2012-2013 Annual Report
Ohio Heartland CAC Head Start Program
Ohio Heartland CAC Head Start is dedicated to providing income eligible children and families with a quality, comprehensive, developmentally appropriate program that strengthens families and promotes self-sufficiency. The program operates according to applicable regulations, utilizing trained staff, volunteers, parents and a combination of organizational and community resources in an equitable and creative manner.

We believe that each child, at his or her own developmental level, should be encouraged for their efforts. We recognize the importance of balanced growth so we provide opportunities for mental, physical and social/emotional growth through a variety of creative experiences. We use Creative Curriculum, a research-validated and integrated curricula based on the philosophy that young children learn best by doing. ‘Learning isn’t just repeating what someone else says: it requires active thinking and experimenting to find out how things work and to learn firsthand about the world we live in. Play provides the foundation for the school learning. It is the preparation children need before they comprehend abstract concepts such as letters and numbers. Play enables us to achieve the key goals of our early childhood curriculum. Play is the work of children. - Diane Trister Dodge
Dear Friends,

As the Executive Director of the Ohio Heartland Community Action Commission, the grantee for the Head Start program in Marion, Crawford, Richland and Morrow Counties in North Central Ohio. I am pleased to present the OHCAC annual Report for July 1, 2012 to June 30, 2013.

This year, as in past years, our entire program was at full enrollment of 910 children throughout the program year. Unfortunately, our waiting list remained exceptionally high, exceeding 300 children—the equivalent of more than one third of our total funded enrollment. The need and the interest for Head Start services in our area is certainly apparent and valued.

The Ohio Heartland Community Action Commission Head Start program continues to strive for excellence, combining a committed staff, a supportive administration and a myriad of dedicated community partners working together to assist and support local families and communities. Although the Ohio Heartland Community Action Commission is the local grantee for the Head Start program in Marion, Crawford, Richland and Morrow Counties, much of the success of Head Start is based on its community involvement and local organizational partnerships to provide services and opportunities to over 900 local children and families. The continual cooperation of OHCAC Head Start with local resource providers remains an essential element in the continuing success of our program.

OHCAC Head Start is also privileged to work with 24 school districts in our multi-county service area. Together we join in the quest to prepare Head Start children for their entrance into Kindergarten. This is an ongoing challenge that we relish and we continue to strive to fulfill for the betterment of the Head Start families that we are fortunate to serve.

We received official confirmation that the Administration for Children and Families (ACF) has determined that our program is preliminarily eligible for a non-competitive five-year grant award to provide Head Start Services. The determination was based on the review of our data, including the results of our triennial review in April of 2012. We will hold the grant for five years unless we meet the conditions of 45 C.F.R. 1307.3, such as leaving a child unattended, being ineligible for USDA funds, failing to meet the benchmarks set for the CLASS observations, etc. We are very happy that we will be able to hold the grant for five years.

In conclusion, we are proud to have completed a successful Head Start program year and we look forward to the challenge of future successes working with families to strengthen our community. As the Executive Director, I know that I speak for staff, the OHCAC Board members and the OHCAC Head Start Policy Council when I say that we welcome the continuing challenge and we believe in Head Start.

Sincerely,

Andrew J. Devany,
OHCAC Executive Director
Board of Trustees

Fawn Mollenkopf  
Board President

Dawn Fraizer  
Board Vice-President

Charles Simpson  
Board Treasurer

Sue Yazel  
Board Secretary

Policy Council Executive Committee

Roxie Butterfield  
Chairperson

Summer Wodecki  
Vice-Chairperson

Nakisha Meade  
Secretary

OHCAC Executive Leadership

Andrew J. Devany  
Executive Director

Debbie Schuster  
Head Start Director

Paula Langender  
Child Health & Education Director

Diane Howard  
Family Engagement Director

Peg Gwinner  
Operations Manager

Jim Lavell  
Chief Fiscal Officer
### OUR CHILDREN AND THEIR FAMILIES

#### Children and Families Served

<table>
<thead>
<tr>
<th>Location</th>
<th>Number of Children</th>
<th>Number of Families</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bucyrus</td>
<td>93</td>
<td>99</td>
</tr>
<tr>
<td>Cardington</td>
<td>38</td>
<td>33</td>
</tr>
<tr>
<td>Clear Fork</td>
<td>36</td>
<td>35</td>
</tr>
<tr>
<td>Galion</td>
<td>75</td>
<td>71</td>
</tr>
<tr>
<td>Grace</td>
<td>365</td>
<td>337</td>
</tr>
<tr>
<td>Marian Clark</td>
<td>110</td>
<td>99</td>
</tr>
<tr>
<td>Marion Center</td>
<td>224</td>
<td>203</td>
</tr>
<tr>
<td>Morrow (Mt. Gilead)</td>
<td>82</td>
<td>76</td>
</tr>
<tr>
<td>Shelby</td>
<td>37</td>
<td>35</td>
</tr>
</tbody>
</table>

#### Parent's Level of Education

- Less than High School: 16%
- High Graduate/GED: 50%
- Advanced Degree: 3%
- Associate Degree, Some College: 31%

#### Federal Assistance

- SNAP: 43%
- Medicaid: 42%
- TANF: 9%
- SSI: 6%
- WIC: 6%

#### Enrollment by Eligibility

- Over Income: 6%
- Public Ass't: 14%
- Foster: 8%
- Homeless: 3%
- Below 100% 69%
OHCAC Head Start
APPROVED BUDGET
FOR PERIOD ENDING: 6/30/2013
05CH4149

Personnel $ 3,163,526
Fringe Benefits $ 943,018
Travel $ 85,000
Supplies $ 237,275
Contractual $ 136,765
Other $ 883,441
Indirect Cost $ 739,178
Total $ 6,188,203

Monthly Enrollment

<table>
<thead>
<tr>
<th>Month</th>
<th>Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>910</td>
</tr>
<tr>
<td>October</td>
<td>910</td>
</tr>
<tr>
<td>December</td>
<td>910</td>
</tr>
<tr>
<td>January</td>
<td>910</td>
</tr>
<tr>
<td>February</td>
<td>910</td>
</tr>
<tr>
<td>March</td>
<td>910</td>
</tr>
<tr>
<td>April</td>
<td>899</td>
</tr>
<tr>
<td>May</td>
<td>886</td>
</tr>
</tbody>
</table>

OHCAC Head Start is funded for 910 children.

- Our total cumulative enrollment for the year was 1077.
- 988 Families were served by Head Start.
- 189 Fathers participated in family or classroom activities with their children.
The Head Start program applies a child development and education approach for all children. In order to help children gain the skills and confidence necessary to be prepared to succeed in their present environment and with later responsibilities in school and life, the program’s approach to child development and education is as follows:

- Developmentally and linguistically appropriate, recognizing that children have individual backgrounds, and learning styles;
- Inclusive of children with disabilities, consistent with their Individualized Family Service Plan or Individualized Education Program (IEP);
- Provides an environment of acceptance that supports and respects gender, culture, language, ethnicity and family composition;
- Provides a balanced daily program of child-initiated and adult-directed activities, including individual, large group, and small group activities;
- Allows and enables children to independently use toilet facilities when it is developmentally appropriate and when efforts to encourage toilet training are supported by the parents;
- Provides a USDA approved breakfast, lunch, and snack to the children attending the morning and afternoon sessions.

**HOW CAN PARENTS BE INVOLVED?**

Parents are invited to become integrally involved in the development of the program’s curriculum and approach to child development and education. Parents are provided opportunities to increase their child observation skills and to share information with staff that will help plan the learning experiences. Parents are encouraged to participate in staff-parent conferences and home visits to discuss their child’s development and education.
The most important goal of our early childhood curriculum, Creative Curriculum, is to help children become enthusiastic learners by encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. Our goal is to help children become independent, self-confident, inquisitive learners. We are teaching them how to learn, not just in preschool, but all through their lives. We are allowing them to learn at their own pace and in the ways that are best for them. We are giving children good habits and attitudes, particularly a positive sense of themselves, which will make a difference throughout their lives. Supplemental resources used in our classrooms include Second Step Social Emotional Curriculum and Mathmetize Program. Children are assessed using the Teaching Strategies Gold Assessment Tool. The 36 objectives are aligned with the Ohio Department of Education Early Learning & Development Standards and the Domains in the Head Start Child Development and Early Learning Framework that promote positive outcomes in Early Childhood Programs serving children 3-5 years old.
OHCA Head Start ensures that every child with special needs is valued, supported and fully included in all aspects of our program. We work directly with children, school districts, teachers and families to ensure that everyone is aware of each child’s IEP goals and that the goals are worked on collaboratively. Our observations and assessments indicate that every child with an IEP demonstrated growth in reaching their goals.

Ohio Heartland Head Start is focused on early detection of health problems by carefully addressing the needs of each enrolled child. Every child receives a physical examination, completed by a qualified medical provider which includes immunizations, hearing and vision screening. A dental examination, including cleaning and fluoride treatment is performed on enrolled Head Start children to prevent decay and identify dental carries so that treatment can be done. It is our goal to help link children and families to an ongoing source of health and dental care. Statistics show that a healthy child is more successful in school.

**Health Services**

- 91% of children up-to-date on a schedule of age appropriate preventive and primary health care according to the State’s EPSDT schedule.
- 79 children were diagnosed with a chronic condition needing medical treatment.
- 87.3% (69) of those children received or are receiving medical treatment.
- 99.7% (1,074) children are up-to-date with immunizations or received all possible to date.
- 95% of the children completed a professional dental exam.
- 77% of children are receiving or have received treatment for dental needs.

**Special Need Services**

- 202 children have an IEP
  - Health Impairment - 2
  - Speech - 111
  - Emotional - 3
  - Autism - 2
  - Non-categorical/developmental delay - 83
  - Multiple disabilities - 1
- 705 newly enrolled children received a DECA screening within the 45 days.
- We provide comprehensive services for at least 10% of our total funded enrollment to children with disabilities.
The Head Start program depends on many people working together, sharing their talents, knowledge and energy, so that the children can receive the greatest benefits. The more that the child’s family invests in the program, the better our program will be.

Family Advocates meet with the families in their homes and assist them in setting expressed family need goals. They then follow up with these families by providing them information and referrals as needed to help them in accomplishing the goals they have set.

Lead Teachers meet with the child’s family four times each year for two conferences and two home visits. At the first home visit the Parents set School Readiness Goals for the child. The Lead Teacher communicates these goals to the Family Advocate and together with the parent they work toward the accomplishment of these goals. Parents are provided with a copy of the child’s progress at least twice a year. Parents/Guardians are encouraged to volunteer time in the classrooms as often as possible. We have an open door policy for parents/guardians to come to the classroom at any time.

Family Connection meetings are held monthly. At these meetings, family and staff discuss center and community concerns and suggestions. Four times a year the teaching staff attends and provides activities for the parent and child to do together. This year the themes for these four meetings will be Science, Math, Literacy, and Health & Safety. At the other meetings presenters discuss topics of interest chosen by the families and a craft or activity is scheduled. Child care is provided and transportation is a possibility. Information about Family Connections will be sent home in the child’s book bag and added to the classroom newsletter.

Policy Council is the advisory board of the Head Start program. Parents, guardians and community volunteers meet monthly to plan for the future of Head Start. Grants are reviewed, decisions are discussed, and workshops are presented. The meetings are held on the second Thursday of each month at the First United Church of Christ, 248 Harding Way West in Galion, Ohio. Child care is provided and transportation is a possibility. We encourage all parents/guardians to attend and become involved with their child’s future.

The Parent Buck System is a program for parents/guardians to earn Parent Bucks by volunteering in the classroom, serving on Policy Council, attending Family Connection meetings, keeping scheduled home visits, reading to their children at home, etc. Parents can redeem Parent Bucks for merchandise in our Parent Stores, trade them for Meijer gift cards, or use them to purchase items at four of the Family Connection meetings.
# STATEMENT OF ACTIVITIES

## OHIO HEARTLAND COMMUNITY ACTION COMMISSION
AND AFFILIATES

## COMBINED STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED SEPTEMBER 30, 2012

### CHANGES IN UNRESTRICTED NET ASSETS

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants &amp; reimbursement contracts</td>
<td>$11,166,166</td>
</tr>
<tr>
<td>Interest income</td>
<td>7,654</td>
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<tr>
<td>Program income</td>
<td>189,371</td>
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<tr>
<td><strong>Total unrestricted revenues and other support</strong></td>
<td><strong>11,363,191</strong></td>
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<table>
<thead>
<tr>
<th>Description</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Head Start and Day Care</td>
<td>6,211,006</td>
</tr>
<tr>
<td>Home Energy Assistance</td>
<td>3,214,838</td>
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<tr>
<td>Community Services</td>
<td>382,452</td>
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<tr>
<td>Senior Services</td>
<td>334,368</td>
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<tr>
<td>Corporate</td>
<td>123,764</td>
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<tr>
<td>Harding Way Properties</td>
<td>15,105</td>
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<tr>
<td>Combining Statement Eliminations</td>
<td>(23,764)</td>
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<tr>
<td><strong>Total program expenses</strong></td>
<td><strong>10,238,769</strong></td>
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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>General &amp; Administrative</td>
<td>985,179</td>
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<tr>
<td><strong>Total expenses</strong></td>
<td><strong>11,223,948</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Description</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Increases in unrestricted net assets</td>
<td>119,243</td>
</tr>
<tr>
<td>Unrestricted net assets, October 1, 2011</td>
<td>1,647,673</td>
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<tr>
<td>Unrestricted net assets, September 30, 2012</td>
<td>$1,766,916</td>
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The accompanying notes to combined financial statements are an integral part of this statement.
INDEPENDENT AUDITOR'S REPORT

OHIO HEARTLAND COMMUNITY ACTION
COMMISSION AND AFFILIATE

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

FOR THE YEAR ENDED SEPTEMBER 30, 2012

A. SUMMARY OF AUDITOR'S RESULTS

1. I have issued an unqualified opinion on the financial statements of Ohio Heartland Community Action Commission and Affiliate.

2. The audit did not disclose any internal control related reportable conditions.

3. The audit did not disclose any instances of noncompliance which were material to the financial statements.

4. There were no reportable conditions in internal controls over major programs.

5. I have issued an unqualified opinion on compliance for major programs.

6. The audit did not disclose any findings relative to the major federal awards programs.

7. The major programs selected for compliance testing included:
   - Head Start, CFDA #93.600
   - Home Energy Assistance Program, CFDA #93.568
   - Home Weatherization Assistance Program CFDA #81.042
   - Energy Efficient Appliance Rebate Program CFDA #81.127
   - Child & Adult Care Food Program, CFDA #10.558

8. The dollar threshold used to distinguish the Type A program was $312,082.

9. The auditee did qualify as a low risk auditee.

B. FINDINGS RELATED TO THE FINANCIAL STATEMENTS IN ACCORDANCE WITH GENERALLY ACCEPTED GOVERNMENTAL

   None noted in current year.

C. FINDINGS AND QUESTIONED COSTS RELATED TO FEDERAL AWARDS

   None noted in current year.