

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

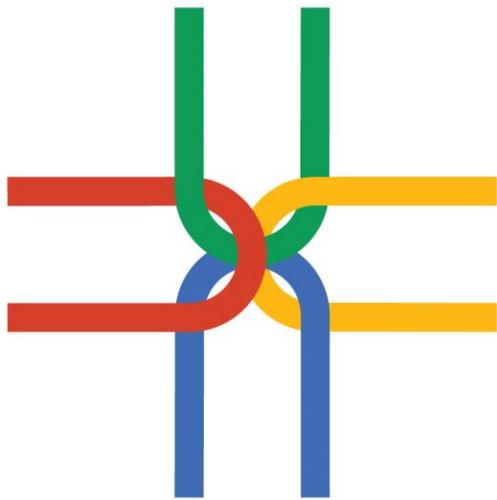
# Annual Report

Fiscal Year 2017



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# United Community Action Program

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

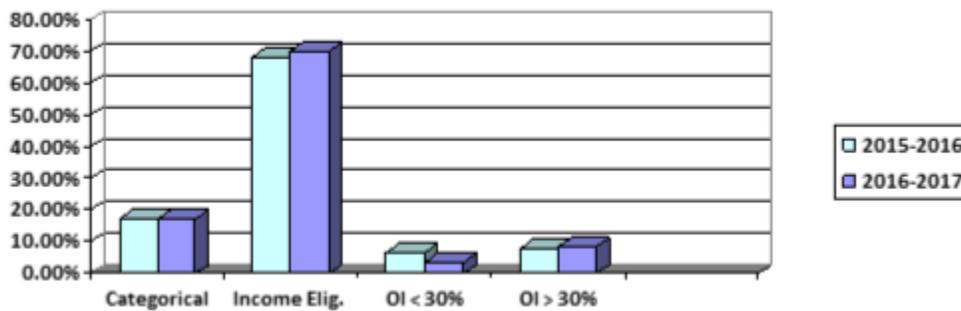
## Those We Served:

During our past program year, from July 1, 2016 through June 30, 2017, 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 2016	Year 2017
Children and Pregnant Women	1,616	1597
Head Start children	1,059	1009
Early Head Start children	499	518
Pregnant Women	58	70



87.91% of enrolled children and pregnant women qualified as categorically or income eligible. Only 3.26% of those enrolled qualified as above poverty but less than 130% of poverty income well below the federally allowable 35%. Only 8.51% of total enrollment were 130% and above the poverty income, below the Office of Head Start’s federal allowable 10%.

### Enrollment

United has a total funded enrollment of 1203, we are under enrolled and have developed a 12 month under-enrollment plan of action. We were 6 months into our 12 month plan at the end of our funding year, October 31, 2017.

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

- Head Start had an average enrollment of 93.95%; which is a 1.62% decrease from last year
- Early Head Start had an average enrollment of 99.59%; which is a 0.41% decrease from last year

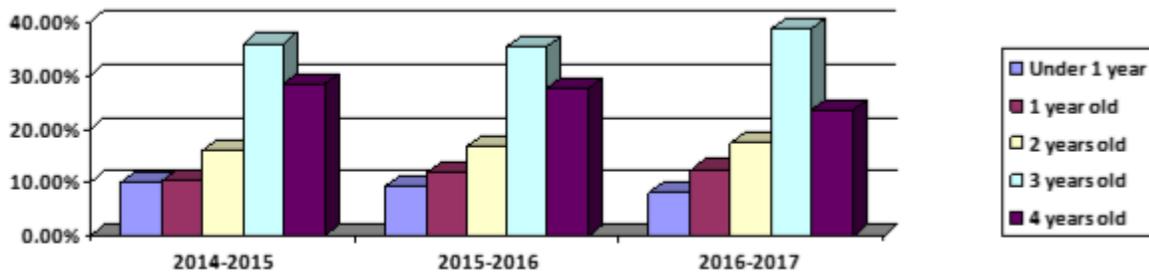
During the program year, we served more than 133% of our funded enrollment, a 5% increase over last year.

United operated 36 EHS classrooms and 52 HS classroom of which only 4 were double sessions or 7.6% of the Head Start classrooms.

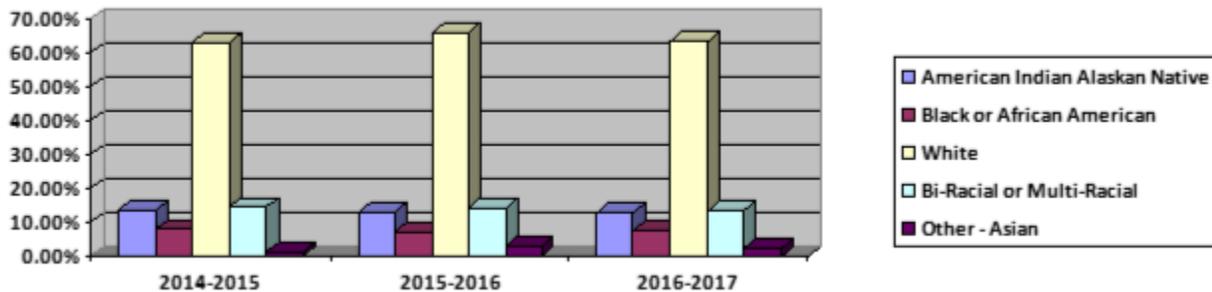
80 slots or 6.65% of the enrollment slots were in a center based child care partnership environment. 259 slots or 21.52% of the enrollment slots were in a public school collaboration environment which is a decrease of 2.09% as related to our funded enrollment.

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.

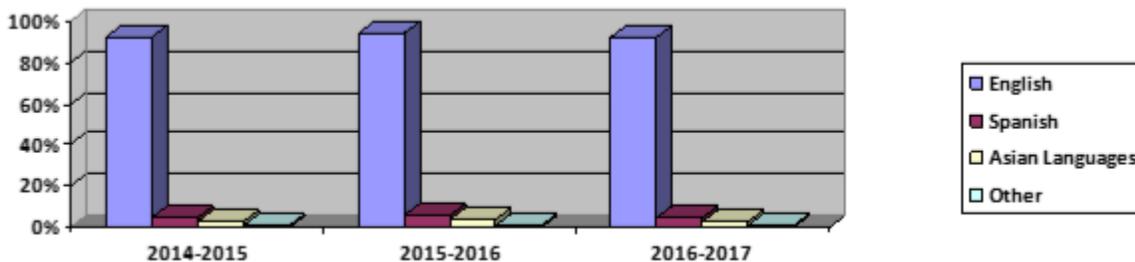
### Age



### Race/Ethnicity



### Primary Language



## School Readiness

### **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 Plus. 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. 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. 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 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.

### **Services to children with Disabilities**

12.31% of total accumulated [enrolled children](#) were children enrolled and determined eligible and [received disability services](#), a 1.41% increase over last year. The federal mandate is 10%.

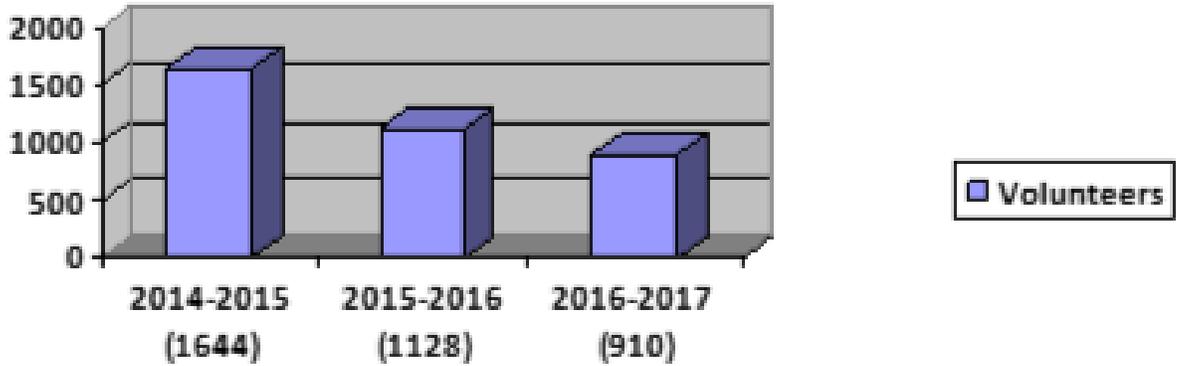
#### 4 year old children's School Readiness achievement

Area of Development	Percentage of children meeting or above the expected developmental range for Kindergarten entry			
	2014	2015	2016	2017
Social-Emotional	91%	88%	100%	97.1%
Physical	84%	91%	88%	93.6%
Language	92%	87%	90%	93.8%
Cognitive	91%	92%	100%	96.7%
Literacy	88%	94%	97%	96.5%
Mathematics	85%	92%	95%	90.4%

#### Kindergarten Transition

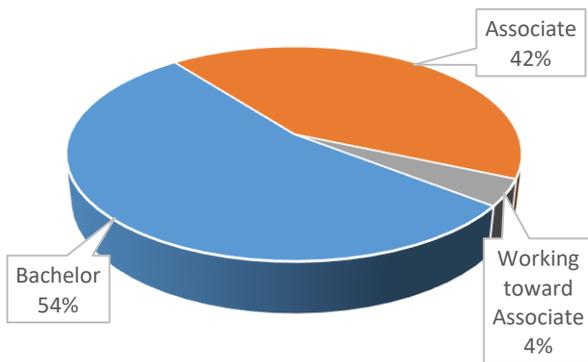
91.1% of our 4 year old Head Start children enrolled at the end of the year were projected to be entering Kindergarten having accomplished all school readiness benchmarks.

## Staff and Volunteers

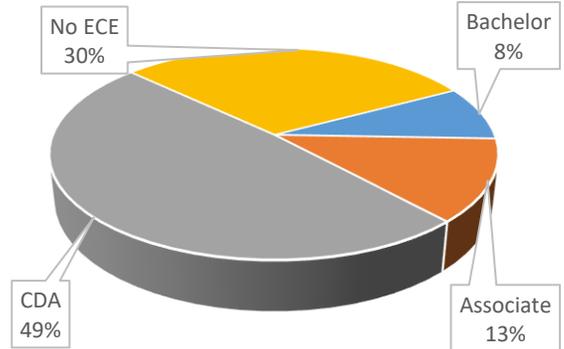


## Qualifications of our Teachers

Head Start Teachers - (50)



Early Head Start Teachers (72)



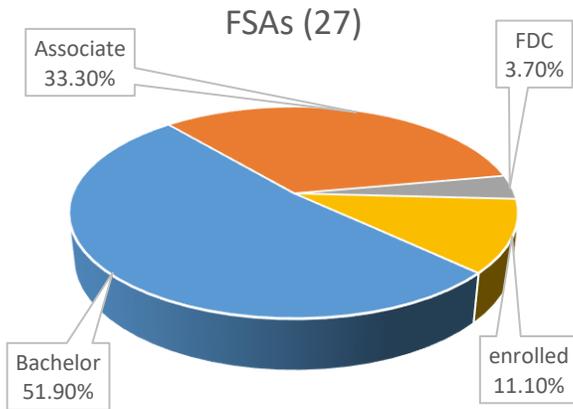
In EHS of the Teachers with a CDA, 29% of those are working on an Associate Degree.

And of the teachers with no CDA, 100% are working toward their CDA.

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

27 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

### 1403 Children were served at least 45 days

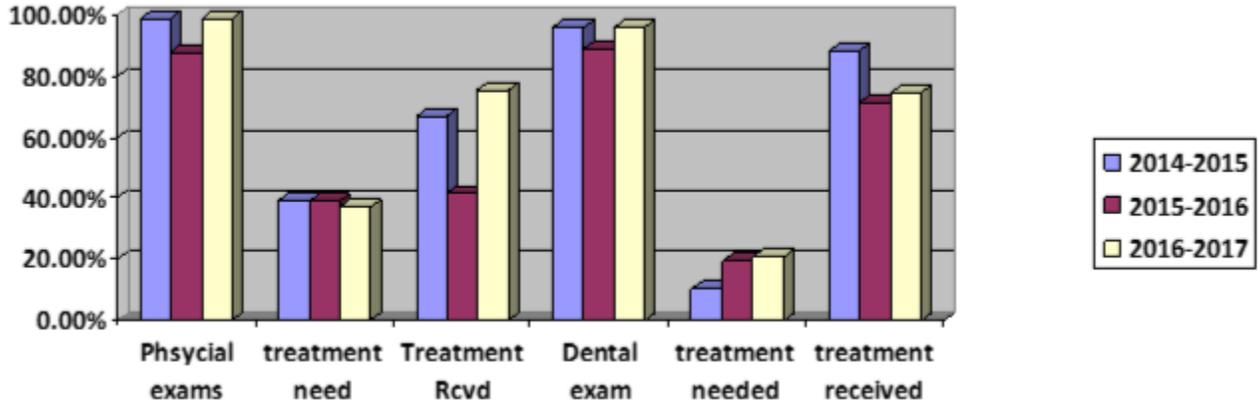
95.9% have Health Insurance

Last year's comparison

1.5% decrease

100% are up-to-date on Immunizations

1.33% increase



98.8% had a medical exam

37.2% were diagnosed as needing medical treatment

75.4% of these received the treatment they needed

96% of children received dental or age appropriate oral health exams

20.8% of those Head Start children examined needed treatment

74.7% of those needing treatment received services

Last Year comparison

93 children or 5.68% received mental health consultations

0.95% increase

49 children or 52.7% of those receiving MH consultations were referred

17.7% decrease

33 children or 67.3% of children referred received services

### Pregnant Women

Last Year's comparison

70 pregnant women served

increase of 15 pregnant women

(19) or 27.14% of the women enrolled during 1st Trimester

9.22% decrease

(37) or 52.85% of the women enrolled during 2nd Trimester

11.02% increase

(14) or 20.00% of the women enrolled during 3rd Trimester

1.81% decrease

(9) or 12.85% of the women were identified as medically high risk by a health care provider which is a 1.95% increase from last year.

## Family and Community Partnerships

### Parent Involvement Activities

United is a family-centered program which 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** – There were 369 or 26.87% 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

### Services for the Families

1196 Total Families

(1116) or 93.31% of the families received at least one of 16 family services we track during the program year.

(500) or 41.8% of the families have set 561 goals for themselves

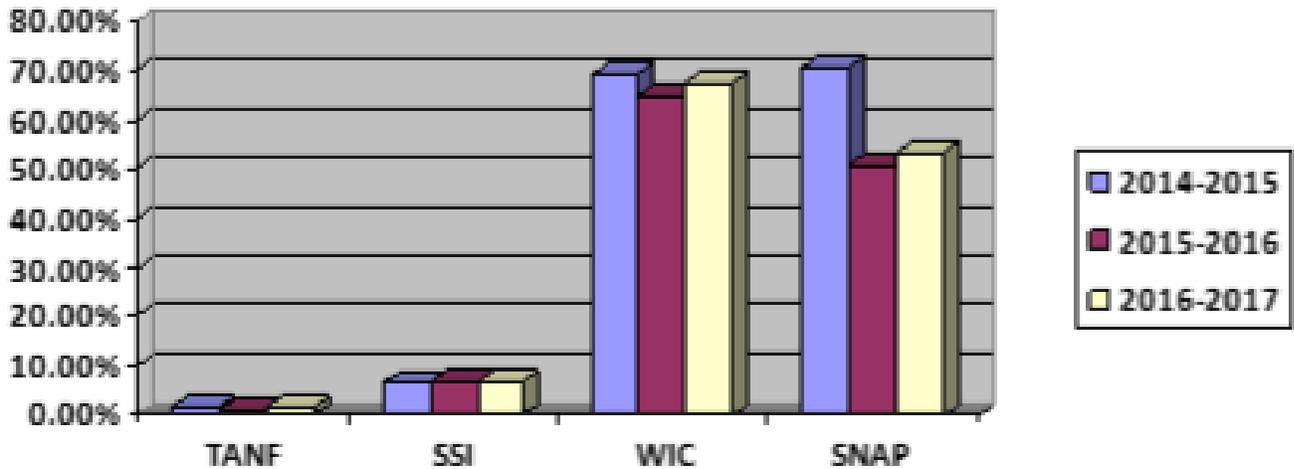
(299) or 59.8% of the goal setting families have completed 325 goals or 57.9% of the established goals.

### Families who experienced Homelessness

(88) or 7.36% of Families experienced Homelessness during the year  
 (21) or 23.9% of those acquired housing during the year

Last year's comparison  
 0.2% decrease  
 2.8% increase

### Federal or Other Assistance



### Federal or Other Assistance received by enrolled families

(21) or 1.75% of families Receive TANF  
 (83) or 6.94% of families Receive SSI  
 (806) or 67.39% of families Receive WIC  
 (636) or 53.18% of families Receive SNAP  
 (formerly Food Stamps)

## Funding Sources

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

	2015-2016		2016-2017	
US Dept. of Health & Human Serv.	\$10,435,790		\$10,540,148	
US Dept. of HHS- T/TA	169,491	\$10,605,731	169,941	\$10,710,089
US Dept. of Ag - CACFP Funds -	698,023		699,382	
OK Dept. of Ed - PS Contracts -	462,386		380,284	
State Appropriated Funds	179,012		171,281	
In-kind Match	2,651,433		2,677,523	

### **Budgetary**

**Proposed budget:**

<b>Proposed Budget</b>			
Budget Category	2014-2015	2015-2016	2016-2017
Personnel	\$6,336,264	\$6,612,281	\$6,631,746
Fringe Benefits	\$1,710,790	1,764,873	\$1,779,278
Travel	\$33,082	63,022	\$59,817
Equipment	\$46,724	41,000	\$147,078
Supplies	\$257,340	415,949	\$393,885
Contractual	\$317,446	198,500	\$190,950
Other	\$1,766,286	1,510,106	\$1,507,335
<b>Total</b>	<b>\$10,467,932</b>	<b>10,605,731</b>	<b>\$10,710,089</b>

**Budgetary expenditures:**

	2014-2015		2015-2016		2016-2017	
Budget Category	Program Operations	Non-Federal Share	Program Operations	Non-Federal Share	Program Operations	Non-Federal Share
Personnel	6,265,536	1,775,167	6,292,351	1,976,929	6,652,045	2,075,140
Fringe Benefits	1,739,969		1,585,779		1,648,249	
Travel	3,724		67,739	66,139	56,340	81,147
Equipment	46,724		19,680		75,723	
Supplies	439,636	77,936	532,849	73,305	466,654	82,752
Contractual	429,694	426,019	300,850		231,921	
Construction						
Other	2,066,216	337,820	1,907,967	535,076	1,579,157	438,484
Total	\$10,991,501	2,616,984	\$10,707,215	2,651,449	\$10,710,089	\$2,677,523

**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.