

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

Annual Report

Fiscal Year 2016



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.

Our Mission:

To educate and transition children and families toward realization of goals.

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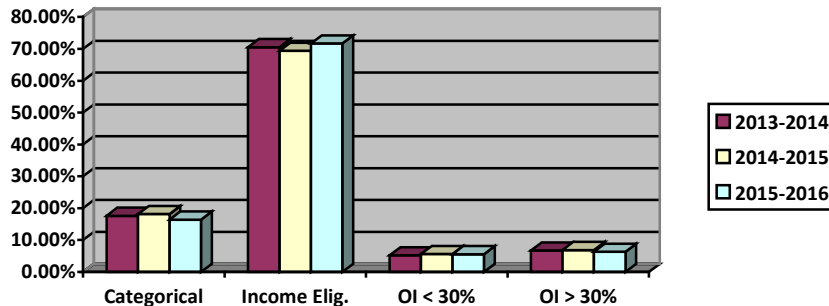
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Those We Served:

During our past program year, from August 1, 2015 through June 30, 2016, 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.

1,674 Children and Pregnant Women
 1,059 Head Start children
 557 Early Head Start children
 58 Pregnant Women



88.12% of enrolled children and pregnant women qualified as categorically or income eligible. Only 5.6% of those enrolled qualified as above poverty but less than 130% of poverty income well below the federally allowable 35%. Only 6.3% of total enrollment were 130% and above the poverty income, below the federally allowable 10%.

Enrollment

United requested a reduction of enrollment slots because the smaller community's public schools were taking the 4-year-old enrollments and families needed full day services instead of half-day or double-sessions. The reduction of enrollment was approved with a total enrollment of 1203.

Average monthly enrollment as a percentage of funded.

The following numbers are based on the reduced funded enrollment approved by the Office of Head Start.

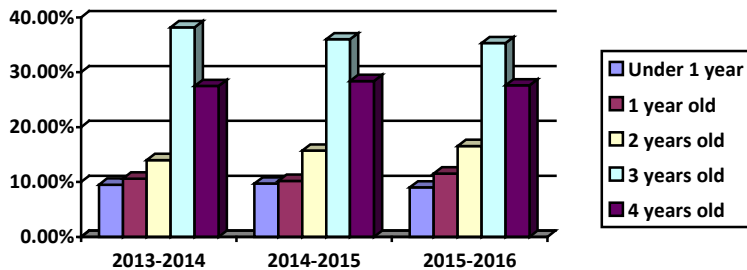
- Head Start had an average enrollment of 95.57%.
- Early Head Start had an average enrollment of 100.00%.

During the program year, we served more than 128% of our funded enrollment, a 4% decrease from last year.

United operated 36 EHS classrooms and 52 HS classroom of which 4 were double sessions or 7.6% of the Head Start classrooms, a 12.4% decrease in double sessions from last year.

80 or 6.65% of the enrollment slots were in a center based child care partnership environment. 284 or 23.61% of the enrollment slots were in a public school collaboration environment.

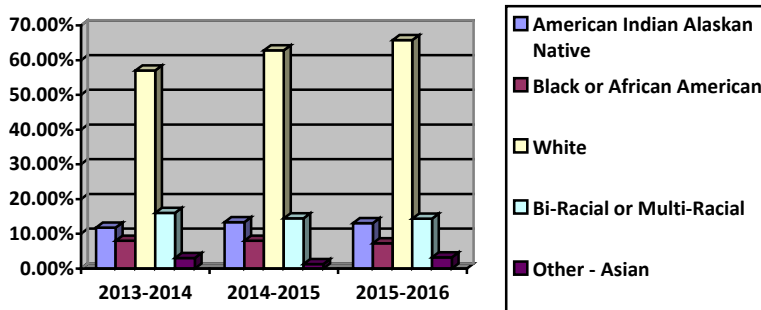
Age



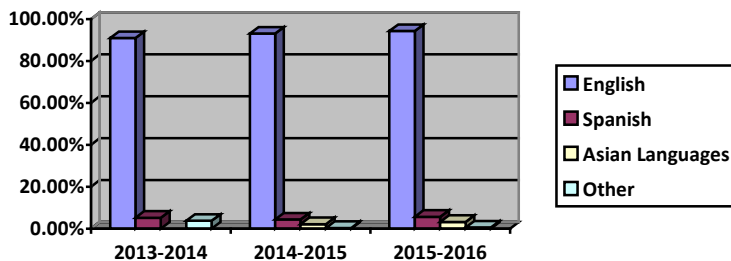
Disabilities

10.9% of total accumulated enrolled children were children enrolled and determined eligible to receive disability services. .8% decrease from last year. The federal mandate is 10%.

Race/Ethnicity



Primary Language



School Readiness

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, Creative Curriculum and the online assessment called Teaching Strategies GOLD. 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 beginning of the year. By the end of September teachers have enough observations in Teaching Strategies Gold (TSG) to determine each child's individual needs and will select appropriate activities for the classroom and to send home in the school readiness packets each month based on the children's readiness to learn indicated on Teaching Strategies Gold.

The teachers input observations on individual children each day and must have a minimum of a specified number of observations 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 Home Visit and Parent Teacher conferences.

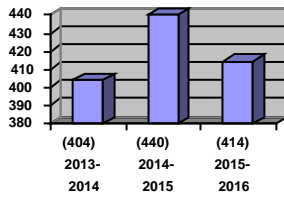
4 year old children's School Readiness this year

Area of Development	Percentage of children meeting or above the expected developmental range for Kindergarten entry		
	2014	2015	2016
Social-Emotional	91%	88%	100%
Physical	84%	91%	88%
Language	92%	87%	90%
Cognitive	91%	92%	100%
Literacy	88%	94%	97%
Mathematics	85%	92%	95%

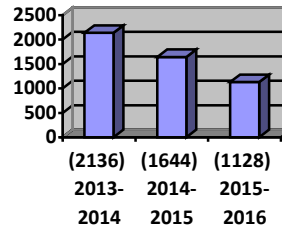
Kindergarten Transition

83.9% of our 4 year old Head Start children assessed in TS Gold & enrolled at the end of the year had accomplished school readiness benchmarks for entering Kindergarten.

Staff and Volunteers



■ Staff



■ Volunteers

Education of our Teachers

Head Start Teachers (50)	Early Head Start Teachers (72)
4% of teachers with an Advanced Degree (2)	1.3% teachers with an advanced degree (1)
44% of teachers with a Bachelor's Degree (22)	5% with a Bachelor's Degree (4)
52% of teachers with an Associate's Degree (26)	15.2% with an Associate's Deg. (11)
	59.7% with a CDA Credential (43)
	21% working on an Assoc. Degree or more (9)
	18% no ECE credential (13)
	100% working on a CDA (13)

UCAP Head Start/EHS Family Workers

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

Family Worker Education Level

37% have a Bachelor's Degree (10)

18.5% have an Associate Degree (5)

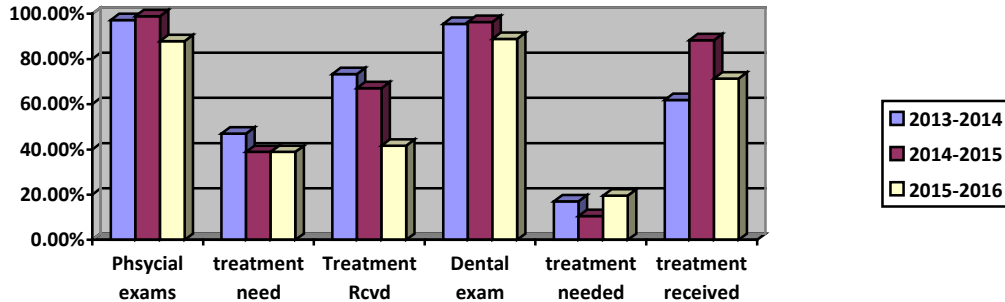
14.8% have a family Development Credential (4)

29.6% with no Degree enrolled in related degree or credential (8)

Health Services

Children served at least 45 days

1,485 Children served



97.4% have Health Insurance

1.6% decrease

87.88% had an exam

38.9% were diagnosed as needing medical treatment

11% decrease

41.7% of these received the treatment they needed

25.4% decrease

98.67% are up-to-date on Immunizations

1.07% increase

88.83% of children received dental or age appropriate oral health exams

19.54% of those Head Start children examined needed treatment

71.34% of those needing treatment received services

5.68% received mental health consultations

4.12% decrease

70.37% of those receiving MH consultations were referred

Pregnant Women

55 pregnant women served
women

increase of 4 pregnant women

36.36% enrolled during 1st Trimester

8.86% increase

41.83% enrolled during 2nd Trimester

7.17% decrease

21.81% enrolled during 3rd Trimester

1.69% decrease

10.9% identified as medically high risk by a health care provider

6.7% decrease

Family and Community Partnerships

Parent Involvement Activities

United is a family-centered program and this means that we take the individual child and the group of children out of the spotlight and instead 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** – 49.74% of the children served had a father or father figure participate in activities specially designed for fathers and increase of 10.14% from last year.

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

Families

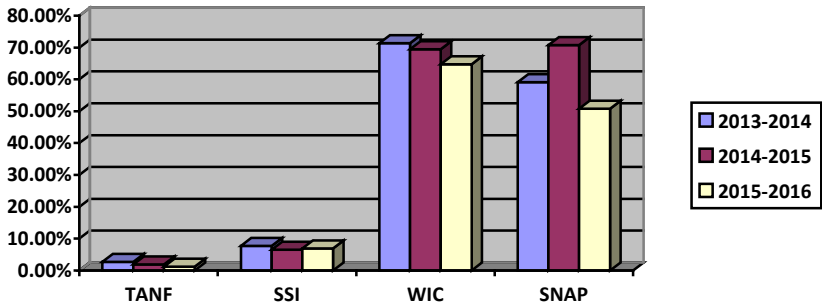
Last year's comparison

1442 Total Families decrease of 91 from last year
614 or 42.5% of the families have set 736 goals for themselves
345 or 56.2% of the goal setting families have completed 393 goals or 53.4% of the established goals.

Homelessness

7.56% of Families started the year Homeless .96% increase
21.1% of those acquired housing this year 3.9% increase

Federal or Other Assistance



1.18% Receive TANF
6.93% Receive SSI

64.7% Receive WIC
50.76% Receive SNAP

Funding Sources

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

	<u>2014-2015</u>		<u>2015-2016</u>	
US Dept. of Health & Human Serv.	\$10,297,230		\$10,435,790	
US Dept. of HHS- T/TA	169,941	\$10,467,932	169,491	10,605,731
US Dept. of Ag - CACFP Funds -	\$658,646		698,023	
OK Dept. of Ed - PS Contracts -	\$572,391		462,386	
State Appropriated Funds	\$200,033		179,012	
In-kind Match	\$2,616,984		2,651,433	

Budgetary proposed budget:

	Proposed Budget	
Budget Category	2014-2015	2015-2016
Personnel	\$6,336,264	\$6,612,281
Fringe Benefits	\$1,710,790	1,764,873
Travel	\$33,082	63,022
Equipment	\$46,724	41,000
Supplies	\$257,340	415,949
Contractual	\$317,446	198,500
Other	\$1,766,286	1,510,106
Total	\$10,467,932	10,605,731

Budgetary expenditures:

	<u>2015-2016</u>		<u>2014-2015</u>	
<u>Budget Category</u>	<u>Program Operations</u>	<u>Non-Federal Share</u>	<u>Program Operations</u>	<u>Non-Federal Share</u>
Personnel	6,265,536	1,775,167	6,292,351	1,976,929
Fringe Benefits	1,739,969		1,585,779	
Travel	3,724		67,739	66,139
Equipment	46,724		19,680	
Supplies	439,636	77,936	532,849	73,305
Contractual	429,694	426,019	300,850	
Construction				
Other	<u>2,066,216</u>	337,820	1,907,967	535,076
Total	\$10,991,501	\$2,616,984	10,707,215	2,651,449

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

No deficiencies for the February 2014 review. United had a Federal Tri-annual Review visit February 2014 and a report was received May 2014 stating the review of United to be free of any deficiencies with four non-compliance regarding Head Start physical environment and facilities, the ongoing monitoring of such, human resources and determining child health status timelines. A subsequent desk review was conducted in January 2015; a report from the Desk Review was received on March 31, 2015 which found all non-compliances to be corrected.

BACK COVER