Family Services, Inc. 401(k) Savings Plan  
Statement of Changes in Net Assets Available for Plan Benefits  
Month Ended November 2022**

	<u>Nov-22</u>
<b>Contributions:</b>	
Employer Contributions	\$ 16,017.01
Participant Contributions	<u>\$ 20,318.54</u>
Total Contributions	\$ 36,335.55
<b>Investment Income:</b>	
Interest and dividends	\$ 820.16
Net realized and unrealized appreciation (depreciation) in fair value of investments	<u>\$ 168,878.61</u>
Net Investment Gain (Loss)	<u>\$ 169,698.77</u>
Contributions and net investment income	\$ 206,034.32
Distributions to participants	\$ (41,819.59)
Forfeitures	\$ 101.61
Administrative Expenses	<u>\$ -</u>
Increase in net assets available for plan benefits	\$ 164,316.34
<b>Net Assets Available for Plan Benefits:</b>	
Beginning of month	<u>\$ 3,107,040.03</u>
End of month	<u><u>\$ 3,271,356.37</u></u>

**Crossroads Youth & Family Services, Inc. 401(k) Savings Plan**  
**Statement of Net Assets Available for Plan Benefits**  
**Month Ended November 2022**

<b>ASSETS</b>	<u>Nov-22</u>
Investments, at fair value:	
Cash	\$ 148,099.61
Loans	\$ 50,844.38
Mutual Funds	<u>\$ 3,072,412.38</u>
Total Assets	<u>\$ 3,271,356.37</u>
Net Assets Available for Plan Benefits	<u><u>\$ 3,271,356.37</u></u>

**Crossroads Youth & Family Services, Inc. 401(k) Savings Plan  
Statement of Changes in Net Assets Available for Plan Benefits  
Month Ended December 2022**

	<u>Dec-22</u>
<b>Contributions:</b>	
Employer Contributions	\$ 18,558.74
Participant Contributions	<u>\$ 23,159.60</u>
Total Contributions	\$ 41,718.34
<b>Investment Income:</b>	
Interest and dividends	\$ 86,212.80
Net realized and unrealized appreciation (depreciation) in fair value of investments	<u>\$ (188,740.11)</u>
Net Investment Gain (Loss)	<u>\$ (102,527.31)</u>
Contributions and net investment income	\$ (60,808.97)
Distributions to participants	\$ (38,283.93)
Forfeitures	\$ 6,553.94
Administrative Expenses	<u>\$ 112.50</u>
Increase in net assets available for plan benefits	\$ (92,651.46)
<b>Net Assets Available for Plan Benefits:</b>	
Beginning of month	<u>\$ 3,271,356.37</u>
End of month	<u><u>\$ 3,178,704.91</u></u>

**Crossroads Youth & Family Services, Inc. 401(k) Savings Plan**  
**Statement of Net Assets Available for Plan Benefits**  
**Month Ended December 2022**

<b>ASSETS</b>	<u>Dec-22</u>
Investments, at fair value:	
Cash	\$ 131,162.53
Loans	\$ 48,963.71
Mutual Funds	<u>\$ 2,998,578.67</u>
Total Assets	<u>\$ 3,178,704.91</u>
Net Assets Available for Plan Benefits	<u><u>\$ 3,178,704.91</u></u>

**+--SYNOPSIS OF FOURTH QUARTER INCIDENT REPORTS**

**(10 Total Incident Reports)**

S1. 04/05/22 – A male resident was upset and threw his medication on the floor and refused to take.

**ACTION TAKEN:** Staff talked with him about the importance of following medication regimen.

**RECOMMENDATIONS:** None at this time

S4. 04/09/22 – Two male resident got into an argument and pushed each other. Staff responded immediately and separated the two residents.

**ACTION TAKEN:** Staff intervened by separating the residents and spoke with each individually regarding behaviors.

**RECOMMENDATIONS:** None at this time

S2. 04/12/22- A male resident walked out of class, the walked outside into the playground area and eventually went AWOL.

**ACTION TAKEN:** Staff followed protocol for runaway youth and resident was eventually located by another residents case worker and brought back to the center.

**RECOMMENDATIONS:** None at this time.

S3. 04/22/22 – A female resident was jumping on the couch when she slipped and hit the front of her right shin causing a small scrape.

**ACTION TAKEN:** Staff offered ice and band aide as well as spoke with the resident about being careful and not jumping on furniture.

**RECOMMENDATIONS:** None at this time

S4. 04/23/22 – Two male resident got into an argument and started to charge toward each other. One resident threw a laptop toward the other in the process.

**ACTION TAKEN:** Staff intervened by separating the residents and helped each process their emotions toward the situation while keeping them separated.

**RECOMMENDATIONS:** None at this time

S5. 04/26/22 – A male resident accidentally stubbed his toe on the wall resulting in a bloody and broken toenail.

**ACTION TAKEN:** Staff helped resident wash affected area as well as applied Neosporin and a band aide.

**RECOMMENDATIONS:** None at this time

S6. 05/07/22 – A male resident came out of his bedroom and reported to staff that he was playing around by poking his finger inside of his fan and ended up with a cut on his finger.

**ACTION TAKEN:** Staff cleaned wound and bandaged. Staff also notified case worker and program director.

**RECOMMENDATIONS:** None at this time

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

**1<sup>st</sup> QUARTER  
October 19<sup>th</sup>, 2022**

ATTENDEES: Lori Thrower, Ty Lewis, Kaylee Marshall, 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  
Ashley Brea Tavaréz  
Heather Malork  
Kaylee Marshall  
Spencer Wilson

**Levels of Service (Output)**

Service Type	Projected by 6.30.21	Quarter				Year- To-Date	% Achieved [Goal is 75%]
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>		
Assessment/BHOP							
- Clients served	75	11					15%
- Hours of service	150	12					8%
- Individuals referred	100	9					9%
Initial Treatment Plan	55	8					15%
Treatment Plan Reviews	NA	17					N/A



Family Counseling							
- # of Families Served: (In Family Sessions)	75	23					31%
- # of Family Therapy Hours	65	13.65					21%
Individual Counseling							
- # of Individual Therapy Hours	2000	344.58					19%
Clients who stayed past 3 months	60	N/A					N/A
Norman Public Schools Psychoeducation Group New Participants	200	87					44%
Norman Public Schools Psychoeducation Group Hours	250	64					26%

**Major Policy Issues/Recommendations:**

No major policy issues or recommendations at this time.

In this quarter, we planned out a calendar to follow when offering groups to Norman Public Schools. We contacted Norman Public Schools and collaborated with them to start running Psychoeducation groups in the fall semester. Groups were able to start toward the end of this quarter and will continue on into the next quarter. A connection was made with Noble Public Schools, where we hope to run more groups and offer individual counseling. We also hosted a total of 3 Workshops at the Norman Public Library.

We have 5 Counselors offering services this quarter, 2 being counseling interns.

**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

### Levels of Service (Output)

Service Type	Projected by 6.30.21	Quarter				Year- To-Date	% Achieved [Goal is 75%]
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>		
<b>Assessments</b>							
- Clients served	45	9					20%
- Hours of service	85	27					32%
- Individuals referred	45	11					24%
Initial Treatment Plan	30	7					23%
Treatment Plan Reviews	NA	6					N/A
<b>Family Counseling</b>							
- # of Families Served: (In Family Sessions)	50	14					28%
- # of Family Therapy Hours	40	12.5					31%
<b>Individual Counseling</b>							
- # of Individual Therapy Hours	300	109.5					40%
Group Therapy - # of Group Therapy Hours	NA	9					N/A
Clients who stayed past 3 months	30	N/A					N/A

**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 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	
Referrals Received						
Family	30	4				4
#Intake/Assessments	25	2				2
- Clients served:		4				4
Teens		2				2
Parents		2				2
- Hours of service		2				2
Pro-Social Skills (total):						
Large Group	12	1				1
Individual Families		1				1
- Clients Served	50	6				6
- Hours of service	144	24				24

### 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]	<u>3</u> # of Surveys (parents) <u>3</u> # of Surveys (youth) <u>4.48</u> Overall Program Effectiveness average score <u>4.81</u> Overall Program Evaluation Score

#### PROGRAM EFFECTIVENESS RATINGS

Component	Youth	Parents/Guardians	Average
Adolescent Development	4.3	4.6	4.45
Juvenile Justice System	4	4.6	4.3
Communication Skills	4.3	5	4.65
Anger Management	4.6	4.6	4.6
Problem Solving/Decision Making	4.3	4.6	4.45
Value Awareness/Cultural Sensitivity	4.6	4.6	4.6
<b>Totals</b>	<b>4.35</b>	<b>4.6</b>	<b>4.48</b>

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	4.6	5	4.8
Treated with Dignity and Respect	5	5	5
Facilitator Promptness	4.6	5	4.8
Ability to Handle Problems More Effectively	4.3	5	4.65
Benefit to Others	4.6	5	4.8
<b>Totals</b>	<b>4.62</b>	<b>5</b>	<b>4.81</b>

### 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 the first quarter, we were able to have continued in-person representation at the Norman Municipal Court Docket and Noble Municipal Court Docket during the months of July, August, and September. Our FTOP coordinator resigned in September due to receiving another job opportunity. A current staff member took over communication with the courts. We will have a new FTOP Coordinator starting in October.

We were able to complete an in-person TAPP class during the month of July and August. July had 4 participants and August had 2 participants. Evaluations for both TAPP classes are reported in this quarter. Referrals continue to remain steady as we move forward, we received a total of 7 referrals for TAPP in this quarter.

**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					32%
Shelter Intakes	50	10					20%
Days of Care	1,825	427					23%

### 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>
--	---	-----------------------------------

<b>RESIDENT SATISFACTION SURVEY RESULTS</b>	<b>Average Score For Quarter</b>
1. I felt welcome in my out of home placement.	4.9
2. The rules and expectations were clearly explained to me.	4.9
3. During my stay, I have felt there were staff I could go to with a problem or if I just wanted to talk.	4.8
4. I felt safe during my stay in out of home care.	4.9
5. Overall my stay was positive.	4.8

Notes:

### Grievances

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

Notes: N/A

### Efficiency

Efficiency Objective	Efficiency Measure	Efficiency Results by Quarter			
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>

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
---	---	---

**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					30%
Staff Supervised Outings	N/A	46					N/A
New College Paraprofessionals	N/A	0					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

**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					24%
Classroom Hours	860 hrs.	145					17%

**Major Policy Issues/Recommendations:**

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

**2<sup>nd</sup> QUARTER  
January 18<sup>th</sup>, 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  
Spencer Wilson

**Levels of Service (Output)**

Service Type	Projected by 6/30/21	Quarter				Year- To-Date	% Achieved [Goal is 75%]
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>		
Assessment/BHOP							
- Clients served	75	11	6				23%
- Hours of service	150	12	6.83				13%
- Individuals referred	100	9	12				21%
Initial Treatment Plan	55	8	5				24%
Treatment Plan Reviews	NA	17	14				N/A

Family Counseling							
- # of Families Served: (In Family Sessions)	75	23	28				68%
- # of Family Therapy Hours	65	13.65	6.49				31%
Individual Counseling							
- # of Individual Therapy Hours	2000	344.58	339.23				37%
Clients who stayed past 3 months	60	N/A	10				16.66%
Norman Public Schools Psychoeducation Group New Participants	200	87	84				86%
Norman Public Schools Psychoeducation Group Hours	250	64	149				85%

**Major Policy Issues/Recommendations:**

No major policy issues or recommendations at this time.

In this quarter, we continued to provide Psychoeducation Groups to Norman Public Schools. We also started to provide a Psychoeducation Group at Noble High School. Two Workshops were provided at the Norman Public Library.

We had 4 counselors offering their services in this quarter, 1 being an intern who completed their required hours in the middle of October. This Intern was hired on as our new TAPP Coordinator.

**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

**Levels of Service (Output)**

Service Type	Projected by 6.30.21	Quarter				Year- To-Date	% Achieved [Goal is 75%]
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>		
<b>Assessments</b>							
- Clients served	45	9	9				40%
- Hours of service	85	27	25				61%
- Individuals referred	45	11	8				42%
Initial Treatment Plan	30	7	7				47%
Treatment Plan Reviews	NA	6	6				N/A
<b>Family Counseling</b>							
- # of Families Served: (In Family Sessions)	50	14	18				64%
- # of Family Therapy Hours	40	12.5	15				69%
<b>Individual Counseling</b>							
- # of Individual Therapy Hours	300	109.5	82.75				70%
Group Therapy - # of Group Therapy Hours	NA	9	1.5				N/A
Clients who stayed past 3 months	30	N/A	9				30%

**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 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	
Referrals Received						
Family	30	4	7		11	
#Intake/Assessments	25	2	4		6	
- Clients served:		4	9		13	
Teens		2	4		6	
Parents		2	5		7	
- Hours of service		2	4		6	
Pro-Social Skills (total):						
Large Group	12	1	1		2	
Individual Families		1	0		1	
- Clients Served	50	6	9		15	
- Hours of service	144	24	12		36	

### 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]	<u>5</u> # of Surveys (parents) <u>4</u> # of Surveys (youth) <u>4.65</u> Overall Program Effectiveness average score <u>4.665</u> Overall Program Evaluation Score

#### PROGRAM EFFECTIVENESS RATINGS

Component	Youth	Parents/Guardians	Average
Adolescent Development	4.5	4.8	4.65
Juvenile Justice System	4	4.8	4.4
Communication Skills	4.5	4.8	4.65
Anger Management	4.75	4.8	4.775
Problem Solving/Decision Making	4.5	4.8	4.65
Value Awareness/Cultural Sensitivity	4.75	4.8	4.775
<b>Totals</b>	<b>4.5</b>	<b>4.8</b>	<b>4.65</b>

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	4.75	4.8	4.775
Treated with Dignity and Respect	4.75	4.8	4.775
Facilitator Promptness	4.75	4.8	4.775
Ability to Handle Problems More Effectively	4.5	4.4	4.45
Benefit to Others	4.5	4.6	4.55
<b>Totals</b>	<b>4.65</b>	<b>4.68</b>	<b>4.665</b>

#### 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 October, November, and December. Our new FTOP Coordinator started in October and immediately went to work. A TAPP class was held in November and we were also able to provide a Truancy class in November. Evaluations for the TAPP class are reported in this quarter. Referrals are becoming more consistent, the next class is full with 10 participants and will start next quarter on January 17<sup>th</sup>.

**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				50%
Shelter Intakes	50	10	6				32%
Days of Care	1,825	427	554				53.75%

### 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.	4.25
2. The rules and expectations were clearly explained to me.	4
3. During my stay, I have felt there were staff I could go to with a problem or if I just wanted to talk.	4.5
4. I felt safe during my stay in out of home care.	4.5
5. Overall my stay was positive.	4.5

**Notes:** We had a total of 5 residents discharge during the quarter. We had 1 resident who disrupted and refused to complete survey and another resident who disrupted and documented low scores in all areas. The other 3 residents who discharged gave 5s in all categories. Overall staff have done an excellent job with maintaining our culture of care and providing normalcy with our youth. We have had several residents who discharged to foster care but made statements that they would love to stay at the center.

### Grievances

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

Notes: N/A

### Efficiency

Efficiency Objective	Efficiency Measure	Efficiency Results by Quarter			
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
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		

**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				30%
Staff Supervised Outings	N/A	46	44				N/A
New College Paraprofessionals	N/A	0	5				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

**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:

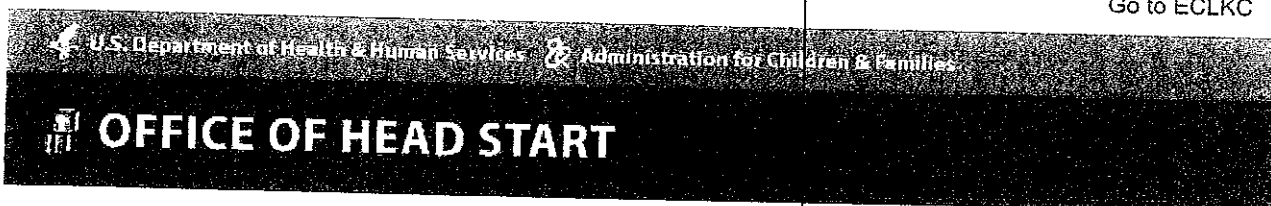
- To provide 95% of all school-aged Shelter residents daily classroom instruction based on their individual levels and abilities during the 2020-2021 school year.
- To provide 860 hours of classroom time for school-aged Shelter residents during the 2020-2021 school year.

	Projected	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD	% Achieved
Residents receiving Classroom Instruction	50	12	10				44%
Classroom Hours	860 hrs.	145	235				44.19%

**Major Policy Issues/Recommendations:** No recommendations at this time. The average daily attendance for the Center this quarter was 6.04 residents with an average length of stay of 46.33 days. The Shelter provided 556 shelter care days to residents. We had a resident who was able to complete driving school while with us and transitioned to independent living. During this quarter we were mostly at capacity with 6 of our kids being here for over 2 months. Kids were able to enjoy Holiday activities and lots of corresponding outings during the quarter. Our kitchen should be complete next week with security screen and backsplash. The center continues to provide children a safe and supportive environment.

View the web version

Go to ECLKC



ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. 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

**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 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 and quality improvement funds available to all Head Start, Early Head Start, and EHS-CC Partnership grant recipients. Grant recipients subject to competition for continued funding through the Designation Renewal System (DRS) are entitled to COLA 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 competition decisions are final. State collaboration grants are not eligible for COLA 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 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 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 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 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 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 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**

Each grant recipient may apply for a COLA 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 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 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 to these positions. Programs could also think about providing a larger COLA 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 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 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 increases between delegates or partners, they must justify this in their application. COLA 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.

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 and Quality Improvement Funding**

Grant recipients must request COLA 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 Partnerships**

One hundred million dollars is available to support new grants for Head Start, Early Head Start, and EHS-CC 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 Partnership Program Funding**

Two million dollars is available to support TCU-HS partnership programs. Per Sec. 643(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 PI 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

Head Start® and Early Head Start® word marks and logos are registered trademarks owned by the U.S. Department of Health and Human Services (HHS).

Office of Head Start (OHS) | 1000 C Street, SW | 10th Floor Mary E. Switzer Building | Washington, DC 20020  
www/edhs.hhs.gov | 1-202-762-9000 | Contact Us

You are receiving this email because you are signed up for Office of Head Start communications. If you prefer not to receive a  
news of OHS and in the future you can unsubscribe here. You also may modify your ECLIKC email subscriptions. Recipients  
subscribed through the Head Start Enterprise System (HSES) must be removed from HSES by their program or office.  
Please do not reply to this email. Contact customer service for additional support.

# Accessibility Information Report

## 2022- 2023

The Accessibility Information Report is a document that Project Managers may use to document the efforts of Crossroads Youth & Family Services toward accessibility and the removal of barriers for the persons served, Crossroads personnel, and other stakeholders.

Crossroads YFS addresses accessibility issues in order to:

- Enhance the quality of life for those served;
- Implement nondiscriminatory employment practices;
- Meet legal and regulatory requirements;
- Meet the expectations of stakeholders in regard to accessibility.

The following table shows the area identified for improvement during 2022-2023:

Barrier Description	Issue Resolution	Target Due Date	Person Responsible	Issue Status	Completion Date
---------------------	------------------	-----------------	--------------------	--------------	-----------------

There are no new accessibility issues.





ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | [eclkc.ohs.acf.hhs.gov](http://eclkc.ohs.acf.hhs.gov)

January 13, 2023

**Grant No. 06CH012176**

**Dear Head Start Grant Recipient:**

An application for funding for the upcoming budget period must be submitted by April 1, 2023.

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

<b>Funding Type</b>	<b>Head Start</b>	<b>Early Head Start</b>
Program Operations	\$1,115,180	\$534,394
Training and Technical Assistance	\$14,613	\$10,381
<b>Total Funding</b>		<b>\$1,674,568</b>

<b>Program</b>	<b>Head Start</b>	<b>Early Head Start</b>
Federal Funded Enrollment	119	32

**Period of Funding: 07/01/2023 - 06/30/2024**

#### Application Submission Requirements

The application must be prepared and submitted in accordance with the *Head Start Grant Application Instructions with Guidance, Version 3 (Application Instructions)* for a baseline application. It must be submitted on behalf of the Authorizing Official registered in the HSES.

**Incomplete applications will not be processed.**

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

Please contact Kobena Arthur, Head Start Program Specialist, at 214-767-8859 or [kobena.arthur@acf.hhs.gov](mailto:kobena.arthur@acf.hhs.gov) or Adam Lincourt, Grants Management Specialist, at -- or [adam.lincourt@acf.hhs.gov](mailto:adam.lincourt@acf.hhs.gov) with questions regarding the *Application Instructions*.

For assistance submitting the application in HSES, contact [help@hsesinfo.org](mailto:help@hsesinfo.org) or 1-866-771-4737.

Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the current budget period.

### **Program Improvement (One-Time) Requests**

Grant recipients encountering program improvement needs that cannot be supported by the agency budget are invited to apply for one-time funding. This funding must be applied for separately through the appropriate amendment in HSES. Program Improvement requests are prioritized and subject to funding availability. For questions regarding program improvement needs and requests, please contact the regional office.


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

Sincerely,

/Kenneth Gilbert/

Kenneth Gilbert  
Regional Program Manager  
Office of Head Start

Skip Navigation


**Office of Head Start** / Head Start Enterprise System

View Grant Correspondence

## Grant Correspondence

**Subject** HSES Enrollment - 06CH010830 - HS and EHS Underenrollment Letter

**Sent** 01/31/2023 01:01 PM, EST

**To:** **Authorizing Official/Board Chair** - Lori Thrower <lthrower5@gmail.com>  
**Chief Financial Officer** - John Griffith <johng@crossroadsyfs.com>  
**CEO/Executive Director** - Wendy Swatek <Wendys@crossroadsyfs.com>  
**Head Start Director** - Terrie Vicknair <terriev@crossroadsyfs.com>  
**Program Specialist** - Kobena Arthur <kobena.arthur@acf.hhs.gov>  
**Grants Specialist** - Adam Lincourt <adam.lincourt@acf.hhs.gov>

**Cc:** **RPM** - Kenneth Gilbert <kenneth.gilbert@acf.hhs.gov>  
**GMO** - Jennifer Curtiss <jennifer.curtiss@acf.hhs.gov>  
**SPS** - Maria Cervera <maria.cervera@acf.hhs.gov>  
**SPS** - Tatia Long <tatia.long@acf.hhs.gov>  
**SPS** - Joseph Laster <joseph.laster@acf.hhs.gov>  
**Other** - Alecsandra Velez <Alecsandra.Velez@acf.hhs.gov>

**Status** Received

January 31, 2023

Ms. Lori Thrower, Board Chair  
 Crossroads Youth & Family Services, Inc.  
 Crossroads Head Start  
 1333 West Main Street  
 Norman, OK 73069-6864

Re: Grant No. 06CH010830

Dear Ms. Thrower,

This letter is to inform you that Crossroads Youth & Family Services, Inc. is underenrolled under the criteria listed in the Head Start Act. Your agency must develop and implement a plan to eliminate underenrollment.

**Full Enrollment Requirement**

Section 641A(h)(3) of the Head Start Act requires the government to determine which Head Start agencies are operating with an actual enrollment that is less than full funded enrollment for at least four consecutive months. The government is also required to develop, in collaboration with such agencies, a plan and timetable for reducing or eliminating underenrollment.

Based on the Head Start and Early Head Start enrollment levels reported by Crossroads Youth & Family Services, Inc., the agency will be given 12 months, commencing 10 days following the date of this letter, to attain at least 97 percent enrollment, as described in Section 641A(h)(5) of the Head Start Act. During these 12 months, the

### Grant Correspondence

Office of Head Start (OHS) would like to support your agency, and make sure you have a plan and the technical assistance necessary to reach full enrollment. The 12-month period will conclude not later than February 6, 2024.

OHS requests a meeting with agency leadership within 30 days to collaborate on development of a plan for reaching funded enrollment. OHS requests the Board Chair and/or a Governing Body Official be present during the meeting.

In preparation for the meeting, your organization should review available data and information including the community assessment as well as the factors in Section 641A(h) of the Head Start Act, included as Attachment A. This review should guide your agency in identifying the factors which may be contributing to your program's underenrollment.

The Regional Office will send an invitation for the Initial Underenrollment Meeting with the meeting details separately.

### Underenrollment Reporting Requirements

During the 12-month period, the following is required:

- **Center Level Enrollment Reporting** – Monthly enrollment **must be** reported by center and program option using the Center Level Reporting Spreadsheet. A webinar training on this requirement is available in the Head Start Enterprise System. Please watch, "Training – Center Level Reporting Spreadsheet", under the Enrollment tab of the Instructions page to learn how to download, complete, and upload this spreadsheet when reporting monthly enrollment.
- **Enrollment Plan Submission** – A working plan to reduce underenrollment **must be** submitted to the Regional Office within 30 days of the meeting. Please note, the Regional Office does not formally approve plans; requiring submission of the plan facilitates collaboration and ongoing communication throughout the 12-month period.

### Next Steps and Potential Consequences

If your agency has reached at least 97 percent enrollment at the end of the 12-month period, OHS will continue to evaluate enrollment to ensure your program maintains at least 97 percent enrollment for the next six consecutive months. If this is achieved, a Completion Letter will be issued as formal recognition of completion of the underenrollment improvement process.

**If your agency has not reached at least 97 percent enrollment** at the end of the 12-month period, the OHS has the authority to designate your program as chronically underenrolled. OHS may recapture, withhold, or reduce your base grant for redistribution to other programs. Any reduction in funding would adjust your funded enrollment to be consistent with the historical, actual enrollment level.

Based on your most recently reported enrollment levels, your Head Start program is underenrolled by 213 slots and your Early Head Start program is underenrolled by 68 slots. If OHS were to decrease your funded enrollment according to these figures, it would equate to recapturing \$2,039,163 from your Head Start base grant and \$1,196,490 from your Early Head Start base grant. Please note, OHS is not recapturing

**Grant Correspondence**

any funds from your agency at this time and the figures presented in this letter are provided to you for informational purposes only based on current data.

We look forward to working with you as you evaluate your community, plan strategically, and implement your plan to reach full enrollment. For more information about the Full Enrollment Initiative, please see [ACF-PI-HS-18-04](#).

Sincerely,

/Kenneth Gilbert/

Regional Program Manager  
Office of Head Start, Region 6

**ATTACHMENT A**Sec. 641A Standards; Monitoring of Head Start Agencies and Programs

...

**(h) Reduction of Grants and Redistribution of Funds in Cases of Underenrollment-****(1) DEFINITIONS-** In this subsection:

(A) **ACTUAL ENROLLMENT-** The term 'actual enrollment' means, with respect to the program of a Head Start agency, the actual number of children enrolled in such program and reported by the agency (as required in paragraph (2)) in a given month.

(B) **BASE GRANT-** The term 'base grant' has the meaning given the term in section 640(a)(7).

(C) **FUNDED ENROLLMENT-** The term 'funded enrollment' means, with respect to the program of a Head Start agency in a fiscal year, the number of children that the agency is funded to serve through a grant for the program during such fiscal year, as indicated in the grant agreement.

**(2) ENROLLMENT REPORTING REQUIREMENT-** Each entity carrying out a Head Start program shall report on a monthly basis to the Secretary and the relevant Head Start agency

(A) the actual enrollment in such program; and

(B) if such actual enrollment is less than the funded enrollment, any apparent reason for such enrollment shortfall.

**(3) SECRETARIAL REVIEW AND PLAN-** The Secretary shall

(A) on a semiannual basis, determine which Head Start agencies are operating with an actual enrollment that is less than the funded enrollment based on not less than 4 consecutive months of data;

**Grant Correspondence**

(B) for each such Head Start agency operating a program with an actual enrollment that is less than its funded enrollment, as determined under subparagraph (A), develop, in collaboration with such agency, a plan and timetable for reducing or eliminating underenrollment taking into consideration--

- (i) the quality and extent of the outreach, recruitment, and communitywide strategic planning and needs assessment conducted by such agency;
- (ii) changing demographics, mobility of populations, and the identification of new underserved low-income populations;
- (iii) facilities-related issues that may impact enrollment;
- (iv) the ability to provide full-working-day programs, where needed, through funds made available under this subchapter or through collaboration with entities carrying out other early childhood education and development programs, or programs with other funding sources (where available);
- (v) the availability and use by families of other early childhood education and development options in the community served; and
- (vi) agency management procedures that may impact enrollment; and

(C) provide timely and ongoing technical assistance to each agency described in subparagraph (B) for the purpose of assisting the Head Start agency to implement the plan described in such subparagraph.

(4) IMPLEMENTATION- Upon receipt of the technical assistance described in paragraph (3)(C), a Head Start agency shall immediately implement the plan described in paragraph (3)(B). The Secretary shall, where determined appropriate, continue to provide technical assistance to such agency.

**(5) SECRETARIAL REVIEW AND ADJUSTMENT FOR CHRONIC UNDERENROLLMENT-**

(A) IN GENERAL- If, after receiving technical assistance and developing and implementing the plan as described in paragraphs (3) and (4) for 12 months, a Head Start agency is operating a program with an actual enrollment that is less than 97 percent of its funded enrollment, the Secretary may--

- (i) designate such agency as chronically underenrolled; and
- (ii) recapture, withhold, or reduce the base grant for the program by a percentage equal to the percentage difference between funded enrollment and actual enrollment for the program for the most recent year for which the agency is determined to be underenrolled under paragraph (3)(A).

(B) WAIVER OR LIMITATION OF REDUCTIONS- The Secretary may, as appropriate, waive or reduce the percentage recapturing, withholding, or reduction otherwise required by subparagraph (A), if, after the implementation of the plan described in paragraph (3)(B), the Secretary finds that--

- (i) the causes of the enrollment shortfall, or a portion of the shortfall, are related to the agency's serving significant numbers of highly mobile children,

**Grant Correspondence**

or are other significant causes as determined by the Secretary;

(ii) the shortfall can reasonably be expected to be temporary; or

(iii) the number of slots allotted to the agency is small enough that underenrollment does not create a significant shortfall.

**(6) REDISTRIBUTION OF FUNDS-**

**(A) IN GENERAL-** Funds held by the Secretary as a result of recapturing, withholding, or reducing a base grant in a fiscal year shall be redistributed by the end of the following fiscal year as follows:

(i) **INDIAN HEAD START PROGRAMS-** If such funds are derived from an Indian Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Indian Head Start programs.

(ii) **MIGRANT AND SEASONAL HEAD START PROGRAMS-** If such funds are derived from a migrant or seasonal Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more programs of the type from which such funds are derived.

(iii) **EARLY HEAD START PROGRAMS-** If such funds are derived from an Early Head Start program in a State, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Early Head Start programs in that State. If such funds are derived from an Indian Early Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Indian Early Head Start programs.

(iv) **OTHER HEAD START PROGRAMS-** If such funds are derived from a Head Start program in a State (excluding programs described in clauses (i) through (iii)), then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Head Start programs (excluding programs described in clauses (i) through (iii)) that are carried out in such State.

**(B) ADJUSTMENT TO FUNDED ENROLLMENT-** The Secretary shall adjust as necessary the requirements relating to funded enrollment indicated in the grant agreement of a Head Start agency receiving redistributed funds under this paragraph.


**Attachments**

HSES Enrollment - 06CH010830 - HS and EHS Underenrollment Letter.pdf

Back

For assistance, please contact the HSES Help Desk at [help@hsesinfo.org](mailto:help@hsesinfo.org) or call 1-866-771-4737 (toll-free) or 1-571-429-4858 (local), Monday - Friday, 8 a.m. - 7 p.m. EST  
(not available on weekends or federal holidays)

Skip Navigation

 **Office of Head Start / Head Start Enterprise System**

**View Grant Correspondence**

**Grant Correspondence**

**Subject** HSES Enrollment - 06CH012176 - HS and EHS Underenrollment Letter

**Sent** 01/31/2023 01:02 PM, EST

**To:** **Authorizing Official/Board Chair** - Lori Thrower <lthrower5@gmail.com>  
**Chief Financial Officer** - John Griffith <johng@crossroadsyfs.com>  
**CEO/Executive Director** - Wendy Swatek <Wendys@crossroadsyfs.com>  
**Head Start Director** - Terrie Vicknair <terriev@crossroadsyfs.com>  
**Program Specialist** - Kobena Arthur <kobena.arthur@acf.hhs.gov>  
**Grants Specialist** - Adam Lincourt <adam.lincourt@acf.hhs.gov>

**Cc:** **RPM** - Kenneth Gilbert <kenneth.gilbert@acf.hhs.gov>  
**GMO** - Jennifer Curtiss <jennifer.curtiss@acf.hhs.gov>  
**SPS** - Joseph Laster <joseph.laster@acf.hhs.gov>  
**SPS** - Tatia Long <tatia.long@acf.hhs.gov>  
**SPS** - Maria Cervera <maria.cervera@acf.hhs.gov>  
**Other** - Aleksandra Velez <Alecsandra.Velez@acf.hhs.gov>

**Status** Received

January 31, 2023

Ms. Lori Thrower, Board Chair  
Crossroads Youth & Family Services, Inc.  
1333 W Main St  
Norman, OK 73069-6864

Re: Grant No. 06CH012176

Dear Ms. Thrower,

This letter is to inform you that Crossroads Youth & Family Services, Inc. is underenrolled under the criteria listed in the Head Start Act. Your agency must develop and implement a plan to eliminate underenrollment.

**Full Enrollment Requirement**

Section 641A(h)(3) of the Head Start Act requires the government to determine which Head Start agencies are operating with an actual enrollment that is less than full funded enrollment for at least four consecutive months. The government is also required to develop, in collaboration with such agencies, a plan and timetable for reducing or eliminating underenrollment.

Based on the Head Start and Early Head Start enrollment levels reported by Crossroads Youth & Family Services, Inc., the agency will be given 12 months, commencing 10 days following the date of this letter, to attain at least 97 percent enrollment, as described in Section 641A(h)(5) of the Head Start Act. During these 12 months, the Office of Head Start (OHS) would like to support your agency, and make sure you have



### Grant Correspondence

a plan and the technical assistance necessary to reach full enrollment. The 12-month period will conclude not later than February 6, 2024.

OHS requests a meeting with agency leadership within 30 days to collaborate on development of a plan for reaching funded enrollment. OHS requests the Board Chair and/or a Governing Body Official be present during the meeting.

In preparation for the meeting, your organization should review available data and information including the community assessment as well as the factors in Section 641A(h) of the Head Start Act, included as Attachment A. This review should guide your agency in identifying the factors which may be contributing to your program's underenrollment.

The Regional Office will send an invitation for the Initial Underenrollment Meeting with the meeting details separately.

### Underenrollment Reporting Requirements

During the 12-month period, the following is required:

- **Center Level Enrollment Reporting** – Monthly enrollment **must be** reported by center and program option using the Center Level Reporting Spreadsheet. A webinar training on this requirement is available in the Head Start Enterprise System. Please watch, "Training – Center Level Reporting Spreadsheet", under the Enrollment tab of the Instructions page to learn how to download, complete, and upload this spreadsheet when reporting monthly enrollment.
- **Enrollment Plan Submission** – A working plan to reduce underenrollment **must be** submitted to the Regional Office within 30 days of the meeting. Please note, the Regional Office does not formally approve plans; requiring submission of the plan facilitates collaboration and ongoing communication throughout the 12-month period.

### Next Steps and Potential Consequences

If your agency has reached at least 97 percent enrollment at the end of the 12-month period, OHS will continue to evaluate enrollment to ensure your program maintains at least 97 percent enrollment for the next six consecutive months. If this is achieved, a Completion Letter will be issued as formal recognition of completion of the underenrollment improvement process.

**If your agency has not reached at least 97 percent enrollment** at the end of the 12-month period, the OHS has the authority to designate your program as chronically underenrolled. OHS may recapture, withhold, or reduce your base grant for redistribution to other programs. Any reduction in funding would adjust your funded enrollment to be consistent with the historical, actual enrollment level.

Based on your most recently reported enrollment levels, your Head Start program is underenrolled by 17 slots and your Early Head Start program is underenrolled by 32 slots. If OHS were to decrease your funded enrollment according to these figures, it would equate to recapturing \$156,125 from your Head Start base grant and \$534,394 from your Early Head Start base grant. Please note, OHS is not recapturing any funds from your agency at this time and the figures presented in this letter are provided to you for informational purposes only based on current data.

**Grant Correspondence**

We look forward to working with you as you evaluate your community, plan strategically, and implement your plan to reach full enrollment. For more information about the Full Enrollment Initiative, please see [ACF-PI-HS-18-04](#).

Sincerely,

/Kenneth Gilbert/

Regional Program Manager  
Office of Head Start, Region 6

## ATTACHMENT A

Sec. 641A Standards; Monitoring of Head Start Agencies and Programs

...

(h) Reduction of Grants and Redistribution of Funds in Cases of Underenrollment-

(1) DEFINITIONS- In this subsection:

(A) ACTUAL ENROLLMENT- The term 'actual enrollment' means, with respect to the program of a Head Start agency, the actual number of children enrolled in such program and reported by the agency (as required in paragraph (2)) in a given month.

(B) BASE GRANT- The term 'base grant' has the meaning given the term in section 640(a)(7).

(C) FUNDED ENROLLMENT- The term 'funded enrollment' means, with respect to the program of a Head Start agency in a fiscal year, the number of children that the agency is funded to serve through a grant for the program during such fiscal year, as indicated in the grant agreement.

(2) ENROLLMENT REPORTING REQUIREMENT- Each entity carrying out a Head Start program shall report on a monthly basis to the Secretary and the relevant Head Start agency

(A) the actual enrollment in such program; and

(B) if such actual enrollment is less than the funded enrollment, any apparent reason for such enrollment shortfall.

(3) SECRETARIAL REVIEW AND PLAN- The Secretary shall

(A) on a semiannual basis, determine which Head Start agencies are operating with an actual enrollment that is less than the funded enrollment based on not less than 4 consecutive months of data;

(B) for each such Head Start agency operating a program with an actual enrollment that is less than its funded enrollment, as determined under subparagraph (A), develop, in collaboration with such agency, a plan and timetable for reducing or eliminating underenrollment taking into consideration--

**Grant Correspondence**

- (i) the quality and extent of the outreach, recruitment, and communitywide strategic planning and needs assessment conducted by such agency;
- (ii) changing demographics, mobility of populations, and the identification of new underserved low-income populations;
- (iii) facilities-related issues that may impact enrollment;
- (iv) the ability to provide full-working-day programs, where needed, through funds made available under this subchapter or through collaboration with entities carrying out other early childhood education and development programs, or programs with other funding sources (where available);
- (v) the availability and use by families of other early childhood education and development options in the community served; and
- (vi) agency management procedures that may impact enrollment; and

(C) provide timely and ongoing technical assistance to each agency described in subparagraph (B) for the purpose of assisting the Head Start agency to implement the plan described in such subparagraph.

(4) IMPLEMENTATION- Upon receipt of the technical assistance described in paragraph (3)(C), a Head Start agency shall immediately implement the plan described in paragraph (3)(B). The Secretary shall, where determined appropriate, continue to provide technical assistance to such agency.

**(5) SECRETARIAL REVIEW AND ADJUSTMENT FOR CHRONIC UNDERENROLLMENT-**

(A) IN GENERAL- If, after receiving technical assistance and developing and implementing the plan as described in paragraphs (3) and (4) for 12 months, a Head Start agency is operating a program with an actual enrollment that is less than 97 percent of its funded enrollment, the Secretary may--

- (i) designate such agency as chronically underenrolled; and
- (ii) recapture, withhold, or reduce the base grant for the program by a percentage equal to the percentage difference between funded enrollment and actual enrollment for the program for the most recent year for which the agency is determined to be underenrolled under paragraph (3)(A).

(B) WAIVER OR LIMITATION OF REDUCTIONS- The Secretary may, as appropriate, waive or reduce the percentage recapturing, withholding, or reduction otherwise required by subparagraph (A), if, after the implementation of the plan described in paragraph (3)(B), the Secretary finds that--

- (i) the causes of the enrollment shortfall, or a portion of the shortfall, are related to the agency's serving significant numbers of highly mobile children, or are other significant causes as determined by the Secretary;
- (ii) the shortfall can reasonably be expected to be temporary; or

**Grant Correspondence**

(iii) the number of slots allotted to the agency is small enough that underenrollment does not create a significant shortfall.

**(6) REDISTRIBUTION OF FUNDS-**

**(A) IN GENERAL-** Funds held by the Secretary as a result of recapturing, withholding, or reducing a base grant in a fiscal year shall be redistributed by the end of the following fiscal year as follows:

(i) **INDIAN HEAD START PROGRAMS-** If such funds are derived from an Indian Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Indian Head Start programs.

(ii) **MIGRANT AND SEASONAL HEAD START PROGRAMS-** If such funds are derived from a migrant or seasonal Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more programs of the type from which such funds are derived.

(iii) **EARLY HEAD START PROGRAMS-** If such funds are derived from an Early Head Start program in a State, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Early Head Start programs in that State. If such funds are derived from an Indian Early Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Indian Early Head Start programs.

(iv) **OTHER HEAD START PROGRAMS-** If such funds are derived from a Head Start program in a State (excluding programs described in clauses (i) through (iii)), then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Head Start programs (excluding programs described in clauses (i) through (iii)) that are carried out in such State.

**(B) ADJUSTMENT TO FUNDED ENROLLMENT-** The Secretary shall adjust as necessary the requirements relating to funded enrollment indicated in the grant agreement of a Head Start agency receiving redistributed funds under this paragraph.

**Attachments**

HSES Enrollment - 06CH012176 - HS and EHS Underenrollment Letter.pdf

[Back](#)

For assistance, please contact the HSES Help Desk at [help@hsesinfo.org](mailto:help@hsesinfo.org) or call 1-866-771-4737 (toll-free) or 1-571-429-4858 (local), Monday - Friday, 8 a.m. - 7 p.m. EST (not available on weekends or federal holidays)

## Underenrollment Plan Template for Head Start Recipients Full Enrollment Initiative 2023

### 12- Month Underenrollment Plan

As with all Head Start services, data is critical for understanding needs, making decisions, evaluating services, and planning for continuous improvement. Enrollment services should be informed by program-level data and included in planning and evaluation systems. The ability to respond to changing community, family, and child needs is a key factor in maintaining full enrollment and should be considered as strategies to increase enrollment are identified and implemented throughout the 12-month plan period.

*This underenrollment plan and timetable for reducing or eliminating underenrollment in Head Start and Early Head Start programs has been developed in accordance with Section 641A(H)(3)(B) of the Head Start Act.*

### Plan Development and Submission

Grant recipients who receive 'underenrollment letters' will meet with the Regional Office within 30 days of receiving the letter. A working plan to reduce underenrollment **must be submitted to the Regional Office within 30 days following the meeting**. Please note, the Regional Office does not formally approve plans; requiring submission of the plan facilitates collaboration and ongoing communication throughout the 12-month period.

Please include name, position, and program of staff and leadership that participated in the development, review, and implementation of the plan in the table below. These individuals should be included in ongoing discussions throughout the 12-month plan period. A point-person(s) should be identified and tasked with submitting documentation of progress on a quarterly basis (or more frequently if appropriate).

Individual Name	Position / Role	Program
Wendy Swatek	Executive Director	<input checked="" type="checkbox"/> EHS <input checked="" type="checkbox"/> HS
Terrie Vicknair	HS/EHS Program Director	<input checked="" type="checkbox"/> EHS <input checked="" type="checkbox"/> HS
Kate Butler	Dir. Of Admin Services	<input checked="" type="checkbox"/> EHS <input checked="" type="checkbox"/> HS
Angie Rodriguez	Ass,t Program Dir/Comanche County	<input checked="" type="checkbox"/> EHS <input checked="" type="checkbox"/> HS
Donna Benson	Ass,t Program Dir/Pottawatomie County	<input checked="" type="checkbox"/> EHS <input checked="" type="checkbox"/> HS

## Underenrollment Plan Template for Head Start Recipients

**Grant Number:06CH010830**

Program Name	Program	Plan Start Date*	Plan End Date
Crossroads Youth and Family Services	<input checked="" type="checkbox"/> EHS <input checked="" type="checkbox"/> HS	2/13/2023	1/31/2024
	<input type="checkbox"/> EHS <input type="checkbox"/> HS	Click or tap to enter a date.	Click or tap to enter a date.
	<input type="checkbox"/> EHS <input type="checkbox"/> HS	Click or tap to enter a date.	Click or tap to enter a date.

\*Plan start date / 12-month period begins 10 days from the date the 'Underenrollment Letter' is sent to recipients.

### Underenrollment Overview

Complete the tables on the next page by identifying and describing factors contributing to underenrollment. This 'Underenrollment Overview' table does not need to be updated throughout the 12-month plan period but should be used to inform strategies to increase total funded program enrollment.

Once a factor is selected from the drop-down box, specify/explain with additional text as needed. Factors listed in the drop-down box include:

1. Service Area: Families have relocated to other parts of service area, not enough families in service area
2. Saturation of Service Area for Options of Care: (Proliferation of Pre-K slots)
3. Facilities
4. Language Barriers: Challenges communicating with families
5. Workforce: Shortage of qualified staff / inadequate staffing to open classrooms, challenges in staff recruitment and retention
6. Budgeting
7. Family Need: Do the available program options meet the needs of families?
8. Community Involvement: Do program partnerships support recruitment and program services
9. Transportation: Lack of family transportation, program transportation services
10. Temporary Factors: Construction / renovations in progress
11. Non-implemented Expansion / Child Care Partnership Issues
12. Other: Please describe

EXAMPLE: Factor: Not enough children in service area

**Choose an item.** (Select "Service Area")

Service Area – Not enough children in service area (Specify with additional text if needed)

# Underenrollment Plan Template for Head Start Recipients

## Factors Contributing to Underenrollment

### Factor # 1

Workforce

#### Causes / Reasons:

- Workforce:  
Shortage of qualified staff / inadequate staffing to open classrooms, challenges in staff recruitment and retention
- 

#### Effect on Underenrollment:

- Not having adequate qualified staff prevents us from opening classrooms therefore can not enroll children.

### Factor # 2

Choose an item.

#### Causes / Reasons:

- [text]

#### Effect on Underenrollment:

- [text]

### Factor # 3

Choose an item.

#### Causes / Reasons:

- [text]

#### Effect on Underenrollment:

- [text]

## Underenrollment Plan Template for Head Start Recipients

### Action Plan

The action plan tables below should be updated by program leadership on a quarterly / as needed basis over the course of the 12-month period to document progress towards reaching full enrollment

**Action # 1:**

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
Continue to recruit qualified applicants using, but not limited to our online employment avenues, speaking at community events, social media, working with the local colleges and technology centers, working with our staff, Policy Council, Board members to also recruit when out in the community.	Workforce	Program Directors, Human Resources	Online services	<div style="text-align: center;">1/31/2024</div> <div style="text-align: center;"><b>Status</b></div> <div style="text-align: center;">In Progress</div>

\*Resources needed can include additional T/TA, etc.

**Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.**

Agency will track the number of applications, interviews and staff recruitment efforts to use data to identify areas which may show lack of community communication, actual number of applicants in an area or lack of qualified applicants.



Continue to offer tuition assistance for CDA process, college courses up to a completed degree and the Parent to Teacher CDA program.

**Action # 2:**

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Completion Date
	Workforce			Click or tap to enter a date. <b>Status</b> Choose an item.

\*Resources needed can include additional T/TA, etc.

**Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.**

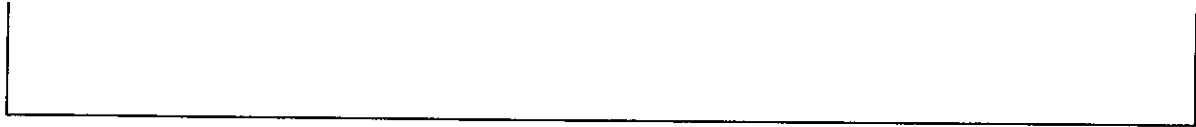
## Underenrollment Plan Template for Head Start Recipients

**Action # 3:**

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
	Choose an item.			Click or tap to enter a date. <b>Status</b> Choose an item.

\*Resources needed can include additional T/TA, etc.

**Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.**



### Plan Progress and Updates

**Quarter 1**

**Quarter 2**

**Quarter 1**

**Quarter 1**

**4/10/2023**

- Revisit to track progress of efforts.

**7/10/2023**

- Revisit to track progress of efforts.

**10/10/2023**

- Revisit to track progress of efforts.

**1/10/2024**

- Revisit to track progress of efforts.

## Underenrollment Plan Template for Head Start Recipients Full Enrollment Initiative 2023

### 12- Month Underenrollment Plan

As with all Head Start services, data is critical for understanding needs, making decisions, evaluating services, and planning for continuous improvement. Enrollment services should be informed by program-level data and included in planning and evaluation systems. The ability to respond to changing community, family, and child needs is a key factor in maintaining full enrollment and should be considered as strategies to increase enrollment are identified and implemented throughout the 12-month plan period.

*This underenrollment plan and timetable for reducing or eliminating underenrollment in Head Start and Early Head Start programs has been developed in accordance with Section 641A(H)(3)(B) of the Head Start Act.*

### Plan Development and Submission

Grant recipients who receive 'underenrollment letters' will meet with the Regional Office within 30 days of receiving the letter. A working plan to reduce underenrollment **must be submitted to the Regional Office within 30 days following the meeting**. Please note, the Regional Office does not formally approve plans; requiring submission of the plan facilitates collaboration and ongoing communication throughout the 12-month period.

Please include name, position, and program of staff and leadership that participated in the development, review, and implementation of the plan in the table below. These individuals should be included in ongoing discussions throughout the 12-month plan period. A point-person(s) should be identified and tasked with submitting documentation of progress on a quarterly basis (or more frequently if appropriate).

Individual Name	Position / Role	Program
Wendy Swatek	Executive Director	<input checked="" type="checkbox"/> EHS <input checked="" type="checkbox"/> HS
Terrie Vicknair	HS/EHS Program Director	<input checked="" type="checkbox"/> EHS <input checked="" type="checkbox"/> HS
Kate Butler	Dir. Of Admin Services	<input checked="" type="checkbox"/> EHS <input checked="" type="checkbox"/> HS
Stacie Casey	Ass't Program Director	<input checked="" type="checkbox"/> EHS <input checked="" type="checkbox"/> HS
		<input type="checkbox"/> EHS <input type="checkbox"/> HS

## Underenrollment Plan Template for Head Start Recipients

**Grant Number:06CH012176**

Program Name	Program	Plan Start Date*	Plan End Date
<b>Crossroads Youth and Family Services</b>	<input checked="" type="checkbox"/> EHS <input checked="" type="checkbox"/> HS	2/13/2023	1/31/2024
	<input type="checkbox"/> EHS <input type="checkbox"/> HS	Click or tap to enter a date.	Click or tap to enter a date.
	<input type="checkbox"/> EHS <input type="checkbox"/> HS	Click or tap to enter a date.	Click or tap to enter a date.

\*Plan start date / 12-month period begins 10 days from the date the 'Underenrollment Letter' is sent to recipients.

### Underenrollment Overview

Complete the tables on the next page by identifying and describing factors contributing to underenrollment. This 'Underenrollment Overview' table does not need to be updated throughout the 12-month plan period but should be used to inform strategies to increase total funded program enrollment.

Once a factor is selected from the drop-down box, specify/explain with additional text as needed. Factors listed in the drop-down box include:

1. Service Area: Families have relocated to other parts of service area, not enough families in service area
2. Saturation of Service Area for Options of Care: (Proliferation of Pre-K slots)
3. Facilities
4. Language Barriers: Challenges communicating with families
5. Workforce: Shortage of qualified staff / inadequate staffing to open classrooms, challenges in staff recruitment and retention
6. Budgeting
7. Family Need: Do the available program options meet the needs of families?
8. Community Involvement: Do program partnerships support recruitment and program services
9. Transportation: Lack of family transportation, program transportation services
10. Temporary Factors: Construction / renovations in progress
11. Non-implemented Expansion / Child Care Partnership Issues
12. Other: Please describe

EXAMPLE: Factor: Not enough children in service area

**Choose an item.** (Select "Service Area")

Service Area – Not enough children in service area (Specify with additional text if needed)

# Underenrollment Plan Template for Head Start Recipients

## Factors Contributing to Underenrollment

### Factor # 1

#### Workforce

##### Causes / Reasons:

- Workforce:  
Shortage of qualified staff / inadequate staffing to open classrooms, challenges in staff recruitment and retention
- 

##### Effect on Underenrollment:

We can not open a classroom without qualified staff.

### Factor # 2

#### Facilities

##### Causes / Reasons:

- This is a newly added grant with a conversion from HS to EHS for 32 slots.
- With this we had to find locations and do alterations to the facilities. Due to the materials and contractors being slow to move has also slowed opening these areas
- DHS licensing is

##### Effect on Underenrollment:

We have not been able to open classrooms to enroll children

### Factor # 3

#### Choose an item.

##### Causes / Reasons:

- [text]

##### Effect on Underenrollment:

- [text]

## Underenrollment Plan Template for Head Start Recipients

### Action Plan

The action plan tables below should be updated by program leadership on a quarterly / as needed basis over the course of the 12-month period to document progress towards reaching full enrollment

**Action # 1:**

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
Continue to recruit qualified applicants using, but not limited to our online employment avenues, speaking at community events, social media, working with the local colleges and technology centers, working with our staff, Policy Council, Board members to also recruit when out in the community.	Workforce	Program Directors, Human Resources	Online services	<p style="text-align: center;">2/12/2024</p> <p style="text-align: center;"><b>Status</b></p> <p style="text-align: center;">In Progress</p>

\*Resources needed can include additional T/TA, etc.

**Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.**

Agency will track the number of applications, interviews and staff recruitment efforts to use data to identify areas which may show lack of community communication, actual number of applicants in an area or lack of qualified applicants.

Continue to offer tuition for CDA process, College courses up to a completed degree and the Parent to Teacher CDA program.

**Action # 2:**

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Completion Date
Continue to move forward with all alterations for EHS classrooms.	Facilities	Program Directors, Human Resources, Facilities Director	Reliable contractors, Available materials, DHS Licensing	8/1/2023  <b>Status</b>  In Progress

\*Resources needed can include additional T/TA, etc.

**Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.**

To complete the facilities alterations, have DHS Licensing do walk through and license facility. Continue to move forward.

## Underenrollment Plan Template for Head Start Recipients

**Action # 3:**

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
	Choose an item.			Click or tap to enter a date.  <b>Status</b>  Choose an item.

\*Resources needed can include additional T/TA, etc.

**Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.**

### Plan Progress and Updates

**Quarter 1**

**Quarter 2**

**Quarter 1**

**Quarter 1**

**4/10/2023**

- We will revisit by or before this date for information on progress of action plan

**7/10/2023**

- We will revisit by or before this date for information on progress of action plan
- 

**10/10/2023**

- We will revisit by or before this date for information on progress of action plan

**1/10/2024**

- We will revisit by or before this date for information on progress of action plan



**One Time Funds Proposal  
2/14/23**

**Lincoln and Seminole County**

	Vehicle	27,000
	Vehicle	50,000
	<i>High Scope Start Up kits</i>	
Prague EHS	Climber	9,000
	Complete Building	10,000
	Storm Shelter	50,000
	<i>supplies, flooring, cameras, shed</i>	
Davenport	Storm Shelter	50,000
	EHS Climber	9,000
	<i>2-EHS classroom start up supplies, cameras, shed, shade</i>	
Seminole Wrangler	<i>Parking lot, storm shelter, cameras, complete storage room, shed</i>	
Stroud	<i>Shade cover, cameras, drop ceiling, fix front entrance, shed</i>	
Stroud Office	<i>Cameras, wall, front doors, back doors, repair court yard</i>	

**CCPS Counties**

Agency Items:	<i>Read Aloud High Scope Kits 475.00 each classroom Garbage Disposals in Comanche CO Kitchens</i>	
Bethel EHS	Playground	10,000
Neighborhood EHS	Playground	10,000
Union	<i>Replacement windows, paint doors, repaint teal to grey, enclose building for vehicles</i>	

Education Engine

*Pave back parking lot, copier, monitor  
for cameras*

Beginnings

*Mats on walls for gym, paint gym*

Summit Ridge

Entry way, HS door

**MEMORANDUM**

TO: Wendy Swatek, Executive Director

FROM: Catherine Butler, Corporate Compliance Officer

RE: Synopsis of Litigation, Allegations of Wrongdoing, Malpractice, and Violations of the Code of Ethics for the period of February 9, 2022 through February 20, 2023

DATE: February 21, 2023

---

This memorandum is designed to address and reflect any and all litigation, allegations of wrongdoing, malpractice or violations of the Code of Ethics that have occurred since the last report was submitted to you on February 10, 2022.

I have contacted each member of the Crossroads Youth & Family Services, Inc.'s Administrative Team and discussed whether they have knowledge of any litigation filed within the state or federal court during the period of February 9, 2022 through February 20, 2023; any allegations of wrongdoing during the period of February 9, 2022 through February 20, 2023; any claims, allegations or knowledge of malpractice committed during the period of February 9, 2022 through February 20, 2023; and/or any violations of the code of ethics during the period of February 9, 2022 through February 20, 2023. The following is a summary of my findings with respect to each:

Litigation/Arbitration: Upon a thorough review of company records and discussions with Crossroads YFS' administrators, there is no litigation/arbitration is pending for the period of February 9, 2022 through February 20, 2023.

Allegations of Wrongdoing: Upon discussions with the Crossroads YFS Administrative Team, no allegations of wrongdoing by way of fraud, abuse, waste, or otherwise were made against any agent, employee, or representative of Crossroads Youth & Family Services, Inc. during the period of February 9, 2022 through February 20, 2023.

Malpractice: Upon discussions with the Crossroads YFS Administrative Team, I have determined that no employees of Crossroads Youth & Family Services, Inc. have engaged in actions warranting malpractice during the period of February 9, 2022 through February 20, 2023. No Health Insurance Portability and Accountability Act (HIPAA) violations were recorded or reported during the period of February 9, 2022 through February 20, 2023.

Violations of Code of Ethics: Upon discussions with the Crossroads YFS Administrative Team, I have determined that for the period of February 9, 2022 through February 20, 2023, four (4) Crossroads YFS employees were terminated for violating the organization's Code of Ethics provisions. Two (2) employees were terminated for poor interaction with children; one (1) employee was terminated for negative interaction with community partners, and one (1) employee was terminated for poor job performance.