



**COMMUNITY ACTION OF SOUTH EASTERN WV  
HEAD START / EARLY HEAD START /EHS CHILD CARE  
ANNUAL REPORT TO THE PUBLIC – 2016**

**CASE WV**

**Oraetta Kennedy Hubbard**

Head Start/Early Head Start  
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**ANNUAL REPORT TO THE PUBLIC  
2016**

Purpose: As a Head Start / Early Head Start Agency we are required by the Head Start Act, Section 644 to make available to the public an annual report disclosing certain information from the most recently concluded fiscal year. The report will never disclose personally identifiable information about an individual child, parent, or staff member.

**(A) Total public and private funds received from each source:**

U.S. Dept. of Health and Human Services:  
U.S. Dept. of Agriculture (via WV Dept. of Ed.)  
Mercer County Board of Education

**(B) Federal Budgetary Expenditures for 05/01/2015 – 04/30/2016. Expenditures through 12/31/15.**

**The Early Head Start Child Care Partnership Grant began 01/01/2015 and concludes June 30, 2016.**

Line Item	Head Start/Early Head Start	EHS-Child Care	
Personnel	1018379	258568	
Fringe	262107	27012	
Travel	1117	931	
Equipment Purchase	40000		
Supplies	74199	66383	
Contractual	13730	201500	
Other	264244	6867	
Indirect	97345	26915	
<b>Total Federal</b>	<b>1771121</b>	<b>574442</b>	
<b>Non-Federal</b>	<b>582603</b>		
<b>Grand Total</b>	<b>2353724</b>	<b>574442</b>	

**Proposed Budget for 05/01/16 – 04/30/17**

Line Item	Head Start	Early Head Start	EHS-Child Care
Personnel	\$ 1124163	\$ 557496	\$ 391470
Fringe	\$ 544737	\$ 166242	\$ 137248
Travel	\$ 3520	\$ 2000	\$ 6000
Equipment Purchase	\$ 40000		\$
Supplies	\$ 37765	\$ 49930	\$ 36000
Contractual	\$ 16000	\$ 7000	\$ 493420
Other	\$ 319848	\$ 92671	\$ 411531
Indirect	\$ 213447	\$ 94086	\$ 68298
<b>Total Federal</b>	<b>\$ 2299480</b>	<b>\$ 969425</b>	<b>\$ 1543967</b>
<b>Non-Federal</b>	<b>\$ 582603</b>	<b>\$ 242356</b>	<b>\$ 385992</b>
<b>Grand Total</b>	<b>\$ 2882083</b>	<b>\$ 1211781</b>	<b>\$ 1929959</b>

**(C) Total number of children and families served: 445**

**Average monthly enrollment (percentage): 100%**

**(D) Results of the most recent financial audit:**

Independent Audit Firm: Trainer, Wright & Paterno  
 218 13<sup>th</sup> Street  
 PO Box 2608  
 Huntington, WV 25726

**Summary of Audit Results**

The following page is the Summary of Audit Results, reference pages 35-36:

1. We have issued an unqualified opinion on the financial statements of Community Action of South Eastern West Virginia, Inc.
2. No deficiencies relating to the audit of financial statements is reported in the the “Internal Auditor’s Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance to “Generally Accepted Auditing Standards.”
3. No instances of noncompliance material to the financial statements of Community Action of South Eastern West Virginia, Inc. were disclosed during the audit.
4. No deficiencies relating to the audit of the major federal and state award programs are reported in the “Independent Auditor’s Report of Compliance with Requirements Applicable to Each

major Program and on Internal Control Over Compliance in Accordance with OMB Circular A-133.

5. The independent auditor's report on compliance for the major federal award programs expresses an unqualified opinion.
6. Audit findings relative to the major federal award programs for Community of South Eastern West Virginia, Inc. are reported in Part C of this schedule.
7. The programs tested as a major program were:

Head Start	93.600
Home Investment Partnership Program	14.239
Low-Income Home Energy Assistance Program	93.568
Medical Assistance Program	93.778
Supportive Services for Veterans Families	64.033

8. The threshold for distinguishing Types A and B programs was \$300,000.
9. The Organization qualified as a high-risk auditee due to the requirements within OMB Circular A-133 and the Organization having audit findings within the last two fiscal years.

B. Findings related to the Financial Statement in Accordance with Generally Accepted Auditing Standards:

None

C. Federal Award Findings and Questioned Costs:

None

**(E) Percentage of enrolled children that received medical and dental exams:**

Medical: 98%

Dental: 95%

**(F) Parent Engagement activities:**

CASE WV Head Start/Early Head Start's vision for parent engagement is to create and sustain an environment of partnership and collaboration across all elements of the Head Start/Early Head Start program which: (1) supports parents as primary educators, nurturers, and advocates; (2) assures that every parent has an opportunity for a positive experience in head Start/Early Head Start, thereby offering a supportive environment for each family; and (3) assures the Policy Council is made-up of at least 51% parents, which is the foundation of Head Start/ Early Head Start's unique success.

This is accomplished through the implementation of policies and procedures which support the successful transition of children into or from Head Start/ Early Head Start including the active engagement of parents in the process. In addition, we develop and maintain collaborative partnerships with community agencies/organizations and individuals. We work to influence community planning, resource development and service delivery for maximum positive impact on Head Start/Early Head Start families through the use of the Parent, Family and Community Engagement Framework. Finally, we collaborate with families to develop and maintain positive interactions, providing opportunities for partnerships between families and staff to achieve positive outcomes for children and families and establishing School Readiness Goals.

All service areas of Head Start/Early Head Start staff have and will continue to be fully immersed in the Parent, Family, and Community Engagement Framework. Our program understands that, to fully support the well-being of children and families, PFCE practices will be incorporated into all aspects of Head Start/Early Head Start organization. In addition, our program has made great strides in engaging dads in our Fatherhood Initiative, with a robust Fatherhood Committee. Parent activities are structured to enhance family engagement outcomes: family well-being, parent-child relationships, families as lifelong educators, families as learners, family engagement in transitions, connections to peers and community, and families as advocates and leaders.

**(G) School Readiness:**

CASE WV Head Start/Early Head Start program is systematically and consistently focused on school readiness outcomes and other outcomes on which school readiness depends. This will be guided by data collection and analysis, with collective ownership fo results for children and families, as well as a culture of innovation and improvement for reaching goals in a variety of individual ways. To ensure each child's school readiness, CASE WV Head Start/Early head Start will increase child outcomes and family well-being. There are six (6) strategies to our School Readiness Plan:

### **Strategy #1: Approaches to Learning**

Children will demonstrate increased interest in engaging with and exploring their surroundings by utilizing their inquisitiveness, reasoning, and problem-solving skills across environments.

### **Strategy #2: Cognitive & General Knowledge**

Children will demonstrate the ability to investigate specific questions, through the use of observation, manipulation, prediction, hypotheses, and various research methods to gain a deeper understanding of their surroundings.

### **Strategy #3: Physical Development & Health**

Children will demonstrate their maximum potential for physical well-being as it relates to fine and gross motor development and habits to support a healthy lifestyle.

### **Strategy #4: Social & Emotional**

Children will demonstrate the ability to engage in positive adult/child and peer-to-peer relationships and interactions by increasing self-awareness of emotions and self-regulation of behavior.

### **Strategy #5: Language & Literacy**

Children will demonstrate and understanding of their surroundings through the development of expressive and receptive language, increased vocabulary, conversational skills, and print awareness across environments.

### **Strategy #6: Family Engagement**

Increase family knowledge and skills utilizing the Parent, Family, and Community Engagement Framework.

CASE WV Head Start/Early Head Start promotes school readiness by enhancing the social, cognitive, physical, and health development of children through the provision of educational, health, nutritional, social, and other services to enrolled children and families. The program uses an individualized, family focused approach to provide comprehensive child development services. The program has established school readiness goals based on a data driven analysis that is completed after each assessment period to ensure high quality, comprehensive services to children and families.

Each teaching team uses data gathered from developmental screenings, ongoing observation, and assessment with guidance from the Head Start Child Development Early Learning Framework and the Creative Curriculum for Preschoolers Fifth Edition to plan for and individualize the educational approach for all children. The program uses the West Virginia Early Learning Scale, based on the West Virginia Early Learning Standards Framework, to measure each child's progress and to plan an individualized educational approach accordingly. Observation and documentation is ongoing; and, assessment of developmental progress is recorded at three critical junctures during the year. Teachers also keep a developmental portfolio of each child's work that includes samples from the five developmental domains.

CASE WV Head Start/Early Head Start utilizes multiple sources of information for each child's social emotional development and behavior, including input from family members, teachers, and other relevant staff who are familiar with the child's typical behavior for the following purpose:

- Discuss and anticipate children's behavior and social emotional development, including separation and attachment issues;
- Identify appropriate responses to children's behaviors;
- Discuss how to strengthen nurturing, supportive environments and relationships;
- Help parents to better understand mental health issues;
- Support parent's participation in any needed mental health interventions.

CASE WV staff and families work together, identifying each child's nutritional needs, including those with special dietary needs and children with disabilities. In collaboration with each child's parents, teachers, and other relevant staff, we perform or obtain age appropriate screenings on the child. These screening procedures are also used to/for early identification or concerns regarding a child's developmental, sensory, behavioral, motor, language, social, cognitive, perceptual and emotional skills. After concerns are identified we consult with parents immediately and assist parents to be active in their child's health care.

Quarterly management meetings including Education Services, Facilities, Family Services, Health Services, mental Health and Disabilities, Nutrition, and Transportation focus on the data analysis process. Each service area provides results of any applicable monitoring, screenings, assessments, and other crucial information. As a team, the data is evaluated through a school readiness lens. Strategic program planning occurs and is integrated into the Continuous Quality Improvement (CQI) Plan. Programmatic changes are made as a result of strategies derived from the CQI to promote school readiness for children and families.

**January, 2016**