

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

Annual Report

Program Year 2019-2020





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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, 2019 through June 30, 2020, we encountered so many unknowns and are still dealing with the spread and fear of the Covid-19 pandemic. During the outbreak United Head Start was closed from March 16, 2020 until the end of our 2020 program year. We made contact with our families to provide information regarding resources and to provide necessities for those in need.

During the closure from March 2020-July 2020 we surveyed staff and families multiple times. We asked questions about their level of comfort on returning to work, what plans they had for childcare, what concerns they had with returning to work with children in the building and many more. It was important to us to hear from our staff and families during this time so we could be as prepared as possible to make them feel safe when they returned to our centers. In gathering information from staff and families, it helped us make decisions about staggering our staff when we first reopened because we knew that was something they had expressed would make them feel safe. We also knew what safety measures to put in place that would help cut down on the transmission of the Covid 19 virus as much as possible and which of those were most important to our staff and families such as limiting who could enter a building, wearing masks, extra hand washing stations, and increased sanitizing capabilities.

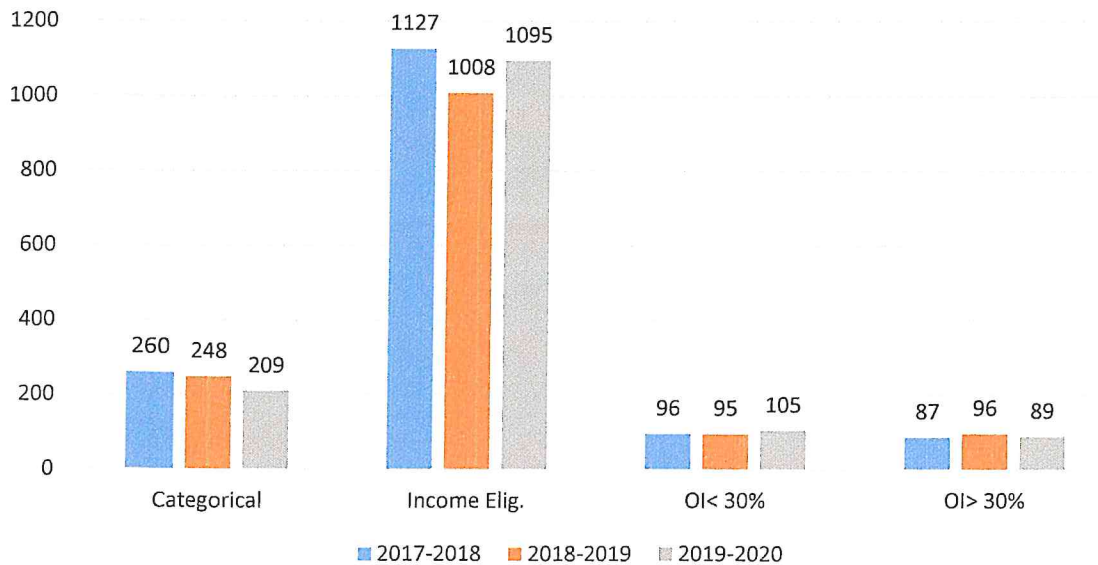
We were funded to serve 819 Head Start Children (3 & 4 year-olds) and 316 Early Head Start Children (0 to 3 year-olds) and Pregnant Women, a total of 1,135. For the 8 months that we were in operation, our staff, parents, Board of Directors, Policy Council, and children have worked hard to reach our goals. 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 better.

Number of children and pregnant women served.

	Year 2018	Year 2019	Year 2020
Children and Pregnant Women	1581	1,447	1498
Head Start children	1004	916	967
Early Head Start children	527	468	473
Pregnant Women	50	63	55

Total Enrollment by Eligibility Type



87% of enrolled children and pregnant women qualified as categorically or income eligible. Only 7% of those enrolled qualified as above poverty but less than 130% of poverty income well below the federally allowable 35%. Only 5.9% 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.

Recruitment

We added an Online Parent Portal through COPA due to the pandemic. This allowed families to apply for Head Start and/or Early Head Start online. All required documentation was able to be submitted and uploaded onto the Parent Portal for staff to review and verify for eligibility. From May 26- June 30, 2020, 98 families had saved or submitted an online application.

Enrollment

After the federal reduction of our Head Start enrollment of 68 slots in February 2019, United’s Head Start funded enrollment is 819. From February 2019 we needed to maintain at least a 97% of funded monthly enrollment for the next 12 months 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 and we maintained above 98% monthly enrollment. For the 2019-2020 school term we did not maintain the 97% of our Head Start funded enrollment and an appeal was submitted to the Office of Head Start on another reduction of our Head Start funded slots announcement. This appeal addressed the need of more EHS slots and asked for a conversion of slots instead. The appeal was granted on condition of obtaining approval for a conversion of slots from Head Start to

Early Head Start. The Conversion application for 100 HS slots to convert to 24 EHS slots was submitted May 14, 2020. A notice of award was received January 26, 2021 approving the conversion and revising the funded HS to 719 and EHS to 340 effective February 1, 2021.

Average monthly enrollment as a percentage of funded enrollment.

- Head Start had an average enrollment of 92.9%; which is a 1.72% increase from last year
- Early Head Start had an average enrollment of 99.6%; which is a 1% increase from last year

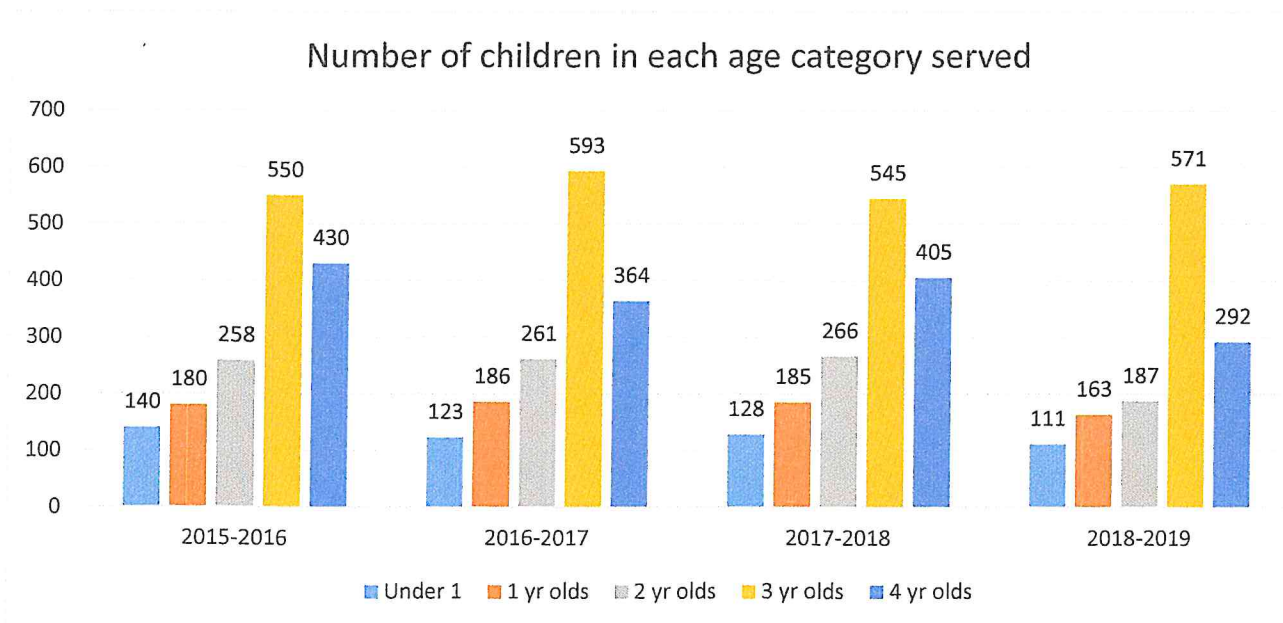
During the program year, we served more than 131% of our funded enrollment, a 4% increase from last year.

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

125 slots or 15.2% of the enrollment slots which is an increase of 19 slots from last year are in a public school collaboration. There are only 2 classrooms in the public school, Hominy and Beggs.

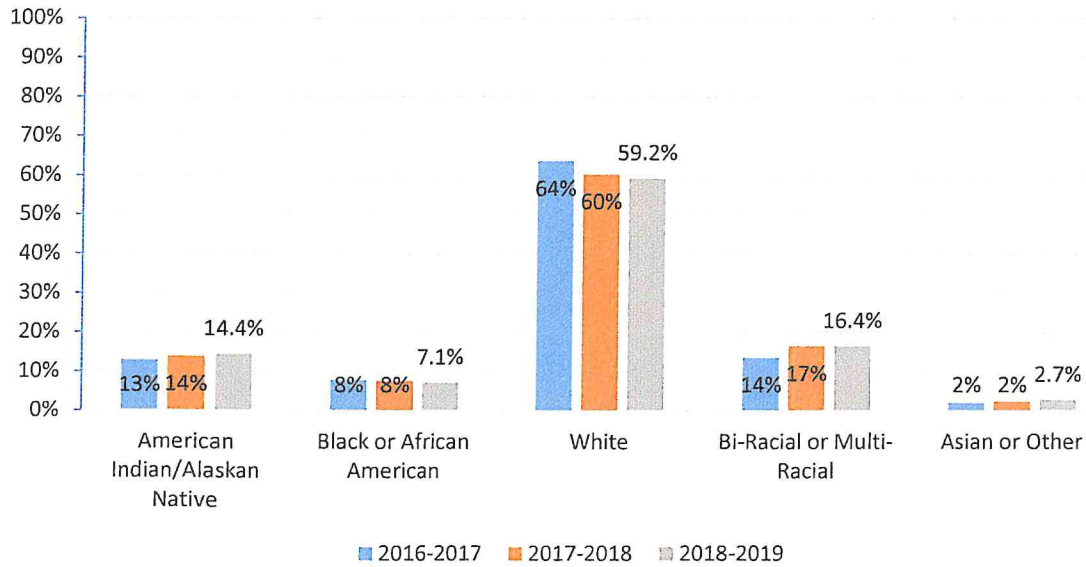
Our community assessment update shows us that most families need full-day HS services and the families of young children are moving to the larger communities to find employment and resources. The public schools are now serving most of the pre-K children in our service area. Eligible families are seeking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

Age



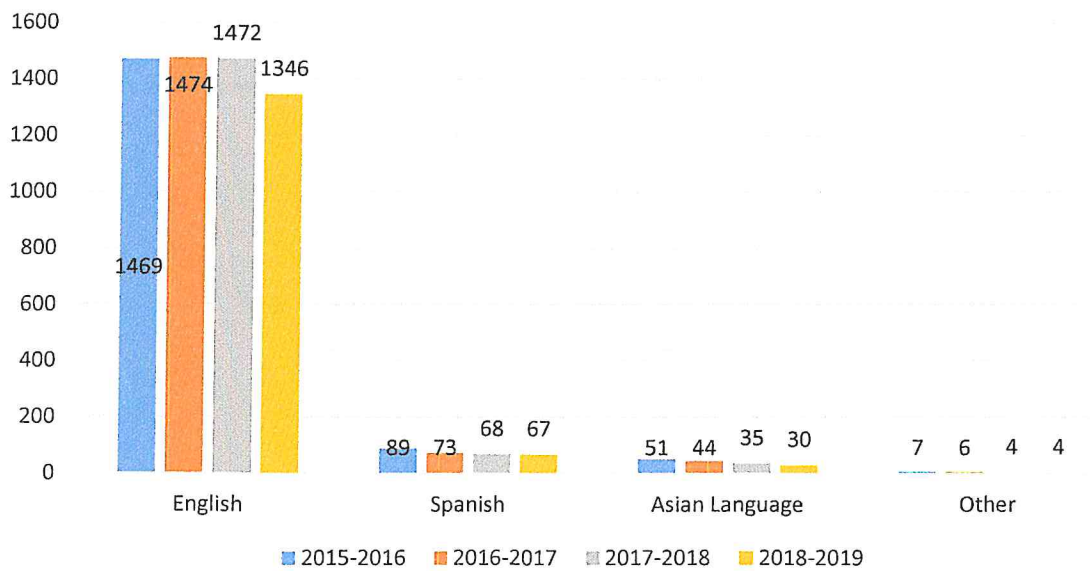
Race/Ethnicity

Percent of children served by year's total served



Primary Language

Primary Language per enrolled children



School Readiness

Services to children with Disabilities

The federal mandate is to serve 10% of funded slots with children with disabilities. 146 children or 12.4% of funded slots were of children who were enrolled and determined eligible and received disability services. Well over the 10% mandate. We continued to serve our children with disabilities through remote engagement once the pandemic kept us from continuing in person. Teachers sent activities to support the child's IEP or IFSP goals and continued to document the IEP or IFSP goals in our database like normal.

Staff and families were given helpful online resources as they continued to engage with children on IEPs/IFSPs and their families. They were reminded to help their families remember that the most important aspect was for them to help the family to stay calm and establish a healthy routine for their child.

Remote Engagement

Remote Engagement was created specifically in response to the pandemic. Remote Engagement is a program to connect with and engage parents as active participants in their children's learning. We will support this learning through educational, disability, family engagement, nutrition, and health services. Remote Engagement is not virtual instruction, yet a holistic approach to supporting and engaging children and families safely through the pandemic. Families can enroll in Remote Engagement and opt out of in-person services. Remote Engagement is also employed for all enrolled children when Centers have to close because of Covid-19 related issues.

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	2020
Social-Emotional	100%	97.1%	84%	97.5%	80%
Physical Dev. & Health	88%	93.6%	92%	100%	76%
Language & Literacy	Language 90%	Language 93.8%	82%	88.7%	61%
Science & Technology	Cognitive 100%	Cognitive 96.7%	Cognitive 85%	94.2%	80%
Approaches to Learning	Literacy 97%	Literacy 96.5%	80%	94.5%	80%
Mathematics	95%	90.4%	75%	84.7%	77%
Social Studies				95.2%	75%

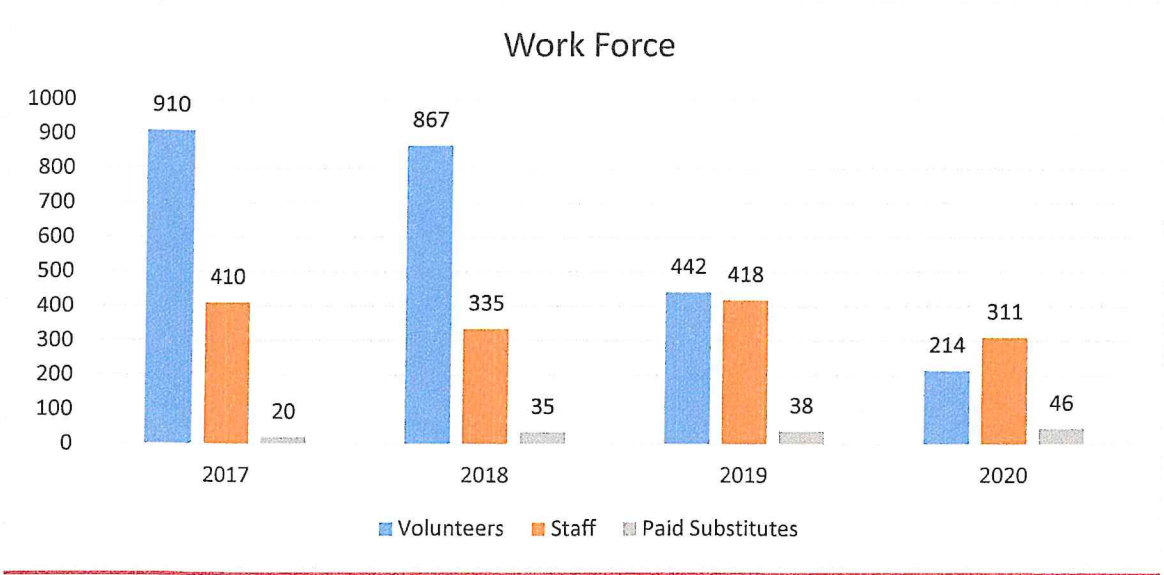
Because of the pandemic forcing shut down of in-person services, the 2019-2020 school year was cut short resulting in incomplete data collection for our developmental assessment program CORAdvantage. In a typical year, our first data collection point

establishes a baseline for the children, the second is where teachers implement intentional planning and individualization to help children reach developmental markers, and the third shows the children’s growth as a result of their and their teachers work. We were unable to complete our third assessment cycle and the school readiness achievement data for 2020 reflects that.

Kindergarten Transition

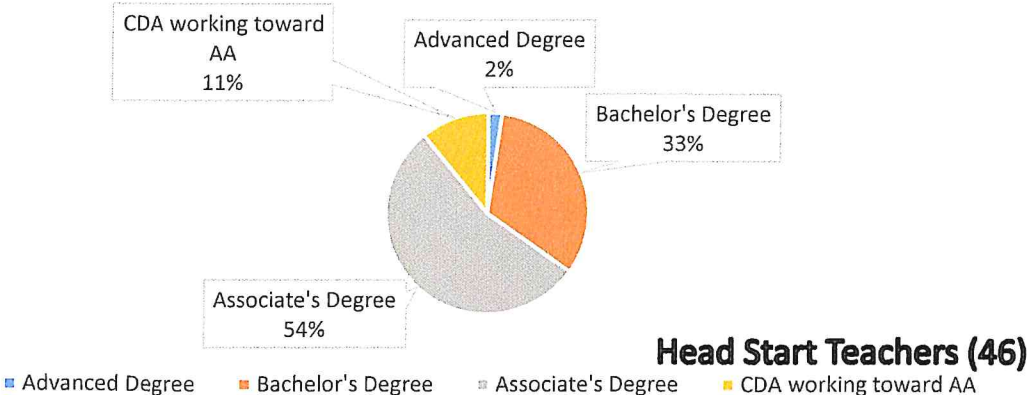
25% of our 4-year-old Head Start children enrolled at the end of the year were projected to be entering Kindergarten having accomplished all school readiness benchmarks.

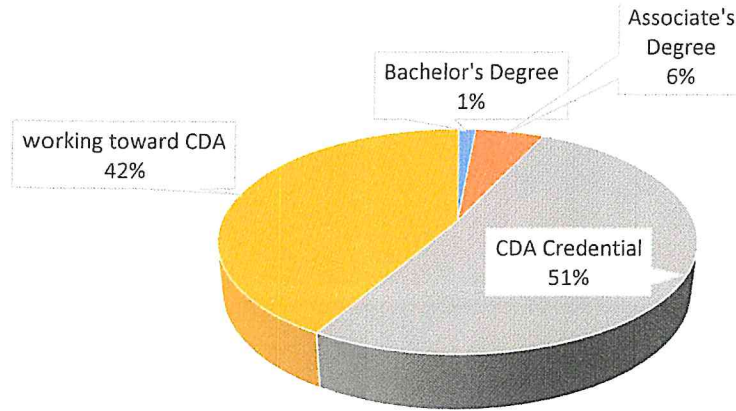
Work Force



Staff

Qualifications of our Teachers





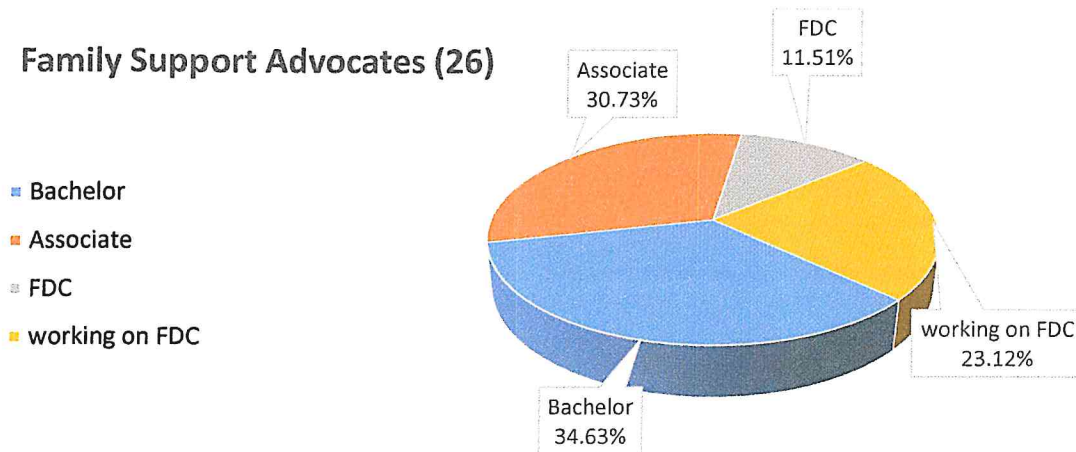
Early Head Start Teachers (72)

■ Bachelor's Degree
 ■ Associate's Degree
 ■ CDA Credential
 ■ working toward CDA

Qualifications of our Family Support Advocates

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

Family Support Advocates (26)



■ Bachelor
■ Associate
■ FDC
■ working on FDC

Health Services

Children Served

1233 Children were served at least 45 days of the 2019-2020 program year.

92.8% have Health Insurance

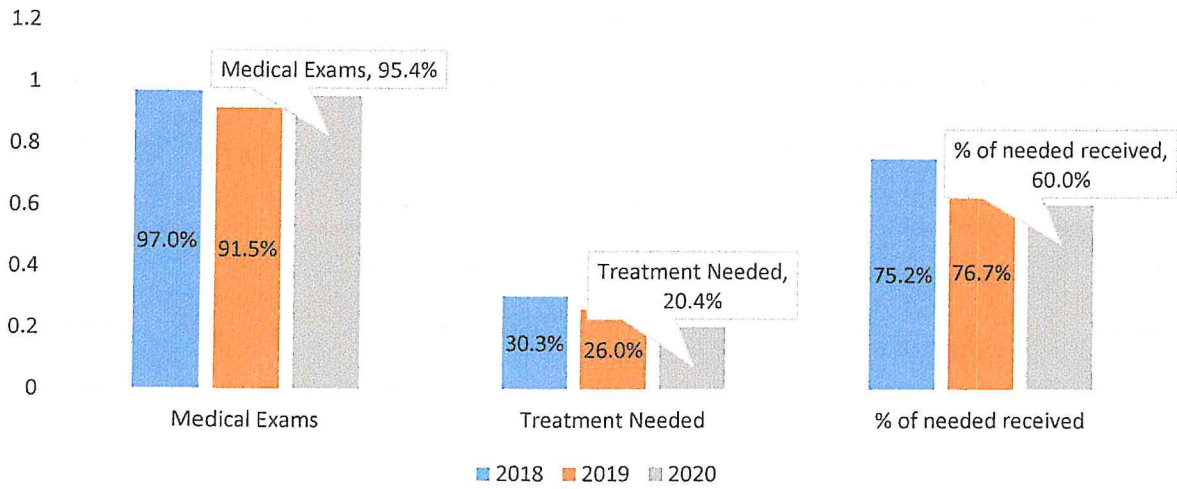
88.8% are up-to-date on Immunizations

Last year's comparison

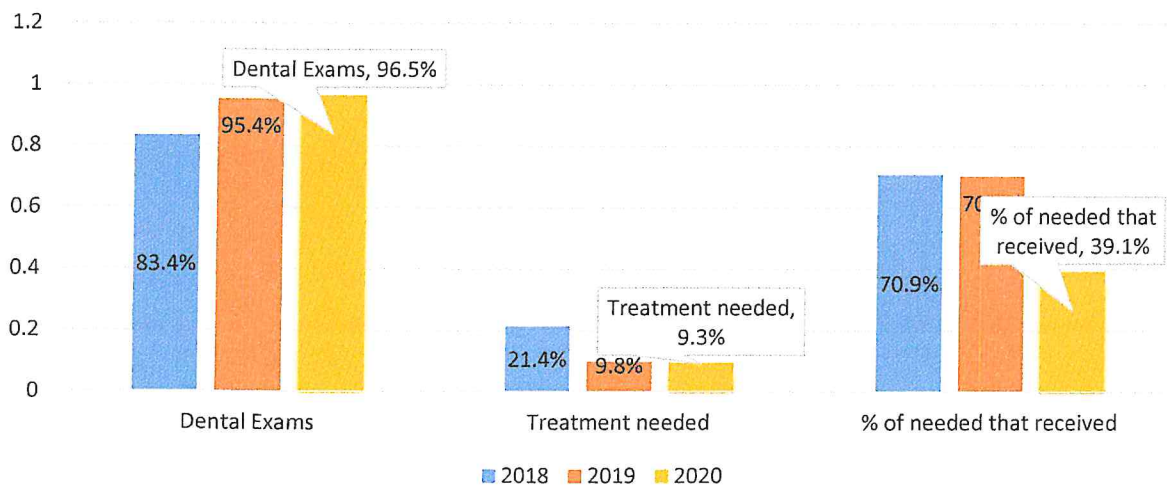
7.2% decrease

6.6% decrease

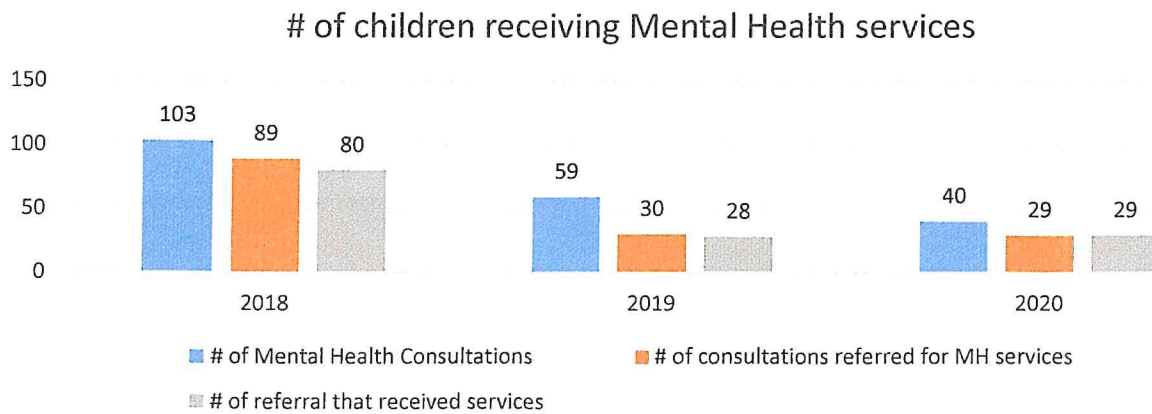
% of enrolled children receiving Medical Services



% of enrolled children receiving Dental Services



Mental Health Services



Pregnant Women Services

comparison

55 pregnant women served enrollment

Last Year's

maintained higher monthly

31% of the women enrolled during 1st Trimester increase	2.5%
41.2% of the women enrolled during 2nd Trimester increase	3.8%
24% of the women enrolled during 3rd Trimester decrease	6.1%

Of the pregnant women enrolled; those receiving curriculum service areas:

- Prenatal health care 32 or 58%
- Postpartum health care 39 or 71%
- Mental health interventions and follow up 37 or 67%
- Substance abuse prevention 30 or 55%
- Substance abuse treatment 15 or 27%
- Prenatal education on fetal development 31 or 56%
- Information on the benefits of breastfeeding 42 or 76%

(7) or 13% of the women were identified as medically high risk by a health care provider.

31 babies were born during the year.

31 postpartum visits completed with the moms after delivery.

Family and Community Engagement

Parent Engagement 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. Our relationship with families are respective of their culture and diverse backgrounds in which we honor.

Families are highly encouraged to be engaged in the program. These engaging opportunities enhance parent child interactions to strengthen school readiness. Here are ways parents can be involved:

- Family Visits
- Parent/Teacher Conferences
- Volunteering
- Home Visits
- Parent Committee Meetings
- Parenting Workshops

We work with each family to assess their strengths and needs. Staff listen to parents as they determine what goals they want to pursue and develop a plan for achieving the goals. We continue to support them and provide resources as needed.

At least one male involvement activity/event will be organized within the school term.

Father Involvement – There were 239 or 22% of the families served that had a father or father figure participating in the parent engagement activities before COVID.

Community partners have played an integral part in the program. We realize it takes a village and could not do it without our community support. At each location agreements have been established with the public schools, local medical clinics and social services agencies. Throughout the year community agencies visit the center to provide professional information.

Once the COVID 19 pandemic occurred the way we interact with families changed. We became creative to continue to stay engaged with families. We made weekly contacts with families by phone, sometimes food or materials for children were taken to the home and left on the porch. We also established an MOU with DVIS and sought mental health resources. Staff began using technology to have face to face meetings with parents. A revised parent handbook was established with COVID protocol, to ensure when children returned to our center, families could feel safe knowing we put safety/sanitation as a high priority.

Services for the Families

1082 Total Families

(956) or 88.3% of the families received at least one of 16 family services we track during the program year.

(445) or 41.1% of the families have set 470 goals for themselves

(145) or 32.5% of the goal setting families have completed 150 goals or 31.9% of the established goals.

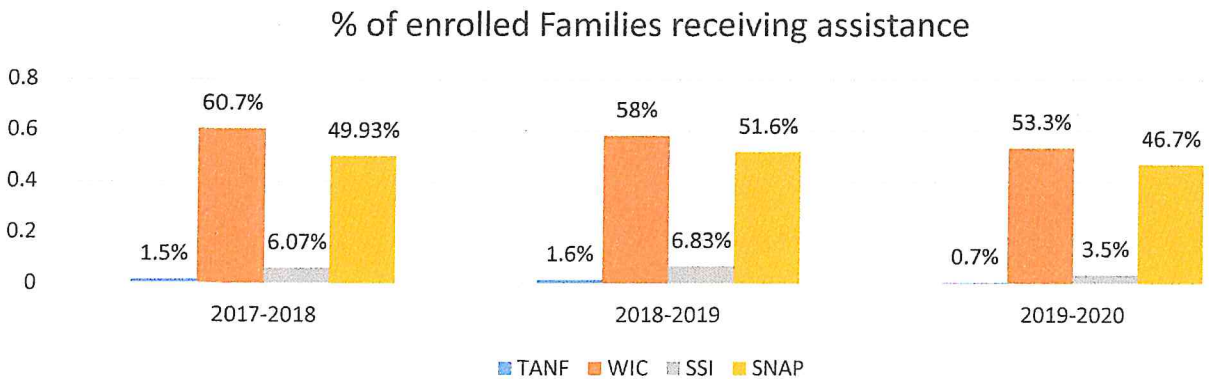
Families who experienced Homelessness

Last year's comparison

(75) or 6.9% of Families experienced Homelessness during the year 0.9% increase

(3) or 4% of those acquired housing during the year 2.7% decrease

Federal or Other Assistance received by enrolled families



Funding Sources

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

	2017-2018		2018-2019		2019-2020	
US Dept. of Health & Human Serv.	\$10,814,192		\$10,986,172		12,288,553	
US Dept. of HHS-T/TA	\$172,065	\$10,986,257	\$169,210	\$11,155,382	169,210	12,457,763
US Dept. of Ag - CACFP Funds -	\$709,712		\$859,471		405,985	
OK Dept. of Ed - PS Contracts -	\$410,983		\$162,800		141,000	
State Appropriated Funds	\$175,783		\$149,252		142,908	
In-kind Match	\$2,746,565		\$2,838,994		2,727,988	

Budgetary - Proposed budget:

Proposed Budget				
Budget Category	2016-2017	2017-2018	2018-2019	2019-2020
Personnel	\$6,631,746	\$6,922,590	\$6,848,743	\$7,477,638
Fringe Benefits	\$1,779,278	\$1,847,901	\$1,833,294	\$1,981,591
Travel	\$59,817	\$61,890	\$68,802	\$50,862
Equipment	\$147,078	\$81,414	\$115,500	\$314,756
Supplies	\$393,885	\$390,976	\$521,604	\$781,199
Contractual	\$190,950	\$162,163	\$173,823	\$205,864
Other	\$1,507,335	\$1,519,323	\$1,593,616	\$1,645,853
Total	\$10,710,089	\$10,986,257	\$11,155,382	\$12,457,763

Budgetary - Expenditures:

Budget Category	2016-2017		2017-2018		2018-2019		2019-2020	
	Program Operations	Non-Federal Share	Program Operations	Non-Federal Share	Program Operations	Non-Federal Share	Program Operations	Non-Federal Share
Personnel	6,652,045	2,075,140	6,852,628	2,138,419	\$6,998,792	2,049,948	7,188,234	795,562
Fringe Benefits	1,648,249		1,535,067		\$1,546,462		1,485,369	
Travel	56,340	81,147	16,325	63,943	\$37,612	143,432	25,088	27,227
Equipment	75,723		53,019		\$54,903		56,056	
Supplies	466,654	82,752	555,723	121,223	\$478,596	62,120	690,283	25,195
Contractual	231,921		140,155	190,592	\$145,839	139,445	133,197	75,991
Construct.								
Other	1,579,157	438,484	2,237,923	291,796	\$2,055,969	444,049	2,113,145	101,609
Total	10,710,089	2,677,523	11,390,840	2,805,973	11,318,182	2,839,994	11,691,372	1,025,584

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.

On August 31, 2020 United CAP Head Start received notice from the Office of Head Start. That notice determined; On August 28, 2020, the Administration for Children and Families published the Head Start Designation Renewal System (DRS) final rule in the Federal Register. This final rule revises the conditions for determining whether a Head Start grant will be subject to an open competition under the DRS. Grantees that met one or more of the prior DRS conditions will only be required to compete after the effective date of the rule if they also meet one or more of the revised conditions.

Earlier in the year of 2020, United Community Action Program, Inc. in Pawnee, OK received a notice of competitive status for Grant No. 06CH010257. This grant is no longer subject to competition because it does not meet any of the revised conditions in the DRS final rule. This grant is now eligible to receive a new non-competitive 5-year grant award.

United CAP Head Start received a new grant award for November 1, 2020 thru October 31, 2025.