



## CORPORATE BOARD MEETING

March 21, 2023

5:30 PM

### 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

### Updates from the Field

#### I. Call to Order

#### II. Presentation of the Child Observation Record

C.O.R. Period 1 & 2 TSR and CLASS for Program Year 2022-23.

#### III. Approval of the Minutes of the February 28, 2023, Board Meeting.

#### IV. Acceptance of Financial Reports

A. January, 2023.

#### V. Standing Business

- A. Discussion and/or Action re: Approval of Proposed Facility Projects Including Equipment Purchases Over \$5000.
- B. Discussion and/or Action re: Approval of Report on Policy Council Meeting from Board Liaison/Policy Council Member.

#### VI. Consent Agenda

- A. Discussion and/or Action re: Acceptance of the Head Start Director's Report for February, 2023.
  - 1. Facilities
  - 2. Accidents
  - 3. Volunteer In-Kind
  - 4. Average Daily Attendance
  - 5. Meals Served (CACFP)
- B. Discussion and/or Action re: Acceptance of the Youth Services Program Statistical and Counseling Statistics for February, 2023.

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

*All roads lead to home*

- C. Discussion and/or Action re: Acceptance of the Youth Services 1<sup>st</sup> Quarter Incident Report.
- D. Discussion and/or Action re: Approval of ACF, Grant Close-Out Letter dated February 22, 2023 for Grant Closeout O6HE000880 for Project Period: 04-01-21-03-31-23.
- E. Discussion and/or Action re: Approval of ACF, OHS Under-Enrollment Addendum for Grant 06CH010830.
- F. Discussion and/or Action re: Approval of ACF, OHS Under-Enrollment Addendum for Grant 06CH012176.
- G. Discussion and/or Action re: Approval of OHS Grant CH010830 Letter dated March 2, 2023, Eligibility for a Non-Competitive Five-Year Grant Award.

## **VII. Old Business**

- A. Discussion and/or Action re: One Time Funds Request Update.

## **VIII. New Business**

- A. Discussion and/or Action re: Acceptance of the Head Start Director's Report for February, 2023.
  - 1. Enrollment
  - 2. Parent Complaints
- B. Discussion and/or Action re: Approval of the 2022 Annual Management Report. (Click link sent in email.)
- C. Discussion and/or Action re: Approval of COLA Adjustment for FY 2023.
  - 1. ACF, OHS, Grant No.06CH010830
  - 2. ACF, OHS, Grant No.06CH012176
- D. Discussion and/or Action re: FY 2022-2023 Budget Revision.
- E. Discussion and/or Action re: Refunding Application for Lincoln/Seminole County.
- F. Discussion and/or Action re: March 17<sup>th</sup> Retention Payment.
- G. Discussion and/or Action re: Ownership of the Stroud Head Start Building.
- H. Other Business Not Known at Time of Agenda Preparation.

## **IX. Announcement**

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

## **X. Adjournment**

*Crossroads Youth & Family Services, Inc.*

**BOARD MEETING MINUTES**

February 28, 2023

**BOARD MEMBERS PRESENT:** Leroy Giles (Vice Chair), Leanne Pence (Secretary), Clent Stewart (Past Chair), Phyllis Weaver (Treasurer), Emily Virgin, Gerald Murray, Dana Moore, Joseph Blanchard, Ashley McCarter, Adriene Davis, Charles Baker

**OTHERS PRESENT:** Wendy Swatek, Kate Butler, John Griffith, Denise McClure, Jennifer Prince, Ashley Araujo, Jennifer Foster, Tydree Lewis

**I. Call to Order**

Vice-Chair Leroy Giles determined that a quorum was present, and the meeting was called to order.

**II. Presentation of the Independent Audit**

A Motion to approve the Independent Audit was made by Gerald Murray; Followed by a second, the motion carried.

**III. Approval of the Minutes**

**A. December 6, 2022**

A motion to approve the Minutes of the December 6, 2022 Board Meeting was made by Charles Baker; followed by a second, the motion carried.

**IV. Acceptance of Financial Reports**

**A. October, 2022**

**B. November, 2022**

**C. December, 2022**

John Griffith, Senior Staff Accountant presented the October, November and December, 2022 Financial Reports. A motion to accept the Financial Reports was made by Emily Virgin; followed by a second, the motion carried.

**V. Standing Business**

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

1. Outdoor Classroom Equipment for CSBI, Education Engine, Beginnings and Union Street.
2. Chevy Trax

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

- B. Discussion and/or Action re:** Approval of Report on Policy Council Meeting from Board Liaison/Policy Council Member:  
Policy Council Meeting was cancelled due to no quorum.

**VI. Consent Agenda**

- A. Discussion and/or Action re:** Acceptance of the Head Start Directors Report for November, December 2022, and January 2023.
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 November and December, 2022 and January, 2023.
- C. Discussion and/or Action re:** DHHS, NOA, Award #03CH010830-03-03 dated: -27-23 for Grant Closeout for Year 2021-2022.
- D. Discussion and/or Action re:** DHHS, NOA #06CH010830-05-00 Dated 1-27-23 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 2-3, 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 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. (Crossroads Website Link Sent)

1. Organizational Quality Policies
2. Human Resource Policies
  - a. Youth Services
3. HS/EHS Personnel Policies
4. Health and Safety Policies
5. Financial Policies
6. Behavioral Health Outpatient Program Policies
7. Emergency Youth Shelter Policies and Procedures
8. Governance
9. Job Descriptions

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

#### **VII. Old Business**

None

#### **VIII. New Business**

- A. Discussion and/or Action re:** Application Funding Letter dated January 13, 2023 for Grant #06CH012176. A motion to accept the Application Funding Letter was made by Joseph Blanchard; followed by a second, motion carried.
- B. Discussion and/or Action re:** OHS Under Enrollment Notification dated 1-31-23 for Grant #06CH010830 and #06CH012176. Executive Director Wendy Swatek presented the Under-Enrollment Information. A motion to accept the OHS Under Enrollment Notification was made by Charles Baker; followed by a second, the motion carried.
- C. Discussion and/or Action re:** Consolidation of the CCPS and Lincoln/Seminole Grants #06CH010830 and #06CH012176. Executive Director Wendy Swatek presented this to the Board. The disadvantage could subject both grants to re-competition. The advantage would be combined funds. A motion to accept the Consolidation of the CCPS and Lincoln/Seminole Grants was made by Clent Stewart; followed by a second, the motion carried.
- D. Discussion and/or Action re:** One Time Funds Request.  
Executive Director Wendy Swatek stated not all Federal COVID Funds allocated were spent. A motion to approve the One Time Funds Request was made by Charles Baker; followed by a second, the motion carried.
- 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. Director of Administrative Services Kate Butler stated that we have no Litigations, no Allegation of Wrongdoing, no Approval of Malpractice and no Violations of

the Code of Ethics. A motion to accept the Synopsis of Litigation, Allegation of Wrongdoing, Approval of Malpractice and Violations of the Code of Ethics for Period of February 9, 2022 through February 20, 2023 was made by Gerald Murray; followed by a second, the motion carried.

**F. Discussion and/or Action re:** Transitional Living Update. Executive Director Wendy Swatek stated we accepted a Transitional Living Client through OJA. He is assigned to our staff Case Manager with weekly monitoring visits. A motion to accept the Transitional Living Update was made by Gerald Murray; followed by a second, the motion carried.

**G. Discussion and/or Action re:** Other Business Not Known at Time of Agenda Preparation.

1. Seminole Lincoln County – True Sky gave Davenport Schools a building and Davenport Schools in turn, will allow HS/EHS to utilize two classrooms within the building.
2. Seminole Lincoln County – Regarding Stroud property ownership phone call stating rights to the said property. No Legal documents have been produced to date. We will continue to update the Board on this matter. Other Business Not Known at Time of Agenda Preparation, Items 1 and 2 was made by Clent Stewart; followed by a second, the motion carried.

**IX. Announcements**

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

Executive Director Wendy Swatek stated we would like to recruit more Board Members from the Seminole Lincoln County area.


We continue to have staff shortage issues. Please spread the word if you know of anyone searching for a position.

Wendy asked if any Board Members would like a tour or virtual tour of our facilities. Several members were interested. We will coordinate the logistics and follow up with this at a later time.

**X. Adjournment**

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

DocuSigned by:

  
473C75DEC71E43C

Leanne Pence, Board Secretary

**Crossroads Head Start/CCPS  
February 28, 2023**

**Total Page**

Head Start recap by county	Funded Enrollment	Current Enrollment (0% to 100%)	Current Enrollment (101% to 130%)	Current Enrollment (130% ^)	Total Enrollment	Vacancies Less than 30 days	Vacancies Past 30 days	Waiting list (0%-100%)		Waiting list (101-130%)		Waiting list (130% - ^)		Pending
								EHS Transitions	WL	EHS Transitions	WL	EHS Transitions	WL	
Cleveland 7/12 CR closed	204	81	12	8	101	0	103	7	60	1	7	1	38	59
Comanche	204	147	14	3	164	3	37	12	0	0	0	0	0	2
Pottawatomie	187	128	7	6	141	5	41	6	3	0	0	0	12	10
Totals	595	356	33	17	406	8	181	25	63	1	7	1	50	71
	68% 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	73	3	3	79	0	6	0	4	0	0	0	9	0
Seminole	34	34	0	0	34	0	0	0	1	0	0	5	0	0
Total	94% enrolled	105	3	3	113	0	9	0	5	0	1	5	9	2

**Crossroads Early Head Start/CCPS  
February 28, 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	52	2	2	56	1	39	46	7	27	38
Comanche	136	102	12	0	114	7	15	5	0	31	3
Pottawatomie	76	66	0	0	66	2	8	39	4	13	10
Seminole	32	30	0	0	30	2	0	18	3	7	0
Totals	340/78% enrolled	250	14	2	266	12	62	108	14	78	51

**Crossroads Early Head Start/Lincoln-Seminole  
February 28, 2023**

Head Start recap by county	Funded Enrollment	Current Enrollment (0% to 100%)	Current Enrollment (101% to 130%)	Current Enrollment (130% ^)	Total Enrollment	Vacancies Less than 30 days	Vacancies Past 30 days	Waiting list (0%-100%)	Waiting list (101-130%)	Waiting list (130% - ^)	Pending
Lincoln	16	0	0	0	0	0	24	0	0	0	0
Seminole	16	7	0	0	7	1	0	0	0	0	0
Total	32/21%	7	0	0	7	1	24	0	0	0	0



**Crossroads Head Start/CCPS  
February 28, 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	EHS	Transitions	EHS	Transitions	EHS	
CSBI 1/2 cr closed	34	17	17	1	1	19	0	15	3	21	1	0	1	0	1	6	11
Little Axe Closed 1/1	17	0	0	0	0	0	0	17	0	0	0	0	0	0	0	4	0
Main St.	34	34	27	5	2	34	0	0	1	10	0	2	0	0	7	18	
Moore 2/4 cr closed	68	17	25	5	4	34	0	34	1	28	0	5	1	12	25		
Noble Holding enrollment Staff short	17	10	12	1	1	14	0	3	2	1	0	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	0	0
<b>Totals</b>	<b>204</b>	<b>78</b>	<b>81</b>	<b>12</b>	<b>8</b>	<b>101</b>	<b>0</b>	<b>103</b>	<b>7</b>	<b>60</b>	<b>1</b>	<b>7</b>	<b>1</b>	<b>38</b>	<b>59</b>		





**Crossroads Head Start/Lincoln-Seminole  
February 28, 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 (101-150%)		Waiting list (130%-^)		Pending
									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	10	1	0	11	0	9	0	0	0	0	0	0	2
Prague	17	17	17	0	0	17	0	0	0	3	0	0	0	0	0
Stroud	17	17	15	0	2	17	0	0	0	1	0	0	0	0	0
County Total	85	85	73	3	3	79	0	6	0	4	0	0	0	0	2
Seminole County															
Seminole	34	34	34	0	0	34	0	0	0	1	0	0	5	0	0
County Total	34	34	34	0	0	34	0	0	0	0	0	0	5	0	0
Total	119	119	105	3	3	113	0	9	0	5	0	1	5	9	2





**Crossroads Early Head Start /CCPS  
February 28, 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	8	0	0	8	0	0	3	1	5	0
Learning Tree	36	36	0	0	36	0	0	36	3	8	0
Neighborhood	8	8	0	0	8	0	0	0	0	0	0
Treasured Moments	8	6	0	0	6	2	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>66</b>	<b>0</b>	<b>0</b>	<b>66</b>	<b>2</b>	<b>8</b>	<b>39</b>	<b>4</b>	<b>13</b>	<b>10</b>
Seminole County											
Seminole	32	30	0	0	30	2	0	18	3	7	0
<b>Total</b>	<b>32</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>30</b>	<b>2</b>	<b>0</b>	<b>18</b>	<b>3</b>	<b>7</b>	<b>0</b>

Crossroads Early Head Start /Lincoln -Seminole February 28,2023											
Lincoln County	Funded Enrollment	Current Enrollment (0% to 100%)	Current Enrollment (101% to 130%)	Current Enrollment (130% ^)	Total	Vacancies Less than 30 days	Vacancies Past 30 days	Waiting list (0%-100%)	Waiting list (101-130%)	Waiting list (130%-^)	Pending
Prague Not Open	8	0	0	0	0	0	8	0	0	0	0
Davenport Not open	16	0	0	0	0	0	16	0	0	0	0
Lincoln Total	24	0	0	0	0	0	24	0	0	0	0
Seminole County											
Seminole	8	7	0	0	7	1	32	18	3	7	0
Total	32	7	0	0	0	1	32	18	3	7	0

Total OI

CCPS HS 36-17 enrolled =19 left

CCPS EHS 26-2 enrolled =24 left

Lin/Sem 10-0 enrolled = 10 left



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

February  
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>
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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>
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Agra

No major facility issues

Davenport

No major facility issues at this time

Stroud

No major facility issues at this time.

Prague

Alterations have started

**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**


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 Terrie Vicknair, HS/EHS Program Director

Date

2022-2023 Accidents

HS/EHS CENTERS	August			Sept.			Oct.			Nov.			Dec.			Jan.			Feb.			March			April			May			June			July			Yearly Total
	Adults	Children	Minor	Adults	Children	Minor	Adults	Children	Minor	Adults	Children	Minor	Adults	Children	Minor	Adults	Children	Minor	Adults	Children	Minor	Adults	Children	Minor	Adults	Children	Minor	Adults	Children	Minor	Adults	Children	Minor				
Cleveland County HS	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
Little Axe	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
St. Stephens	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pottawatomie County HS	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
Bethel	0	0	4	0	0	10	0	0	1	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	19
Maud	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	1
Neighborhood	0	0	0	0	0	0	0	0	1	0	0	1	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	17
Tecumseh	0	0	0	0	0	4	0	0	1	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7
Cleveland County EHS	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	3
Baby Steps	0	0	0	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pottawatomie County EHS	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	12
Neighborhood EHS	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
Treasured Moments	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Seminole County EHS	1	0	0	0	0	0	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	0	0	5
Seminole EHS	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	0	0	0	0	0	0
Combined HS/EHS	0	0	1	0	0	6	0	0	7	0	0	4	0	0	3	0	0	3	0	0	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	30
CSBI	0	0	2	0	2	3	1	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	9
Learning Tree	0	0	0	0	0	7	0	0	5	0	0	3	0	0	3	0	0	4	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	23
Main Street	0	0	1	0	0	0	0	0	5	0	0	0	0	0	0	0	0	1	0	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10
Moore	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3
Noble	0	0	1	0	0	1	0	0	0	0	0	2	0	0	0	0	0	1	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7
Union	1	0	9	2	0	35	1	0	25	0	0	19	0	0	6	0	0	27	0	1	20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	98

2022-2023 Accidents



Location (Site)	Date	Incident Type	Describe Cause of Injury	Injury	Asst.
<b>Report: Accident Report for Policy Council</b>					
Beginnings Academy EHS	2/22/23	Minor	Red mark noted when woke from nap	Red mark on L cheek	
Beginnings Academy EHS	2/16/23	Minor	Bumped into computer desk	Red mark lower back	
Beginnings Academy EHS	2/09/23	Minor	Crawling, scrape from carpet	Scrape upper lip	
Beginnings Academy EHS	2/24/23	Minor	Bitten by other child	Child bite upper back	
Beginnings Academy EHS	2/22/23	Minor	Pushing toy, slipped, elbow hit sandtable leg	Scrape L elbow	
Beginnings Academy EHS	2/23/23	Minor	Ran into wall turning corner in hallway	Red mark upper R forehead	
Beginnings Academy EHS	2/28/23	Minor	Bitten by other child	Child bite back of L arm	
Beginnings Academy HS	2/22/23	Minor	Bitten by other child, wanting toy	Child bite L arm	
Beginnings Academy HS	2/09/23	Minor	Hit by wooden block	Swollen area under L eyebrow	
Beginnings Academy HS	2/14/23	Minor	Hit, scratched by other child	Bloody nose, scratch L cheek	
Beginnings Academy HS	2/09/23	Minor	Other child poked toy in eye area	Skin discoloration R eye	
Beginnings Academy HS	2/07/23	Minor	Bitten by other child	Child bite	
Beginnings Academy HS	2/09/23	Minor	Jumped up, hit head fire extinguisher	Cut on hairline	
Beginnings Academy HS	2/23/23	Minor	Lying down, rest time, other stepped on arm	Skin discoloration R arm	
Beginnings Academy HS	2/21/23	Minor	Other child hit with a toy	Redness by R eye	
Beginnings Academy HS	2/13/23	Minor	Scratched by other child wanting toys	Scratches L cheek & R side neck	
Beginnings Academy HS	2/09/23	Minor	Tripped, hit bookshelf	Cut lower lip	
Beginnings Academy HS	2/13/23	Minor	Hit by thrown rock	Swollen, discoloration corner L eye area	
Beginnings Academy HS	2/15/23	Minor	Went down slide stomach, hit lip bottom	Cut on lip	
Beginnings Academy HS	2/21/23	Minor	Running, fell, hit slide	Swollen L side lower lip	
Beginnings Academy HS	2/14/23	Minor	Slipped in gym, fell, hit floor	Redness on forehead	
Bethel Acres EHS	2/21/23	Minor	hit by a toy	hit by a toy	
Children's Chateau EHS	2/09/23	Minor	Tripped, hit bookshelf	Cut lower lip	
Children's Chateau EHS	2/22/23	Minor	Missed chair sitting down, hit chin on table	Scrape under chin/bottom lip	

Location (Site)	Date	Incident Type	Describe Cause of Injury	Injury
Children's Chateau EHS	2/14/23	Minor	Walking holding table, said wrist hurt	Said wrist hurt
Children's Chateau EHS	2/06/23	Minor	Other child scratched	Scratch under L eye
Children's Chateau EHS	2/24/23	Minor	Slipped, fell on tile floor	Swollen, skin discoloration R upper head
Children's Chateau EHS	2/24/23	Minor	Missed chair, hit mouth on table	Swollen, cut lip, inner mouth
CSBI EHS	2/15/23	Minor	Rocking on the ship and bumped her head	Rocking on the ship and bumped her head
CSBI EHS	2/14/23	Minor	Scratched by peer while playing	Scratched by peer while playing
CSBI EHS	2/08/23	Minor	Scratched by peer	Scratched by peer
CSBI EHS	2/08/23	Minor	Bumped head while crawling under the crib	Bumped head while crawling under the crib
CSBI EHS	2/15/23	Minor	Hit head while pulling up on shelf.	Hit head while pulling up on shelf.
CSBI EHS	2/06/23	Minor	Bent down and hit her eye on the shelf	Bent down and hit her eye on the shelf
Education Engine EHS	2/03/23	Minor	Ran in hallway, hit forehead on wall	No visible injury on forehead
Education Engine HS	2/03/23	Minor	Ran in hallway, hit forehead on wall	No visible injury on forehead
Education Engine HS	2/09/23	Minor	Other child hit, plastic plate	Cut on lower lip
Education Engine HS	2/07/23	Minor	Other child hit him with toy	Scrape upper head
Education Engine HS	2/06/23	Minor	Pushed by other child	Scrape lower back
Main Street EHS	2/09/23	Minor	The thermometer feel and hit her on the head	The thermometer feel and hit her on the head
Moore HS	2/16/23	Minor	Child states they were hit by their peer.	red mark on cheek
Moore HS	2/22/23	Minor	child was accidentally scratched by another child	scratch on arm
Neighborhood EHS	2/27/23	Minor	fell backwards	hit back of head
Neighborhood EHS	2/27/23	Minor	hit his head	hit his head
Neighborhood EHS	2/16/23	Minor	child bite	child bite
Neighborhood EHS	2/23/23	Minor	hit by a toy	hit by a toy
Neighborhood HS	2/27/23	Minor	hit his head	hit his head
Neighborhood HS	2/06/23	Minor	mother child bit him	child bite
Neighborhood HS	2/27/23	Minor	child fell on slide	fell

1083 - Accident Report for Policy Council

Location (Site)	Date	Incident Type	Describe Cause of Injury	Injury
Neighborhood HS	2/16/23	Minor	fell and hit his head	slipped and fell
Seminole EHS	2/24/23	Minor	Bumped heads w/another child	bumped heads
Seminole HS	2/09/23	Minor	Fell from chair	busted lip
Seminole HS	2/06/23	Minor	Child stood on top of table, fell getting down	scraped knee and bloody lip
Seminole HS	2/24/23	Minor	Bumped heads w/another child	bumped heads
Seminole HS	2/24/23	Minor	Jumping and hit face on area sign	bumped face
Seminole HS	2/08/23	Minor	Another child wanted her toy, scratched her eye	child scratch
Seminole HS	2/03/23	Minor	Tripped during clean up and bumped head on wall	tripped and bumped head
Seminole HS	2/24/23	Minor	Bumped heads w/another child	bumped head
Union Street EHS	2/27/23	Minor	child bite	child bite
Union Street HS	2/20/23	Minor	hit in the face by a friend	hit in the face by a friend



Crossroads Head Start/Early Head Start  
 Volunteer In-kind Report  
 January 2023

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							286.32	717.65	1,597.35	1,185.28	750.06	4,861.50	8,869.80	54.7%
Beginnings Academy EHS	1,584.94	2,308.15	2,222.40	2,370.56	1,546.42	1,708.47	342.62	1,375.11	1,654.84	1,633.48	782.47	886.98	18,338.52	13,354.40	139.0%
Bethel EHS	347.25	92.60	824.14	652.83	518.56	685.24	446.07	504.87	574.12	472.26	447.52	1,032.49	6,567.76	4,444.80	148.4%
Children's Chateau	2,509.46	2,258.44	3,059.08	3,449.35	1,796.44	2,588.17	305.58	1,782.55	2,745.59	2,862.04	1,088.05	2,802.06	26,548.42	17,778.20	149.3%
CSBI EHS	1,893.67	1,832.00	1,764.03	2,358.28	2,892.54	1,881.29	305.01	1,940.34	1,912.19	3,009.50	1,296.40	2,148.32	22,924.55	13,334.40	171.9%
Education Engine EHS	3,014.13	3,620.88	2,903.01	2,926.18	2,064.98	2,139.06	1,190.17	2,214.62	2,863.54	1,236.21	2,389.08	2,681.08	28,531.54	13,354.40	214.0%
First Start EHS	2,027.94	2,708.55	2,790.22	3,153.03	2,245.55	2,245.55	1,193.17	1,245.47	2,356.67	1,273.25	851.92	1,620.80	21,432.27	17,778.20	120.5%
Learning Tree EHS	3,541.95	1,722.36	3,254.89	2,840.06	1,713.10	3,616.03	864.33	2,148.32	4,143.88	3,533.34	2,083.50	5,286.53	34,818.46	26,688.80	130.5%
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	3,623.29	2,287.22	2,477.05	1,768.66	27,952.90	17,778.20	157.2%
Moore EHS	878.70	1,282.51	858.55	662.09	1,228.95	1,838.11	541.71	1,152.87	2,018.68	1,930.71	1,370.48	1,551.05	15,311.41	8,869.80	172.2%
Neighborhood EHS	717.65	670.44	495.41	675.98	759.32	878.70	527.82	726.91	657.46	495.41	870.44	750.32	9,435.86	4,444.80	189.8%
Noble EHS	412.07	365.77	750.06	254.85	250.02	805.92	1,388.63	1,208.43	1,448.19	1,495.45	1,407.52	1,892.04	22,566.82	17,778.20	126.9%
Sentinel EHS	1,773.29	3,966.01	2,393.71	3,222.48	1,277.88	1,685.32	824.14	1,541.79	1,728.99	1,458.45	1,407.52	1,892.04	22,566.82	17,778.20	126.9%
Summit Ridge EHS	1,389.00	1,342.70	1,650.88	611.16	881.18	881.18	268.54	1,388.26	87.97	518.56	231.50	6,389.55	8,869.80	94.4%	
Unsure Moments	365.77	675.68	717.85	857.46	277.80	639.94	870.44	435.22	618.56	815.79	5,773.51	6,800.51	4,444.80	129.9%	
Union Street EHS	1,319.55	2,087.39	1,393.63	1,063.42	1,032.49	1,176.02	574.12	1,646.28	1,231.36	782.47	485.41	680.51	13,514.97	4,444.80	304.1%
<b>**Sub Total**</b>	<b>22,830.53</b>	<b>26,784.55</b>	<b>28,511.53</b>	<b>27,281.58</b>	<b>17,381.02</b>	<b>21,751.74</b>	<b>10,341.40</b>	<b>21,469.68</b>	<b>28,151.98</b>	<b>25,340.84</b>	<b>18,846.96</b>	<b>25,613.16</b>	<b>273,304.97</b>	<b>196,681.60</b>	<b>148.4%</b>
<b>Head Start</b>															
Beginnings Academy HS	5,018.92	5,861.01	4,917.06	2,082.76	78.71	138.90	541.71	3,129.88	2,435.38	2,740.98	1,537.18	28,312.45	28,312.45	37,780.80	74.9%
Bethel HS	629.68	175.94	680.81	171.31	495.41	685.81	537.04	1,578.83	870.44	754.69	1,842.74	2,430.75	9,630.40	9,445.20	102.0%
CSBI HS	1,635.65	1,165.28	2,455.38	1,653.85	670.44	885.81	537.04	2,058.31	3,222.48	2,884.49	1,291.77	4,268.86	23,149.16	18,880.40	122.5%
Education Engine HS	4,787.43	5,731.94	7,482.08	2,620.58	1,481.50	685.24	863.57	5,037.44	6,773.69	8,231.21	3,009.50	5,556.00	52,060.27	56,571.20	91.9%
Learning Tree HS	2,981.72	1,287.14	1,680.89	576.75	518.56	1,495.49	402.81	708.39	2,532.61	1,551.05	782.47	1,985.50	16,515.21	9,445.20	174.9%
Little Ave	1,301.03	1,301.03	1,453.82	963.04	625.05	625.05	74.08	2,319.63	2,384.45	3,060.43	1,314.92	2,796.52	5,018.92	9,445.20	53.1%
Main Street HS	1,555.68	1,162.13	1,412.15	981.56	1,740.88	1,472.34	601.90	1,805.70	1,824.22	1,176.02	783.95	1,639.02	12,945.48	18,880.40	68.6%
Maud	1,217.69	703.76	1,472.34	1,740.88	1,111.12	509.30	365.77	1,949.23	2,139.06	1,898.30	722.26	2,578.91	14,895.62	9,445.20	137.1%
Moore HS	1,495.49	1,852.00	592.64	481.52	217.61	745.43	199.09	513.93	1,058.64	2,382.04	513.93	1,194.54	6,792.21	37,780.80	38.9%
Neighborhood HS	944.52	740.80	814.88	703.76	296.32	902.85	1,240.84	2,440.01	1,463.08	1,948.23	1,463.08	1,948.23	11,498.29	9,445.20	121.7%
St. Stephens														18,880.40	0.0%
Summit Ridge HS	4,134.59	5,588.41	3,731.78	588.49	898.22	337.99	648.20	2,203.88	3,435.46	3,676.22	2,240.92	2,553.84	30,419.10	18,880.40	161.0%
Tecumseh	3,864.57	3,203.66	3,833.64	2,407.60	430.59	1,979.78	2,949.31	3,379.90	1,560.31	3,129.86	2,658.54	1,560.31	26,658.54	18,880.40	141.1%
Union Street HS	1,389.00	1,726.98	1,143.61	236.13	819.51	103.34	208.18	578.75	347.25	894.50	894.50	486.41	7,742.65	47,228.00	16.4%
<b>**Sub Total**</b>	<b>30,995.96</b>	<b>30,340.39</b>	<b>32,416.11</b>	<b>15,818.64</b>	<b>4,778.15</b>	<b>4,657.78</b>	<b>5,959.83</b>	<b>24,286.01</b>	<b>31,442.33</b>	<b>34,492.57</b>	<b>17,737.53</b>	<b>30,988.59</b>	<b>263,123.90</b>	<b>330,582.00</b>	<b>78.6%</b>
Polity Council															
<b>**Total Overall**</b>	<b>53,826.49</b>	<b>57,124.94</b>	<b>60,927.64</b>	<b>42,900.22</b>	<b>22,159.18</b>	<b>26,409.62</b>	<b>15,701.23</b>	<b>45,765.69</b>	<b>60,594.29</b>	<b>69,833.41</b>	<b>34,584.51</b>	<b>56,601.75</b>	<b>536,428.87</b>	<b>517,263.60</b>	<b>103.7%</b>

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

Location	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Total	Annual Goal	% Achieved
Agra	211.50	89.45	259.28	13.75	-	-	37.04	347.25	584.85	972.30	833.40	1,111.47	4,440.30	8,761.00	50.7%
Burner	1,083.53	1,421.41	1,476.97	185.20	-	-	-	-	-	-	-	-	4,167.11	8,761.00	47.6%
Chandler	-	-	476.89	37.04	-	-	-	-	-	-	-	-	513.93	8,761.00	5.9%
Davenport	1,194.54	981.56	1,328.81	1,023.23	-	-	55.56	717.65	1,912.19	1,784.03	478.89	2,051.09	11,503.55	17,523.00	65.7%
Preque	578.75	652.83	1,523.27	337.99	-	-	250.02	176.68	1,113.78	1,136.98	250.02	827.82	8,590.14	8,761.00	74.8%
Seminole HS	2,032.57	3,213.22	3,981.80	2,764.11	-	-	893.13	2,703.82	6,573.82	8,693.12	2,245.55	6,403.29	37,410.83	17,523.00	213.5%
Stroud	903.04	550.97	407.44	74.08	-	-	206.74	763.85	537.08	2,185.36	1,045.02	592.64	6,853.32	8,761.00	78.3%
***Total**	5,820.93	6,898.44	9,454.48	4,435.40	-	-	1,448.49	4,709.45	10,701.83	12,853.79	4,850.88	10,686.31	71,450.98	79,656.20	89.8%

### Crossroads HS/EHS

#### 2301 - Average Daily Attendance

Agency: Crossroads HS/EHS, Enrollment Status: Enrolled Attendance Date: 2/1/2023 - 2/28/2023

#### 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	132	21	0	17.00 (avg)	7.76	16	48.53%	9.00	86.27%
Beginnings Academy EHS	250	53	2	16.00 (avg)	15.62	24	65.10%	18.93	82.51%
Beginnings Academy HS	697	117	1	16.00 (avg)	43.57	51	85.42%	50.88	85.63%
Bethel Acres EHS	108	14	0	16.00 (avg)	6.75	8	84.38%	7.62	88.52%
Bethel Acres HS	232	40	0	16.00 (avg)	14.50	17	85.29%	17.00	85.29%
Children's Chateau EHS	343	51	0	16.00 (avg)	21.44	32	66.99%	24.62	87.06%
CSBI EHS	242	14	0	16.00 (avg)	15.12	16	94.53%	16.00	94.53%
CSBI HS	280	24	0	16.00 (avg)	17.50	17	102.94%	19.00	92.11%
Education Engine EHS	299	46	1	16.00 (avg)	18.70	24	77.86%	21.56	86.67%
Education Engine HS	1,166	183	4	16.80 (avg)	69.50	85	81.65%	80.49	86.43%
First Start EHS	283	108	2	18.00 (avg)	15.72	32	49.13%	21.72	72.38%
Learning Tree EHS	460	76	0	14.80 (avg)	30.10	36	83.33%	35.00	85.82%
Learning Tree HS	204	39	0	16.00 (avg)	12.75	17	75.00%	15.19	83.95%
Main Street EHS	243	13	0	16.00 (avg)	15.19	16	94.92%	16.00	94.92%
Main Street HS	501	30	3	16.00 (avg)	31.31	34	92.10%	33.19	94.35%
Maud HS	114	46	0	16.00 (avg)	7.12	17	41.91%	10.00	71.25%
Moore EHS	93	10	0	16.00 (avg)	5.81	8	72.66%	6.44	90.29%
Moore HS	452	53	1	16.00 (avg)	28.24	34	83.09%	31.56	89.50%
Neighborhood EHS	99	29	0	16.00 (avg)	6.19	8	77.34%	8.00	77.34%
Neighborhood HS	212	60	0	16.00 (avg)	13.25	17	77.94%	17.00	77.94%
Noble EHS	115	13	0	16.00 (avg)	7.19	8	89.84%	8.00	89.84%
Noble HS	169	11	0	16.00 (avg)	10.56	17	62.13%	11.25	93.89%
Semihole EHS	389	71	0	20.00 (avg)	19.45	32	60.78%	23.00	84.57%
Summit Ridge EHS	210	36	0	16.00 (avg)	13.13	16	82.03%	15.38	85.37%
Summit Ridge HS	379	67	1	16.00 (avg)	23.68	34	69.67%	27.88	84.98%
Tecumseh HS	385	107	0	16.00 (avg)	24.06	34	70.77%	30.75	78.25%
Treasured Moments EHS	79	27	0	16.00 (avg)	4.94	8	61.72%	6.62	74.53%
Union Street EHS	106	22	0	16.00 (avg)	6.62	8	82.81%	8.00	82.81%
Union Street HS	604	140	0	16.00 (avg)	37.75	51	74.02%	46.50	81.18%
<b>Crossroads HS/EHS</b>	<b>8,846</b>	<b>1,521</b>	<b>15</b>	<b>16.39 (avg)</b>	<b>543.52</b>	<b>717</b>	<b>75.45%</b>	<b>636.58</b>	<b>85.33%</b>
<b>Report Totals</b>	<b>8,846</b>	<b>1,521</b>	<b>15</b>	<b>16.39 (avg)</b>	<b>543.52</b>	<b>717</b>	<b>75.45%</b>	<b>636.58</b>	<b>85.33%</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)

3/1/2023  
11:04 AM

## Crossroads HS/EHS 2301 - Average Daily Attendance

Page 1 of 1  
JenniferM

Agency: Crossroads Lincoln/Seminole HS/EHS, Enrollment Status: Enrolled Attendance Date: 2/1/2023 - 2/28/2023

### 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 <sup>2</sup>	% Attendance	Count <sup>2</sup>	% Attendance <sup>3</sup>
Agra HS	227	45	0	16.00 (avg)	14.19	17	83.46%	17.00	83.46%
Davenport HS	326	14	1	13.00 (avg)	25.08	34	73.76%	26.15	95.88%
Prague HS	222	33	0	16.00 (avg)	13.88	17	81.62%	15.94	87.06%
Seminole EHS	10	2	0	3.00 (avg)	3.33	8	41.67%	4.00	83.33%
Seminole HS	398	62	0	14.00 (avg)	28.29	34	83.61%	32.86	86.52%
Stroud HS	229	41	0	16.00 (avg)	14.31	17	84.19%	16.88	84.81%
<b>Crossroads Lincoln/Seminole HS/EHS</b>	<b>1,412</b>	<b>197</b>	<b>1</b>	<b>13.13 (avg)</b>	<b>99.08</b>	<b>127</b>	<b>80.32%</b>	<b>112.83</b>	<b>87.76%</b>
<b>Report Totals</b>	<b>1,412</b>	<b>197</b>	<b>1</b>	<b>13.13 (avg)</b>	<b>99.08</b>	<b>127</b>	<b>80.32%</b>	<b>112.83</b>	<b>87.76%</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)

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

MONTH: FEBRUARY 2023 SPONSORING ORGANIZATION: Crossroads Youth/Family

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

LIST EACH FACILITY	# DAYS	# ENROLLED	PARTICIPATION		# MEALS SERVED PROGRAM CHILDREN		
			FREE	TOTAL	BREAKFAST 1ST	LUNCH 1ST	3RD PM SUPPLEMENT
Baby Steps EHS	17	7	7	7	86	98	96
Beginnings Academy							
HS	17	51	51	51	620	692	670
EHS	17	23	23	23	207	249	249
Bethel Acres							
HS	17	17	17	17	230	229	223
EHS	17	8	8	8	96	96	94
Children's Chateau	17	31	31	31	347	345	335
C-SBI							
HS	17	19	19	19	240	279	245
EHS	17	16	16	16	191	226	204
Education Engine							
HS	17	88	88	88	1085	1112	425
EHS	17	23	23	23	284	298	271
First Start EHS	17	25	25	25	291	280	259
Learning Tree							
HS	17	17	17	17	190	203	202
EHS	17	36	36	36	429	458	449
Little Axe HS	0	0	0	0	0	0	0
Main St Head Start							
HS	17	35	35	35	458	498	264
EHS	17	16	16	16	225	240	233
Maud HS	17	11	11	11	110	107	34
Moore Extend Day Hd Strt							
HS	17	35	35	35	447	449	165
EHS	17	8	8	8	95	92	75
Neighborhood Hd Strt							
HS	17	17	17	17	208	206	204
EHS	17	8	8	8	82	96	87
Noble Hd Strt							
HS	17	14	14	14	165	164	157
EHS	17	8	8	8	104	114	109
Seminole ELC	17	33	33	33	382	373	349
St Stephens HS	0	0	0	0	0	0	0
Summit Ridge Head Start							
HS	17	31	31	31	383	377	211
EHS	17	17	17	17	206	206	192
Tecumseh HS	17	34	34	34	369	386	335
Treasured Moments HS	17	8	8	8	105	106	103
Crossroads Union St HS							
HS	17	51	51	51	578	584	350
EHS	17	8	8	8	105	106	103
<b>TOTALS</b>		<b>694</b>	<b>694</b>	<b>694</b>	<b>8276</b>	<b>8627</b>	<b>6653</b>

AGENCY WIDE MONTH: Feb-23

	# MEALS SERVED TO PROGRAM ADULTS		
	Breakfast	1st Lunch	PM Supp
Cleveland HS	188	188	188
Cleveland EHS	222	222	222
Comanche HS	319	321	270
Comanche EHS	490	492	489
Pott HS	308	313	318
Pott EHS	264	264	263
Seminole EHS	117	116	114
<b>Totals</b>	<b>1908</b>	<b>1916</b>	<b>1864</b>

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

MONTH: FEBRUARY 2023 SPONSORING ORGANIZATION: Crossroads Youth/Family

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

LIST EACH FACILITY	# DAYS ENROLLED	PARTICIPATION	# MEALS SERVED PROGRAM CHILDREN		
			BREAKFAST 1ST	LUNCH	SUPPLEMENT
Agra HS	16	17	227	219	189
Chandler					
HS	0	0	0	0	0
EHS	0	0	0	0	0
Davenport HS	16	27	313	313	300
Prague					
HS	16	17	199	219	204
EHS	0	0	0	0	0
Seminole					
HS	16	35	383	381	358
EHS	16	6	10	9	9
Stroud HS	16	17	228	225	209
Wewoka EHS	0	0	0	0	0
<b>TOTALS</b>		<b>119</b>	<b>1360</b>	<b>1366</b>	<b>1269</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: Feb-23

	# MEALS SERVED TO PROGRAM ADULTS		
	Breakfast	1st Lunch	PM Supp
Lm/Sem HS	293	293	154
Lm/Sem EHS	4	4	4
<b>TOTALS</b>	<b>297</b>	<b>297</b>	<b>158</b>

<b>Crossroads Youth &amp; Family Services, Inc.</b>				
<b>Counseling &amp; Emergency Shelter Statistical Summary</b>				
<b>FY 2022 / 2023</b>				
	<b>Month: February 2023</b>	<b>YTD Totals</b>	<b>FY22 Goal</b>	<b>% reached</b>
<b>Counseling Services: (TXIX &amp; SS ONLY)</b>				
# of Counseling Referrals	4	28	100	28%
# of Counseling Assessments (BHOP)	2	22	75	29%
# of Assessment (BHOP) Hours*	4	25.83	150	17%
# of Initial Treatment Plans	0	13	55	24%
# of Initial Treatment Plan Hours	0	10.59	55	19%
# of Treatment Plan Reviews	3	38		
# of Treatment Plan Review Hours	1.34	11.1		
# of Treatment Plan Modifications	0	0		
<b>Client Age at Intake</b>				
0-5 years	0	0		
6-10 years	1	9		
11-14 years	1	7		
15-17 years	0	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	2	21		
Newalla	0	0		
Other	0	0		
<b>Monthly Case Count</b>				
# of Clients Carried Forward (from previous month)	40	N/A		
# of New Clients	2	22		
# of Cases Closed	2	14		
<b>Total # of Clients Served</b>	<b>44</b>	<b>62</b>	<b>130</b>	<b>48%</b>
<b>*Includes Face-to-Face and Non Face-to-Face Hours</b>			<b>FY22 Goal</b>	<b>% reached</b>
# of Individual Sessions	119	1011	2000	51%
# of Individual Therapy Hours	108.51	921.97	1850	50%
# of Families Served in Family Sessions	7	64	75	85%
# of Family Therapy Hours	1.86	23.27	65	36%
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	6	28	45	62%

# of Assessments	6	27	45	60%
# of Assessment Hours	18	79	85	93%
# of Initial Treatment Plans	3	18	30	60%
# of Initial Treatment Plan Hours	4.5	27	45	60%
# of Treatment Plan Reviews	4	26		
# of Treatment Plan Review Hours	4	15		
# of Treatment Plan Modifications	0	0		
Client Age at Intake				
0-5 years	0	0		
6-10 years	0	0		
11-14 years	0	7		
15-17 years	6	19		
18+ years	0	1		
# of Client Intakes by Community				
Moore	0	1		
Lexington	0	0		
Little Axe	0	0		
Noble	0	2		
Norman	6	19		
Newalla	0	1		
Other	0	4		
Monthly Case Count				
# of Clients Carried Forward (from previous month)	19	N/A		
# of New Clients	5	25		
# of Cases Closed	5	17		
<b>Total # of Clients Served</b>	<b>29</b>	<b>37</b>	<b>60</b>	<b>62%</b>
			<b>FY22</b>	<b>%</b>
			<b>Goal</b>	<b>reached</b>
<b>Counseling Services Provided: (CARS)</b>				
# of Individual Sessions	43	303	300	101%
# of Individual Therapy Hours	38.25	268.25	275	98%
# of Families Served: (In Family Sessions)	6	48	50	96%
# of Family Therapy Hours	5.75	44.25	40	111%
Emergency Crisis Counseling Hours	0	0		
# of Community-Based Prevention Groups	0	0		
			<b>FY22</b>	<b>%</b>
			<b>Goal</b>	<b>reached</b>
<b>Psychoeducational Groups: (CARS)</b>				
# of Group Rehab Hours	0	0		
# of Group Therapy Hours	4.5	15		
# of New Participants in Group Therapy	4	6		
			<b>FY22</b>	<b>%</b>
			<b>Goal</b>	<b>reached</b>
<b>Teens and Parents in Partnership (TAPP)</b>				
# of TAPP Referrals	1	18	30	60%
# of Enrollments (Intakes)	3	13	25	52%
Total # of Groups Completed	1	5	12	42%
Total # of Participants Completed	8	33	50	66%
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	4	7	57%
# of Enrollments (Intakes)	0	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	0	30	45	67%
# of Shelter Group Rehab Hours	8	50.75	90	56%
# of DID Classes	2	15	22	68%
# of DID Participants	3	52	200	26%
# of Community-Based Prevention Groups	87	300	250	120%
# of New Clients Served: Community-Based Prevention Groups	54	225	200	113%
<b>Emergency Shelter Services:</b>			<b>FY22 Goal</b>	<b>% reached</b>
# of Shelter Intakes	0	21	50	42%
# of Total Carryovers	7	15		
# of Total Kids Served	7	30	60	50%
# of Total Shelter Care Days	196	1368	1825	75%
# of Kids Attending School	7	27	50	54%
# of Total School Hours	95	570		
# of Kids in Shelter Past 30 Days	0	8		
# of Outings	14	118		
# of Incident Reports	2	18		
# of Grievances	0	0		
# of Structured Recreation Hours	31.5	211	260	81%
<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	2		
Cleveland County	0	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	0	2		

S1. 07/03/22- At approximately 0330 the fire alarm went off. Staff and residents followed protocol.

**ACTION TAKEN:** Staff notified Program Director and detention center as well as disarmed alarm and checked all areas and residents. Director followed up with facilities manager about alarm.

**RECOMMENDATIONS:** None at this time

S2. 07/11/22- At approximately 0330 the fire alarm went off. Staff and residents followed protocol.

**ACTION TAKEN:** Staff notified Program Director and detention center as well as disarmed alarm and checked all areas and residents. Director followed up with facilities manager about alarm.

**RECOMMENDATIONS:** None at this time

S3. 07/29/22- Two female residents got into a physical fight which was separated by staff.

**ACTION TAKEN:** Staff intervened and separated the residents, applied appropriate consequences and contacted OKDHS workers.

**RECOMMENDATIONS:** None at this time

S4. 08/01/22 - A male resident was upset with staff after receiving a consequence of 15 minutes off of electronic games and proceeded to spit in staff's face multiple times.

**ACTION TAKEN:** A witnessing staff walked resident out of the office to de-escalate while the other staff contacted Program Director and OKDHS case worker regarding incident.

**RECOMMENDATIONS:** None at this time

S5. 07/11/22- Two residents were arguing over the TV and when staff intervened one of the female residents got upset and threw the remote to the ground, causing it to shatter into pieces.

**ACTION TAKEN:** Staff notified OKDHS worker regarding behaviors.

**RECOMMENDATIONS:** Speak with a soft and calm tone when addressing residents who are clearly frustrated/upset.

S6. 08/06/22- A female resident became upset after another resident received a charging cord that she wanted. She then began to try and snatch it away from staff and yell out profanities. She also kicked desk in intake office during this process.

**ACTION TAKEN:** Staff did a good job remaining calm and attempting to de-escalate. Staff also notified OKDHS worker of behaviors.

**RECOMMENDATIONS:** None at this time

S7. 08/28/22- A male resident left his wallet in the bathroom after coming from an outing and staff found a vape on top of his wallet.

**ACTION TAKEN:** Staff notified Program Director and OKDHS worker regarding incident. The vape was logged into contraband and staff spoke with resident.

**RECOMMENDATIONS:** Always do security checks and follow outing protocols.

S8. 09/12/22 – A female resident was walking and tripped over area rug, resulting in her falling and hurting her pinky finger on her left hand.

**ACTION TAKEN:** Staff checked on resident and offered ice as well as OTC pain medication. OKDHS case worker was contacted and transported her to Urgent care for medical attention.

**RECOMMENDATIONS:** Removed area rug from in front of exit to backyard.



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

School Readiness Portfolio of Grants | Office of Grants Management

February 22, 2023

*Sent Electronically through HSES Correspondence*

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

Re: Grant No. 06HE000880  
Project Period: 04/01/2021-03/31/2023

Dear Board Chair:

Our records indicate that the above-referenced grant agreement is scheduled to end on **3/31/2023**. In accordance with the terms and conditions of your award, you are required to submit all required final reports for the project period which include the final Federal Financial Report Standard Form (SF) 425 marked as "final" and the Tangible Personal Property Report SF-428 and SF-428B, and if needed, SF-428S.

In accordance with 45 CFR §75.308(d)(2), you can apply for a one-time extension for up to 12 months of the period of performance. The regulation further explains that the recipient must request an extension in writing at least 10 calendar days before the end of the period of performance with supporting reasons and revised period of performance date. The one-time extension may not be exercised merely for the purpose of using unobligated balances.

You must liquidate all obligations incurred under the Federal award no later than **6/29/2023** as specified in the terms and conditions of the Federal award. This deadline may be extended with prior written approval from the HHS awarding agency in accordance with 45 CFR §75.309(b).

You must promptly refund any balances of unobligated cash that the Payment Management System (PMS) paid in advance or paid and that are not authorized to be kept by the agency for use in other projects. See 45 CFR §75.391 for requirements regarding unreturned amounts that become delinquent debts. Since this is the final year of this grant, all funds that are unobligated revert to the U.S. Treasury.

You are reminded that you are responsible for the timely closeout of any subaward(s) and/or contract(s) under the grant and the financial settlement of any claims so that you can meet our closeout requirements. You should establish a receipt date for your subrecipients/contractors to submit closeout data, final reports, and final claims that allows you to meet federal requirements for submission of final reports.

The specified reports and other documents should be submitted **through the respective electronic systems Head Start Enterprise System (HSES), Grants Solutions, Online Data Collection (OLDC) and PMS**:

- 1) Submit the SF- 425, Federal Financial Report, in PMS no later than **6/29/2023**. Please be aware that your final FFR (marked as “final”) must indicate the exact balance of unobligated funds and may not include any unliquidated obligations.  
<https://pms.psc.gov/pms-user-guide/federal-financial-report.html>.
- 2) Submit the SF- 428 and SF-428B, Tangible Personal Property Report, and if needed, SF-428S, as a Grant Note in GrantSolutions no later than **6/29/2023**.  
<https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>.

*Uniform Guidance, Subpart A-Acronyms and Definitions*

*Equipment* means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. See also *Capital assets, Computing devices, General purpose equipment, Information technology systems, Special purpose equipment, and Supplies*.

*Supplies* means all tangible personal property other than those described in Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life. See also *Computing devices and Equipment*.

For acquired property for which you will have no further need, you should request disposition instructions as part of closeout. We also may exercise our right to transfer title of the property to a third party, as provided in 45 CFR §75.320, Equipment and 45 CFR §75.321, Supplies.

[https://www.acf.hhs.gov/tangible-personal-property#book\\_content\\_0](https://www.acf.hhs.gov/tangible-personal-property#book_content_0)

- 3) Submit the final Performance Progress Report (SF-PPR), in GrantSolutions, no later than **6/29/2023**. The instructions to access the submission portal are located at:  
<https://www.grantsolutions.gov/support/pdf/Grant%20Recipient%20Process%20Performance%20Progress%20Report.pdf>

The form and instructions are located at:

[https://www.acf.hhs.gov/sites/default/files/documents/acf\\_ogm\\_ppr\\_new\\_exp\\_date\\_113022\\_0.pdf](https://www.acf.hhs.gov/sites/default/files/documents/acf_ogm_ppr_new_exp_date_113022_0.pdf)

- 4) Although there is no separate requirement for real property as part of closeout, you must ensure that the SF-429-A, Real Property Status Reports (General Reporting) is submitted

in OLDC to report real property status on real property acquired (i.e., purchased or constructed) in whole or in part under Federal Notice of Awards. This includes real property that was improved through a major renovation activity using Federal funds and real property that was donated to a Federal project in the form of a match or cost share donation. This report is to be used for awards that established a Federal Interest on real property. <https://www.grantsolutions.gov/support/public/pdf/SF429AGranteeGuide.pdf>

For acquired property for which you will have no further need, you should request disposition instructions as part of closeout using the SF-429-C, Real Property Status Report (Disposition or Encumbrance Request.) We also may exercise our right to transfer title of the property to a third party, as provided in 45 CFR 75.318, Real Property.

<https://www.grantsolutions.gov/support/public/pdf/SF429CGranteeGuide.pdf>

*Head Start Performance Standards, Part 1305.2 Terms*

*Federal interest* is a property right which secures the right of the federal awarding agency to recover the current fair market value of its percentage of participation in the cost of the facility in the event the facility is no longer used for Head Start purposes by the grantee or upon the disposition of the property. When a grantee uses Head Start funds to purchase, construct or renovate a facility, or make mortgage payments, it creates a federal interest. The federal interest includes any portion of the cost of purchase, construction, or renovation contributed by or for the entity, or a related donor organization, to satisfy a matching requirement.

*Repair* means maintenance that is necessary to keep a Head Start facility in working condition. Repairs do not add significant value to the property or extend its useful life.

*Minor renovation* means improvements to facilities, which do not meet the definition of major renovation.

*Major renovation* means any individual or collection renovation that has a cost equal to or exceeding \$250,000. It excludes minor renovations and repairs except when they are included in a purchase application.

*Uniform Guidance, Subpart D-Post Federal Award Requirement*

*Maintenance and repair costs* are costs incurred for utilities, insurance, security, necessary maintenance, janitorial services, repair, or upkeep of buildings and equipment (including Federal property unless otherwise provided for) which neither add to the permanent value of the property nor appreciably prolong its intended life, but keep it in an efficient operating condition, are allowable. *Costs incurred for improvements which add to the permanent value of the buildings and equipment or appreciably prolong their intended life must be treated as capital expenditures* (see §75.439).

- 5) Although there is no separate requirement for an audit as part of closeout, you are reminded that you are required to comply with the audit requirements of 45 CFR §75.501. A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

*Single audit.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with §75.514 except when it elects to have a program-specific audit.

*Program-specific audit election.* When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with §75.507. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.

- 6) **Balloon Payments:** you must submit a list of any financing that is wholly or partially funded with Head Start or Early Head start funds that has a balloon payment through the Correspondence Tab in HSES due **30 days from the date of this letter.**
- 7) **Debt Service:** you must submit a list of all financing that is wholly or partially funded with Head Start or Early Head start funds through the Correspondence Tab in HSES due **30 days from the date of this letter.**

Submission to any other office or official will result in your reports being considered delinquent. Following receipt of your reports, we will review them and advise you of their acceptability or any need for revision. If you anticipate not being able to meet the above time frames or requirements, you must immediately notify your Grants Management Specialist through the Correspondence Tab in HSES.

Sincerely,



Jennifer Curtiss  
Grants Management Officer  
Office of Grants Management -  
School Readiness Portfolio of Grants



cc: Ms. Wendy D Swatek MPA, Executive Director  
Mr. John Griffith CPA, Chief Financial Officer  
Ms. Terrie Vicknair BS, Program Director



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

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

**From:** OHS Enrollment ([ohs.enrollment@acf.hhs.gov](mailto:ohs.enrollment@acf.hhs.gov))

**Grant Number:** 06CH010830

**Grantee Name:** Crossroads Youth & Family Services, Inc.

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

Re: Grant No. 06CH010830

Dear Ms. Lori Thrower,

This letter is in reference to the *Initial Underenrollment Letter* sent on Tuesday, January 31, 2023. The letter informed you that Crossroads Youth & Family Services, Inc. was underenrolled and would be given 12 months, commencing 10 days following the date of the letter, to attain at least 97 percent enrollment, as described in Section 641A(h)(5) of the Head Start Act. However, the 12-month period end date provided in the letter was inaccurately calculated due to a system error. The actual date in which the 12-month period will conclude will be no later than 02/10/2024. Please note this date for your records.

All other information in the *Initial Underenrollment Letter* remains effective. We look forward to continuing to work with you as you evaluate your community, plan strategically, and implement your plan to reach full enrollment.

Please direct any questions regarding this correspondence to your assigned Program Specialist.

Sincerely,  
/Kenneth Gilbert/

Kenneth Gilbert  
Regional Program Manager  
Office of Head Start, Region 06

**Attachments:** None

Please login to HSES (<https://hses.ohs.acf.hhs.gov/>) to view and respond.

To be able to log in and respond to a message in HSES under the Correspondence tab, you will need an account. If you do not yet have one, please contact the HSES Help Desk to obtain a user ID and password.



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

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

**From:** OHS Enrollment ([ohs.enrollment@acf.hhs.gov](mailto:ohs.enrollment@acf.hhs.gov))

**Grant Number:** 06CH012176

**Grantee Name:** Crossroads Youth & Family Services, Inc.

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

Re: Grant No. 06CH012176

Dear Ms. Lori Thrower,

This letter is in reference to the *Initial Underenrollment Letter* sent on Tuesday, January 31, 2023. The letter informed you that Crossroads Youth & Family Services, Inc. was underenrolled and would be given 12 months, commencing 10 days following the date of the letter, to attain at least 97 percent enrollment, as described in Section 641A(h)(5) of the Head Start Act. However, the 12-month period end date provided in the letter was inaccurately calculated due to a system error. The actual date in which the 12-month period will conclude will be no later than 02/10/2024. Please note this date for your records.

All other information in the *Initial Underenrollment Letter* remains effective. We look forward to continuing to work with you as you evaluate your community, plan strategically, and implement your plan to reach full enrollment.

Please direct any questions regarding this correspondence to your assigned Program Specialist.

Sincerely,  
/Kenneth Gilbert/

Kenneth Gilbert  
Regional Program Manager  
Office of Head Start, Region 06

**Attachments:** None

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March 02, 2023

Crossroads Youth & Family Services, Inc.

Re: Grant No. 06CH010830

**Dear Head Start Grant Recipient:**

The Office of Head Start (OHS) has determined that your program is currently eligible for a non-competitive five year grant award to operate the Head Start program. This new award will be issued at the completion of your current project. If the current grant ends on a date that does not align with the annual funding month, please contact the Regional Office to learn about the available options to accommodate such alignment.

Should your program meet one of the conditions specified under 45 CFR Part 1304.11 prior to your new award, your agency must report to your Regional Office using HSES Correspondence within 10 working days of occurrence. If OHS determines that your agency has met one of the conditions under 45 CFR Part 1304.11 prior to award, your designation will change and you will receive notice that your organization will instead be required to compete for funding.

You must file a complete Form SF-429 with Attachment A (Real Property Status Report) to establish the existence of property subject to a federal interest for which your organization (or a delegate agency) holds title prior to award and must be filed even if such property does not exist.

Thank you for your continued work on behalf of children and families. Please direct questions to your Regional Office.

Sincerely,

/Shawna Pinckney/

Shawna Pinckney  
Acting Deputy Director  
Office of Head Start

**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



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

February  
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



ADMINISTRATION FOR  
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March 08, 2023

**Grant No. 06CH010830**

**Dear Head Start Grant Recipient:**

The Consolidated Appropriations Act, 2023, contains an increase for Head Start of \$960 million over the Fiscal Year (FY) 2022 level. This includes a cost-of-living adjustment (COLA) of \$596 million and a \$262 million Quality Improvement investment. The COLA supports a 5.60 percent adjustment above FY 2022 funding levels to increase the pay scales of Head Start and Early Head Start staff, including vacant positions, fringe benefits, and to offset higher operating costs. Quality Improvement funds are allocated proportionately based on federal funded enrollment levels, with additional adjustments given to smaller grant recipients to allow for a meaningful investment, as permitted by the Act.

The following table reflects the COLA and Quality Improvement increases available for FY 2023.

<b>Funding Type</b>	<b>Head Start</b>	<b>Early Head Start</b>
Cost-of-Living Adjustment (COLA)	\$317,203	\$335,017
Quality Improvement (QI)	\$168,397	\$143,365
<b>Total Funding</b>		<b>\$963,982</b>

Please note, these permanent increases are effective at the start of the FY 2023 budget period and are retroactive if this period has already commenced. Allocations are subject to adjustment if changes are made to annual funding/enrollment levels. Applicable to recipients operating both a Head Start and Early Head Start program, allocations for each funding type by program **must** be budgeted accordingly in application submissions.

**Application Submission Requirements**

The supplemental application is due **April 21, 2023** (except for recipients that have yet to submit their FY 2023 Non-Competing New (NCN) or Non-Competing Continuation (NCC) application. In these instances, the due date for COLA and Quality Improvement funds will be the due date for the NCN or NCC application) and must be submitted in the Head Start Enterprise System (HSES). To apply, please select the **Financials** tab, **Grant Application** tab, **Fiscal Year 2023**, and add the **'Supplement – COLA and Quality Improvement'** amendment type. No other supplemental application type will be accepted for this funding opportunity.

Recipients that have not yet submitted their FY 2023 NCN or NCC application may include their COLA and Quality Improvement allocations in the annual application. If included, the NCN or NCC must contain separate project narratives and budget justifications for COLA and Quality Improvement as outlined in guidance described later in this notice. All supporting documentation for COLA and Quality Improvement must be clearly identified and uploaded in the 'Application and Budget Justification Narrative' folder under the 'Documents' tab within the NCN or NCC.

For additional information on the allowable uses of COLA and Quality Improvement funding, refer to Program Instruction ACF-PI-HS-23-02.

### Contents of 'Supplement – COLA and Quality Improvement' Application

Applications must include separate project narratives and detailed budget justifications for each funding type, COLA and Quality Improvement, and by program, Head Start and/or Early Head Start. Each narrative must use 12-point font, and not exceed 10 pages. All narratives, budget justifications, and other supporting documentation must be uploaded into respective folders within the **Documents** tab of the application.

For COLA, the following must be demonstrated:

- A permanent increase of no less than the required 5.6 percent adjustment to the pay scale for each Head Start/Early Head Start position, including current employees and unfilled vacancies subject to the provisions of Sections 653 and 640(j) of the Head Start Act;
- A rationale and supporting documentation detailing agency policies and procedures if a position is receiving less than the required COLA percentage or differential COLA increases;
- The provision of a no less than 5.6 percent increase to all delegate agencies and partners or justification if less than the required percentage or differential increases are provided to delegate agencies and partners;
- Written confirmation that increases will be applied retroactively to the start of the FY 2023 budget period with a description of how funds will be distributed to affected employees, if applicable;
- The planned uses for any portion of the COLA funds to offset higher operating costs, once the 5.6 percent increase is provided to all staff, delegates and partners.

For Quality Improvement, the following must be demonstrated:

- Investments are consistent with Sec. 640(a)(5) of the Act (except programs are not bound by the requirements that at least 50 percent of the funds be used for staff compensation or that no more than 10 percent of funds be used on transportation. For more information on allowable activities as outlined in the Act, please see Attachment A);
- Investments made in Quality Improvement should be ongoing; description and written confirmation that funds will be used for ongoing purposes consistent with Section 640(a)(5) of the Act;
- If funds are used for staff wages, written confirmation that increases will be applied retroactively to the start of the FY 2023 budget period with a description of how funds will be distributed to all affected employees.
- If funds are used for one-time activities in the FY 2023 budget period, describe plans for how the funds will be allocated in the subsequent budget period.

Recipients are strongly encouraged to commit to sustained quality improvement investments, such as further increasing wages of Head Start/Early Head Start educational staff. However, grant recipients have the flexibility to use these funds to support the greatest local needs, consistent with Section 640(a)(5) of the Act.

### **Declination of Funds**

If any portion of the funding identified above will not be requested, a statement regarding this decision must be submitted through HSES Correspondence no later than the date the application is due. The subject line of the HSES Correspondence should read –"[recipient grant number] [recipient name] –declination of [all or portion] COLA/QI funds". As a reminder, these funds are permanent increases to the Head Start and Early Head Start base funding levels. A declination of any portion of the funds may impact budgets for subsequent years.

### **Application's Budget Tab Requirements**

Data entered on the **Budget** tab within the application populates the SF-424A. Funding for both, COLA and Quality Improvement, must be included and within the appropriate program, Head Start or Early Head Start.

### **Non-Federal Match**

The budget and detailed budget justification must include each source of non-federal match, including estimated amount per source and the valuation methodology. Flexibilities continue for waiver requests of the non-federal match requirement through the public health emergency due to the COVID-19 pandemic. If a non-federal match waiver is being request, a value of \$0 must be entered in Section C of the SF-424A of the application. No additional justification is required, and the issuance of a notice of award constitutes approval of the request.

### **Supporting Documents**

Signed statements of the Governing Body and Policy Council Chairs along with Governing Body and Policy Council minutes documenting each group's participation in the development and approval of the application must be provided. Through the public health emergency, at a minimum a statement confirming approval by Governing Body and Policy Council members available for contact will be accepted.

Upon expiration of the public health emergency, flexibilities for application requirements including requests for non-federal match waivers and Governing Body and Policy Council approvals will no longer be in effect. Applications submitted after the expiration must meet the full requirements.

The application must be submitted on behalf of the Authorizing Official registered in the HSES. **Incomplete applications will not be processed.**

Please ensure the application contains all of the required information. For questions or assistance, 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 214-767-6235 or [adam.lincourt@acf.hhs.gov](mailto:adam.lincourt@acf.hhs.gov).

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

Grant recipients encountering program improvement needs that cannot be supported by the agency budgets or other resources are invited to apply for one-time funding. This funding must be applied for separately through the appropriate supplemental amendment type in HSES. Program Improvement requests generally include but not limited to facility projects (construction, purchase, or major renovations requiring 1303 applications or minor repairs and enhancements), are prioritized and, issued funding subject to the availability of funds. If a program improvement request is submitted, please allow for additional time for a final decision. For questions regarding program improvement needs and requests, please contact the regional office.

For technical assistance in preparing the application, please contact the HSES Help Desk at [help@hsesinfo.org](mailto:help@hsesinfo.org) or 1-866-771-4737.

Sincerely,  
The Office of Head Start

## Attachment A

### Allowable Uses of Quality Improvement Funds as Specified in the Head Start Act

1. To improve the compensation (including benefits) of educational personnel, family service workers, and child counselors, as described in Sections 644(a) and 653 of the Head Start Act, in the manner determined by the Head Start agencies (including Early Head Start agencies) involved, to support the following —
  - ensure that compensation is adequate to attract and retain qualified staff for the programs involved in order to enhance program quality;
  - improve staff qualifications and assist with the implementation of career development programs for staff that support ongoing improvement of their skills and expertise; and
  - provide education and professional development to enable teachers to be fully competent to meet the professional standards established under Sec. 648A(a)(1) of the Act, including—
    - providing assistance to complete postsecondary course work;
    - improving the qualifications and skills of educational personnel to become certified and licensed as bilingual education teachers, or as teachers of English as a second language; and
    - improving the qualifications and skills of educational personnel to teach and provide services to children with disabilities
2. To support staff training, child counseling, and other services necessary to address the challenges of children from immigrant, refugee, and asylee families; homeless children; children in foster care; children with limited English proficiency; children of migrant or seasonal farmworker families; children from families in crisis; children referred to Head Start programs (including Early Head Start programs) by child welfare agencies; and children who are exposed to chronic violence or substance abuse.
3. To ensure that the physical environments of Head Start programs are conducive to providing effective program services to children and families, and are accessible to children with disabilities and other individuals with disabilities.
4. To employ additional qualified classroom staff to reduce the child-to-teacher ratio in the classroom and additional qualified family service workers to reduce the family-to-staff ratio for those workers.
5. To ensure that Head Start programs have qualified staff that promote the language skills and literacy growth of children and that provide children with a variety of skills that have been identified, through scientifically based reading research, as predictive of later reading achievement.
6. To increase hours of program operation, including the following —
  - conversion of part-day programs to full-working day programs; and
  - increasing the number of weeks of operation in a calendar year.
7. To improve community wide strategic planning and needs assessments for Head Start programs and collaboration efforts for such programs, including outreach to children described in no. 2 above.
8. To transport children in Head Start programs safely.
9. To improve the compensation and benefits of staff of Head Start agencies, in order to improve the quality of Head Start programs.



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

March 10, 2023

Grant No. 06CH012176

**Dear Head Start Grant Recipient:**

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The following table reflects the COLA and Quality Improvement increases available for FY 2023.

Funding Type	Head Start	Early Head Start
Cost-of-Living Adjustment (COLA)	\$62,450	\$29,926
Quality Improvement (QI)	\$33,679	\$13,493
<b>Total Funding</b>		<b>\$139,548</b>

Please note, these permanent increases are effective at the start of the FY 2023 budget period and are retroactive if this period has already commenced. Allocations are subject to adjustment if changes are made to annual funding/enrollment levels. Applicable to recipients operating both a Head Start and Early Head Start program, allocations for each funding type by program **must** be budgeted accordingly in application submissions.

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Sincerely,  
The Office of Head Start



## Attachment A

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  - provide education and professional development to enable teachers to be fully competent to meet the professional standards established under Sec. 648A(a)(1) of the Act, including—
    - providing assistance to complete postsecondary course work;
    - improving the qualifications and skills of educational personnel to become certified and licensed as bilingual education teachers, or as teachers of English as a second language; and
    - improving the qualifications and skills of educational personnel to teach and provide services to children with disabilities
2. To support staff training, child counseling, and other services necessary to address the challenges of children from immigrant, refugee, and asylee families; homeless children; children in foster care; children with limited English proficiency; children of migrant or seasonal farmworker families; children from families in crisis; children referred to Head Start programs (including Early Head Start programs) by child welfare agencies; and children who are exposed to chronic violence or substance abuse.
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  - conversion of part-day programs to full-working day programs; and
  - increasing the number of weeks of operation in a calendar year.
7. To improve community wide strategic planning and needs assessments for Head Start programs and collaboration efforts for such programs, including outreach to children described in no. 2 above.
8. To transport children in Head Start programs safely.
9. To improve the compensation and benefits of staff of Head Start agencies, in order to improve the quality of Head Start programs.