

United Community Action Program Inc.  
Head Start /Early Head Start

# Annual Report

Program Year 2018-2019



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# Head Start

## Our Mission:

To educate and assist disadvantaged young children and their families to be prepared for kindergarten and life.

## Our Vision:

To provide a dynamic and exciting environment that inspires children and families to love to learn and to respect and protect healthy, meaningful relationships.

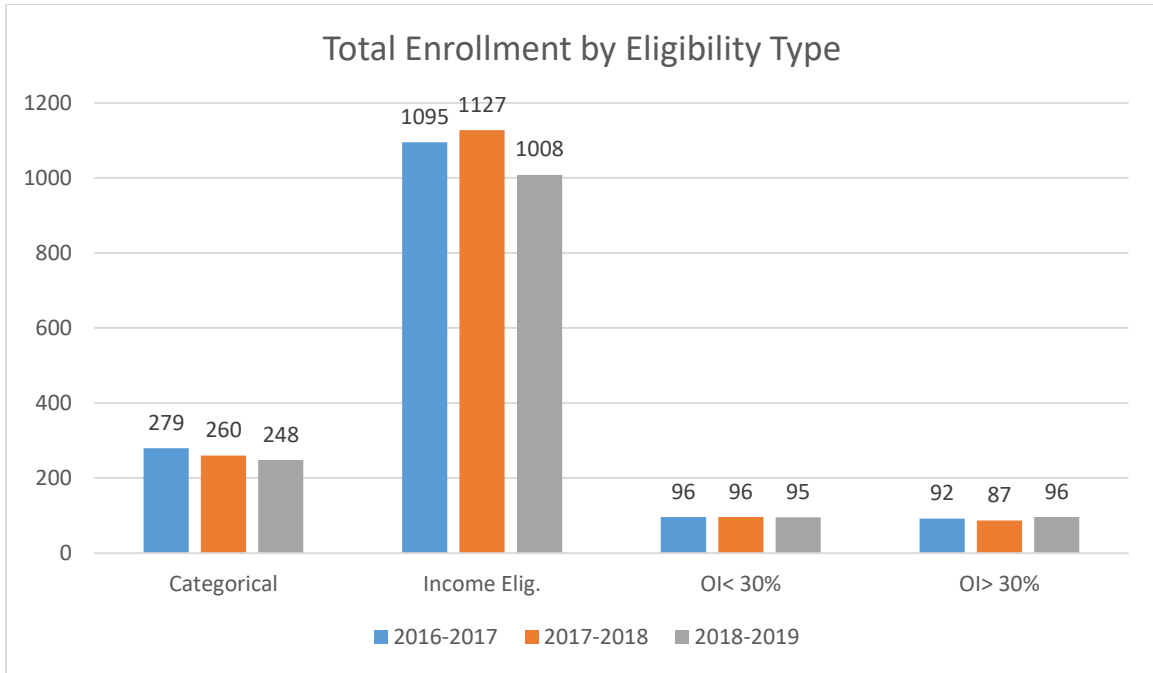
## Those We Served:

During our past program year, from July 1, 2018 through June 30, 2019, we accomplished much. We were funded to serve 887 Head Start Children (3 & 4 year-olds) and 316 Early Head Start Children (0 to 3 year-olds) and Pregnant Women, a total of 1,203. Our staff, parents, Board of Directors, Policy Council, and children have worked hard to reach our goals. We are proud to briefly share some of our accomplishments with you.

However, even as we look back at our accomplishments, we eagerly anticipate the achievements of the year ahead, striving to make tomorrow even better than yesterday.

### Number of children and pregnant women served.

	Year 2017	Year 2018	Year 2019
Children and Pregnant Women	1597	1,581	1447
Head Start children	1009	1004	916
Early Head Start children	518	527	468
Pregnant Women	70	50	63



86.8% of enrolled children and pregnant women qualified as categorically or income eligible. Only 6.5% of those enrolled qualified as above poverty but less than 130% of poverty income well below the federally allowable 35%. Only 6.6% of total enrollment were 130% and above the poverty income, below the Office of Head Start’s federal allowable 10%. Most of the over income were enrolled in the Head Start program.

### Enrollment

At the first of the program year United’s Head Start funded enrollment was 887. The first six months of the year the average monthly enrollment was 87.25 % of funded putting us in a chronically under-enrolled status which resulted in a reduction of funded enrollment to 819 beginning February 2019.

Since February we needed to maintain at least a 97% of funded monthly enrollment and for the remainder of the 2019 school term we maintained the 97% monthly enrollment percentage. Early Head Start funded enrollment was 288 infants and toddlers and 28 pregnant women for a total of 316.

**Average monthly enrollment as a percentage of funded.**

- Head Start had an average enrollment of 91.18%; which is a 1.75% decrease from last year
- Early Head Start had an average enrollment of 98.6%; which is a 1.4% decrease from last year

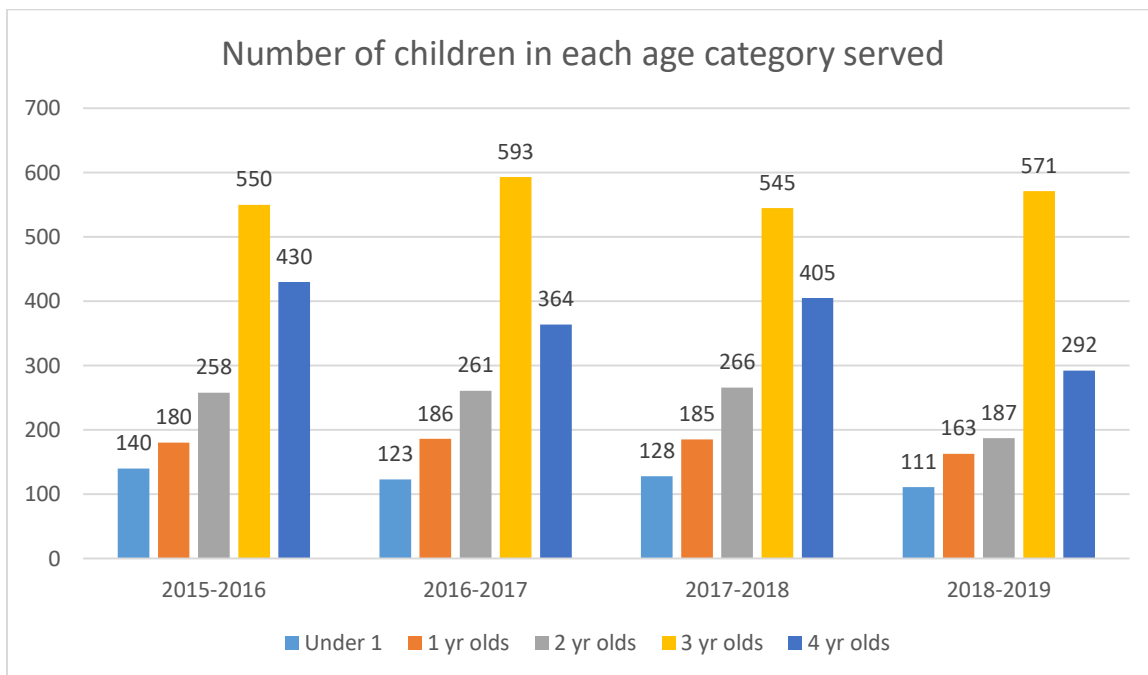
During the program year, we served more than 127% of our funded enrollment, a 4% decrease from last year.

United operated 36 EHS classrooms and 49 HS classroom of which only 4 were double sessions or 8.1% of the Head Start classrooms.

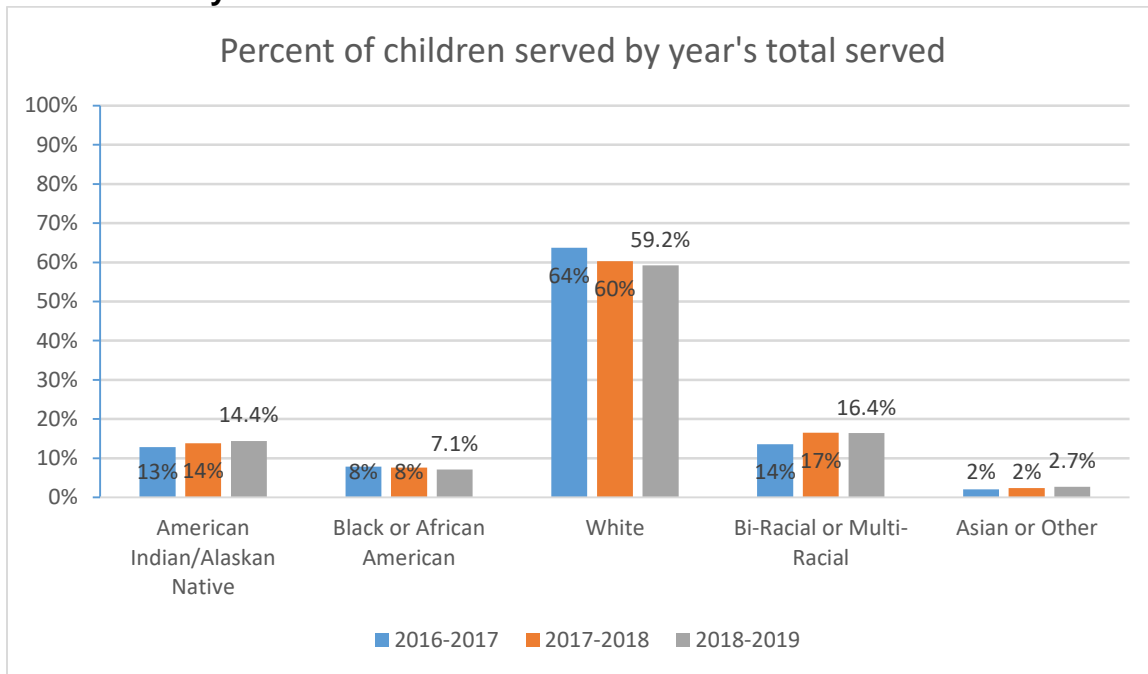
106 slots or 11.9% of the enrollment slots were in a public school collaboration environment which is a decrease of 32 slots from last year.

Our community assessment update shows us that most families need full-day HS services and the families of young children are moving to the larger communities to find employment and resources. The public schools are now serving most of the pre-K children in our service area. Eligible families are seeking services for the infant, toddler, twos and threes.

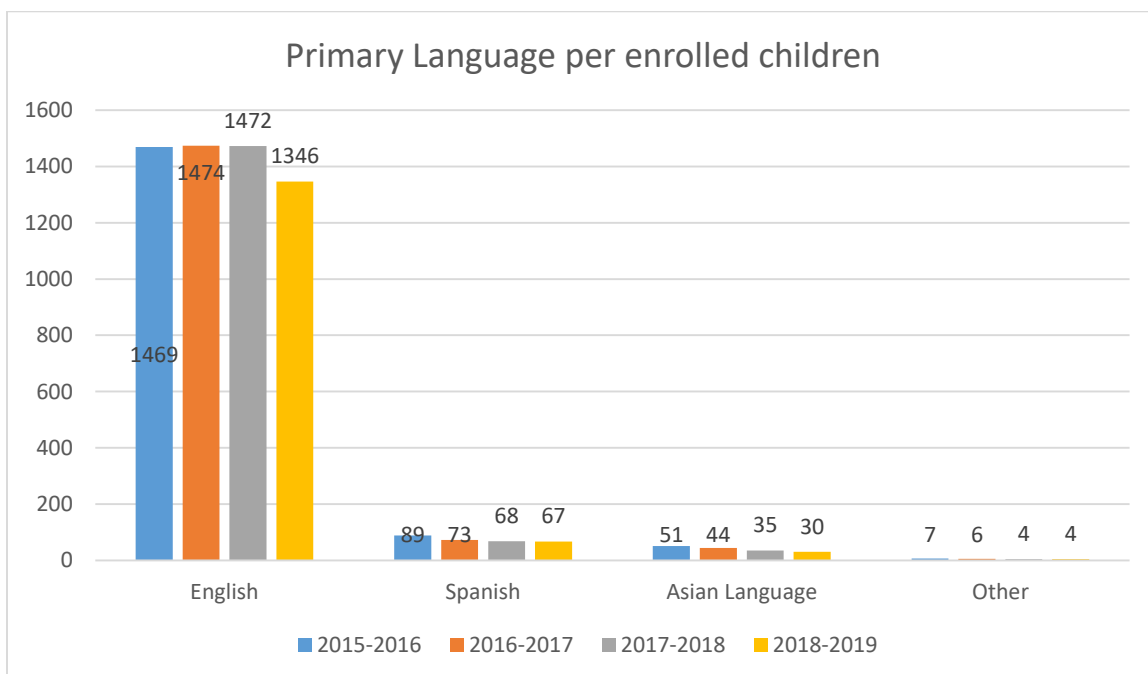
**Age**



## Race/Ethnicity



## Primary Language



## School Readiness

### Services to children with Disabilities

The federal mandate is to serve 10% of funded slots with children with disabilities.

11.7% of total accumulated enrolled children and 14.4% of funded slots were of children who were enrolled and determined eligible and received disability services. Well over the 10% mandate.

## Kindergarten preparation efforts

United sets school readiness goals which align with the Head Start Child Development and Early Learning Framework and represent the five essential domains of the inner wheel. United's school readiness goals align with the State of Oklahoma's 4-year-old pass skills and the Oklahoma Early Learning Guidelines for birth through five as well. Through discussion with local Elementary school administration and Early Childhood teachers we have determined that these goals align with the expectations of the schools the children will be attending.

The school readiness goals also correlate with the written curriculum that we follow, HighScope Curriculum and the online assessment called CORAdvantage since 2018. The teachers utilize the web-based tool to enter observations, plan each child's individualized activities, and prepare lesson plans. There are also several tools that the teacher can use to help in the lesson planning process and make sure that they are capturing observations in the different dimensions.

To determine the baseline of children's individual needs; teachers use ASQ-3 developmental screening tool at the child's initial enrollment, typically at the beginning of the year. The teachers begin planning to provide activities that provide opportunities to observe all the children in the different domains utilizing CORAdvantage to help steer them in their planning process of determining each child's individual goals and to select appropriate activities for the classroom and those to send home in the school readiness packets each month based on the children's readiness to learn and interest. United CAP Head Start has a School Readiness Goal that 90% of our children will reach their expected age group learning targets for each domain.

The teachers input observations on individual children each day and must have observations for each child in each key indicator during each checkpoint. There are three checkpoints for Head Start; Fall, Winter and Spring and the Early Head Start has an additional summer checkpoint. The classroom, center and program aggregation is done periodically and at the checkpoints intervals. The parent receives their individual child's report during the Parent Teacher conferences.

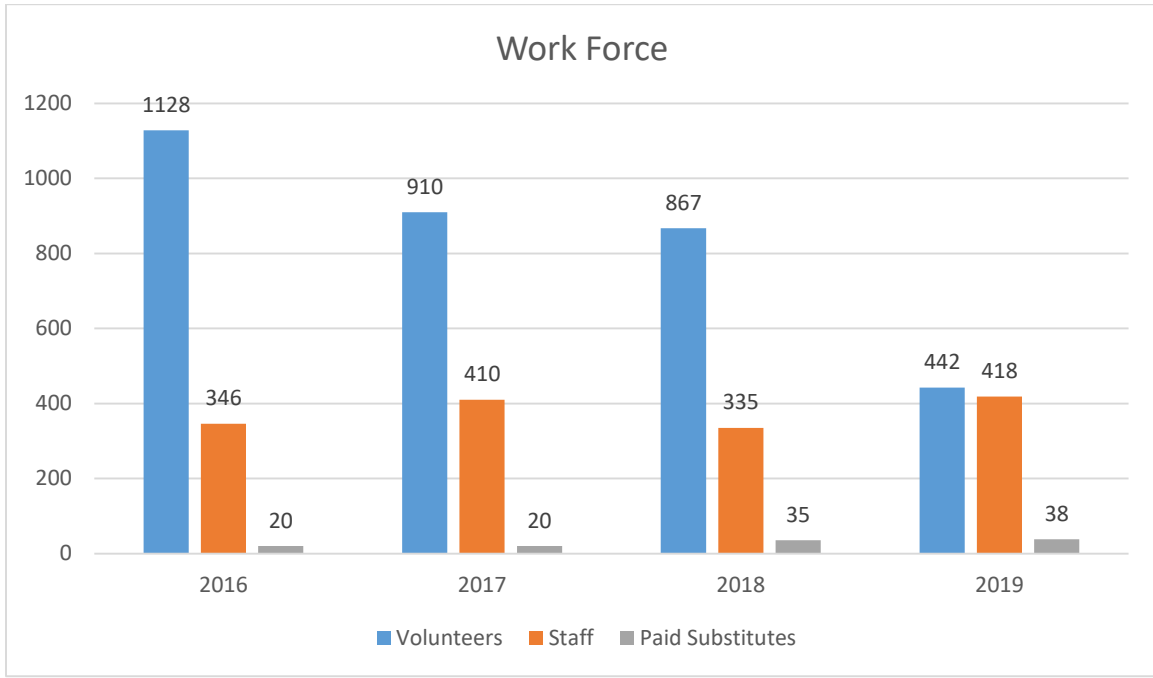
### 4-year-old children's School Readiness achievement

Area of Development	Percentage of 4 year old children meeting or above the expected developmental level for Kindergarten entry			
	2016	2017	2018	2019
Social-Emotional	100%	97.1%	84%	97.5%
Physical Dev. & Health	88%	93.6%	92%	100%
Language & Literacy	Language 90%	Language 93.8%	82%	88.7%
Science & Technology	Cognitive 100%	Cognitive 96.7%	Cognitive 85%	94.2%
Approaches to Learning	Literacy 97%	Literacy 96.5%	80%	94.5%
Mathematics	95%	90.4%	75%	84.7%
Social Studies				95.2%

### Kindergarten Transition

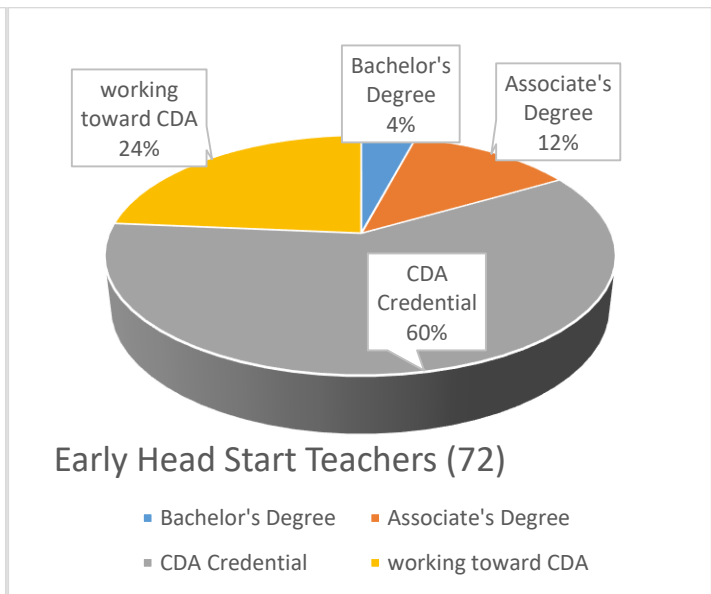
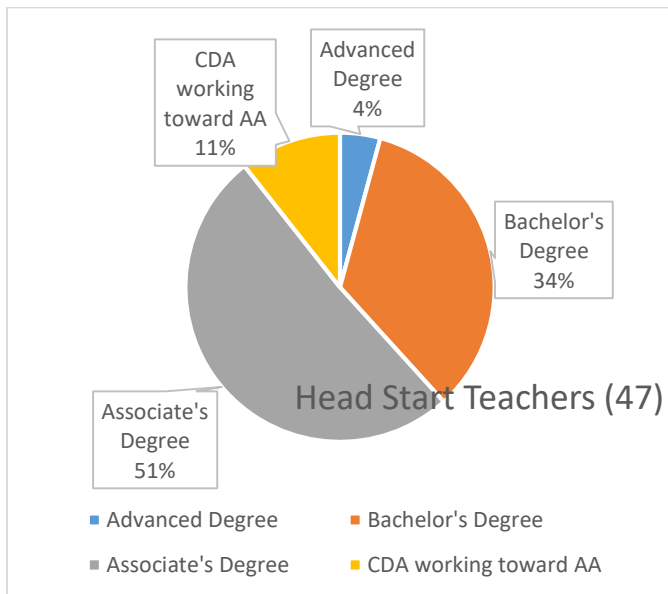
93.5% of our 4-year-old Head Start children enrolled at the end of the year were projected to be entering Kindergarten having accomplished all school readiness benchmarks.

## Work Force



## Staff

### Qualifications of our Teachers

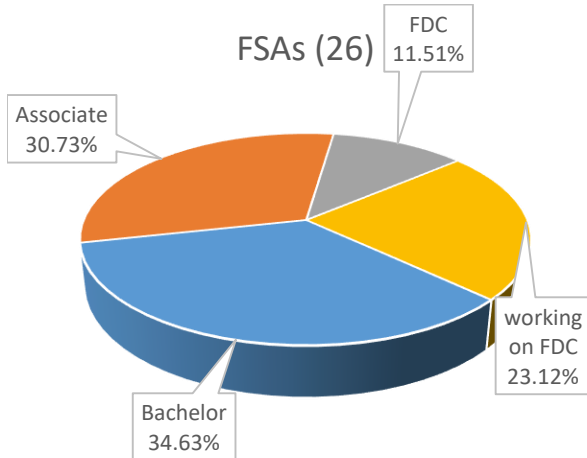




## Qualifications of UCAP Head Start/EHS Family Support Advocates

26 staff worked directly with families to help them meet their family's needs and achieve their goals.

### Family Support Advocate's Education Level



## Health Services

**1255 Children were served at least 45 days in 2018-2019 program year.**

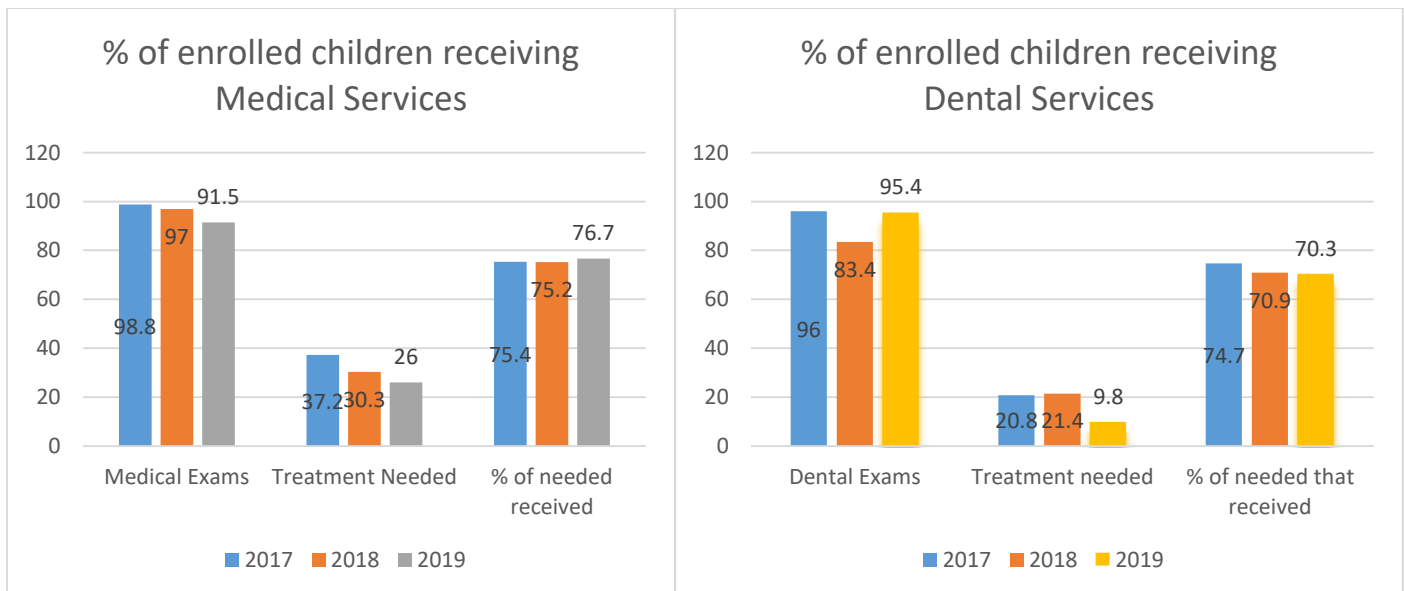
Last year's comparison

100% have Health Insurance

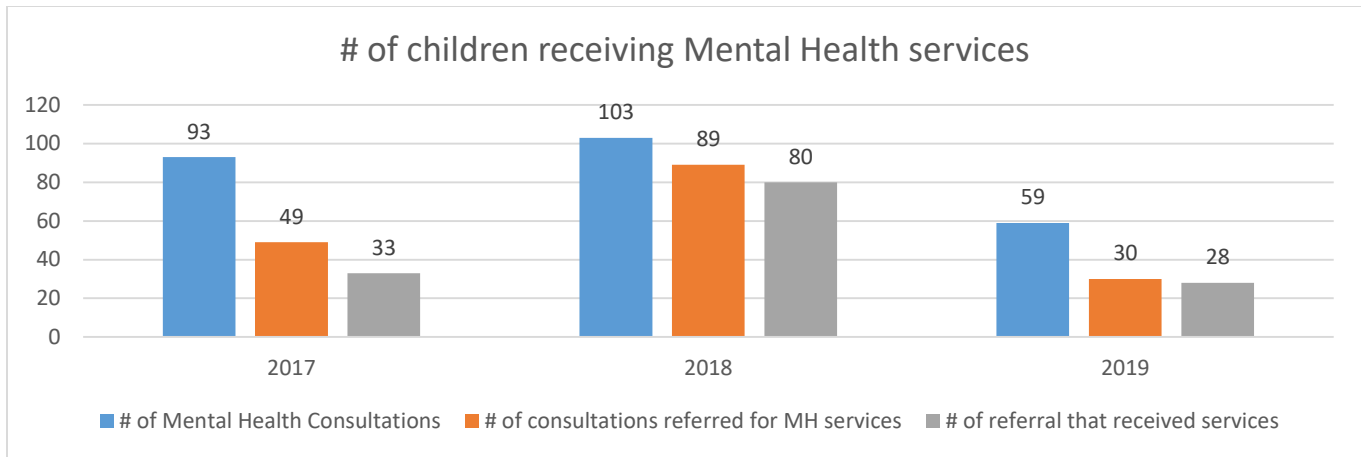
4.1% increase

95.4% are up-to-date on Immunizations

4.63% decrease



## Mental Health Services



## Pregnant Women Services

63 pregnant women served

Last Year's comparison  
increase of 14 pregnant women

(18) or 28.5% of the women enrolled during 1st Trimester	4.15% decrease
(26) or 41.2% of the women enrolled during 2nd Trimester	13.9% decrease
(19) or 30.1% of the women enrolled during 3rd Trimester	17.86% increase

Of the pregnant women enrolled; those receiving the following services:

- Prenatal health care 49 or 78%
- Postpartum health care 51 or 81%
- Mental health interventions and follow up 52 or 82%
- Substance abuse prevention 45 or 71%
- Substance abuse treatment 30 or 47%
- Prenatal education on fetal development 45 or 74%
- Information on the benefits of breastfeeding 52 or 82%

(8) or 12.69% of the women were identified as medically high risk by a health care provider which is a 13.84% decrease from last year.

## Family and Community Partnerships

### Parent Involvement Activities

United utilizes a family-centered program which means that we take the individual child and the group of children out of the spotlight and focus on the children within their families. The program includes the family as an integral, inseparable, part of the child's education and socialization. Families, along with their children, are the program. Some of the family inclusion opportunities are as follows;

Parents complete the Parent Involvement Form to choose the many ways they would like to be involved. Throughout the year community agencies visit the center to provide professional information.

Parents review their child’s educational observation and outcomes and choose the domain to work at home with their child. At least one male involvement activity/event will be organized within the school term. **Father Involvement** – There were 347 or 28.5% of the families served had a father or father figure participating in the parent engagement activities.

During the home visit staff listen to parents as they determine what goals they want to pursue and develop a plan for achieving the goals chosen.

Parents are encouraged to be part of the program in all aspects. There will also be scheduled times parents can interact with the program. Some of the ways are listed as follows:

- Parent Orientation
- Parent/Teacher Conferences
- Volunteering
- Home Visits
- Parent Center Meetings/Events
- Conscious Discipline parent trainings

**Services for the Families**

1214 Total Families

(1079) or 88.9% of the families received at least one of 16 family services we track during the program year.

(446) or 36.7% of the families have set 490 goals for themselves

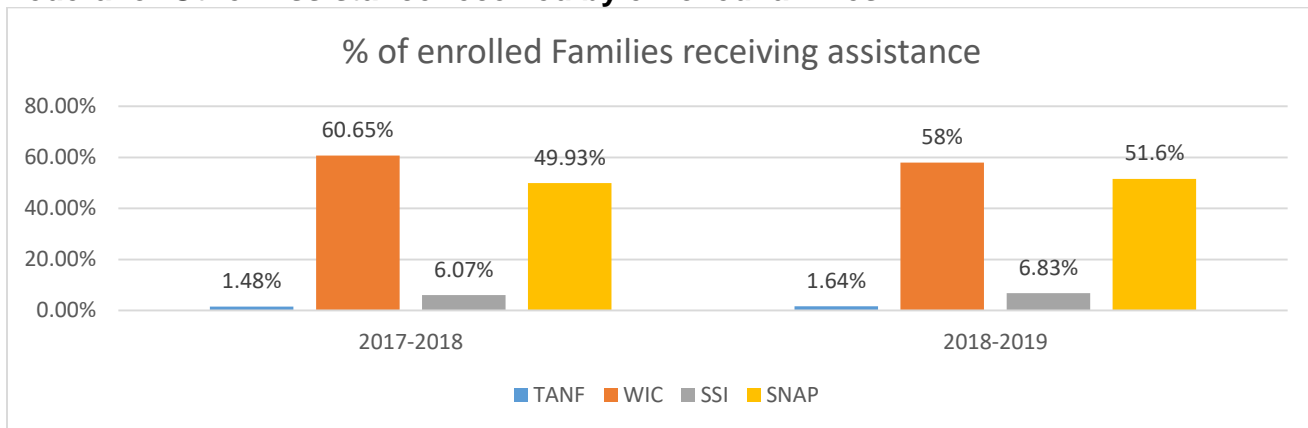
(215) or 48.2% of the goal setting families have completed 221 goals or 45.1% of the established goals.

**Families who experienced Homelessness**

(74) or 6% of Families experienced Homelessness during the year  
 (5) or 6.7% of those acquired housing during the year

Last year’s comparison  
 0.82% increase  
 3.3% decrease

**Federal or Other Assistance received by enrolled families**



(20) or 1.64% of families Receive TANF  
 (83) or 6.83% of families Receive SSI

(705) or 58% of families Receive WIC  
 (627) or 51.6% of families Receive SNAP  
 (formerly Food Stamps)

## Funding Sources

**Total amount of public and private funds received and the amount from each source:**

	2016-2017		2017-2018		2018-2019	
US Dept. of Health & Human Serv.	\$10,540,148		\$10,814,192		\$10,986,172	
US Dept. of HHS- T/TA	169,941	\$10,710,089	\$172,065	\$10,986,257	\$169,210	\$11,155,382
US Dept. of Ag - CACFP Funds -	699,382		\$709,712		\$859,471	
OK Dept. of Ed - PS Contracts -	380,284		\$410,983		\$162,800	
State Appropriated Funds	171,281		\$175,783		\$149,252	
In-kind Match	2,677,523		\$2,746,565		\$2,838,994	

**Budgetary Proposed budget:**

<b>Proposed Budget</b>				
Budget Category	2015-2016	2016-2017	2017-2018	2018-2019
Personnel	\$6,612,281	\$6,631,746	\$6,922,590	\$6,848,743
Fringe Benefits	1,764,873	\$1,779,278	\$1,847,901	\$1,833,294
Travel	63,022	\$59,817	\$61,890	\$68,802
Equipment	41,000	\$147,078	\$81,414	\$115,500
Supplies	415,949	\$393,885	\$390,976	\$521,604
Contractual	198,500	\$190,950	\$162,163	\$173,823
Other	1,510,106	\$1,507,335	\$1,519,323	\$1,593,616
<b>Total</b>	<b>\$10,605,731</b>	<b>\$10,710,089</b>	<b>\$10,986,257</b>	<b>\$11,155,382</b>

## Budgetary expenditures:

Budget Category	2015-2016		2016-2017		2017-2018		2018-2019	
	Program Operations	Non-Federal Share	Program Operations	Non-Federal Share	Program Operations	Non-Federal Share	Program Operations	Non-Federal Share
Personnel	6,292,351	1,976,929	6,652,045	2,075,140	6,852,628	2,138,419	\$6,998,792	2,049,948
Fringe Benefits	1,585,779		1,648,249		1,535,067		\$1,546,462	
Travel	67,739	66,139	56,340	81,147	16,325	63,943	\$37,612	143,432
Equipment	19,680		75,723		53,019		\$54,903	
Supplies	532,849	73,305	466,654	82,752	555,723	121,223	\$478,596	62,120
Contractual	300,850		231,921		140,155	190,592	\$145,839	139,445
Construction								
Other	1,907,967	535,076	1,579,157	438,484	2,237,923	291,796	\$2,055,969	444,049
<b>Total</b>	<b>\$10,707,215</b>	<b>2,651,449</b>	<b>\$10,710,089</b>	<b>2,677,523</b>	<b>\$11,390,840</b>	<b>2,805,973</b>	<b>\$11,318,182</b>	<b>2,839,994</b>

## Regulatory

### Audit

United is audited annually by an independent auditor to analyze the financial health of the agency. The last audit found no findings and no question costs.

If you would like to view our Annual Budget, Audit, or the results of our most recent Federal Review, they are all available at our Central Office at 501 6th Street in Pawnee, Oklahoma.

### Results of the latest Head Start Federal Review

The last Federal Review was done the week of September 10-14, 2018 it was a Focus Area Two Monitoring Review. United CAP Head Start had no non-compliances in any area and was found to have one area of deficiency in one area the summary report stated the grantee did not obtain criminal record checks for all individuals prior to hire. A subsequent desk review was conducted February 6, 2019; a report from the Desk Review was received on February 25, 2019 which found the area of deficiency is corrected.