

CAPITAL AREA COMMUNITY SERVICES, INC.
HEAD START AND EARLY CHILDHOOD PROGRAMS
SEMI-ANNUAL REPORT for August 2016 – January 2017

- I. Accomplishments and positive developments that had a significant impact on the Head Start program during the reporting period.**
- Each summer, administrative staff review program data and determine a focus for the new school year. The focus for this year was health and safety and was introduced to staff during pre-service training. As managers provided component training, health and safety aspects of the component were highlighted and changes were discussed. The health and safety checklist used in classrooms was revised, the process for addressing problem areas/items was clarified, and monitoring was intensified. Staff received further direction and training on active supervision. Each classroom received an active supervision poster.
 - Administrative and support staff have begun the process of evaluating and revising where necessary program structure, services, and procedures in light of the new Head Start Program Performance Standards.
 - The Michigan Head Start Association has engaged staff from Attendance Works to work with Michigan grantees as they seek to improve regular school attendance in an effort to further enhance each child's school readiness. Activities include educating parents and staff on the importance of regular attendance and developing strategies to increase the number of days each child is in attendance. CACS has formed an Attendance Committee that is planning how the program will address attendance issues locally.
 - Family engagement and support efforts continue to be evaluated and enhanced as the program tries to increase its support to parents of children in the program. Family Outcome Goals have been developed using the program in ChildPlus.
 - CACS continues to blend funds from Head Start and Great Start Readiness Program (GSRP), Michigan's the state-funded 4 year old preschool program, in order to provide a full day (7 hours), school year preschool experience for 4 year old children. GSRP funds are distributed to intermediate school districts, and CACS works with all 4 of the intermediate school districts in its service area to support county-wide, centralized intake processes including joint recruitment activities and a joint application form. CACS is receiving \$1,492,645 from the intermediate school districts, and 455 children are being served with blended funding.
 - CACS has been able to supplement federal funding with several other grants to provide additional services to children and families without impacting the operating budget. CACS received 20 mini grants of \$4,500 (\$90,000 total) from the Early Childhood Investment Corporation to purchase additional Creative Curriculum kits or tablets. CACS also continues to provide 24 children and their families with home visiting services based on the Early Head Start model. Funding in the amount of \$177,399 is provided by the Maternal, Infant, & Early Childhood Home Visiting Program (MIECHV) which is administered by Michigan Department of Community Health.
 - Approximately \$35,000 has been received to provide children with books to take home in an effort to encourage family reading. Companies and organizations providing the funding include the Ella Fitzgerald Charitable Foundation, Library of Michigan, and First Book. During the first six months of the program year, approximately 6,000 books have been distributed.
 - CACS continues to participate in a variety of research projects. A study of trauma-informed practice continues with the School of Psychology at Michigan State University (MSU). The MSU College of Nursing has a project entitled First Step to Health that is studying

nutrition and physical activity as it impacts the overall health of the family. 'Simply Dinner' is another project led jointly by MSU and the University of Michigan that is a multi-faceted study undertaken to gain a better understanding of how certain programs related to dinner promote children's health and well-being. Another MSU project is IPAAR, Inventory of Phonological Awareness using Alternative Responses. It studies children's language and literacy development, and it measures phonological awareness especially for children with special needs. Early Head Start is involved with MSU in a project called, 'Hearts and Minds on Babies', that is studying capacity building for caregivers (teachers and parents) to be more responsive to children.

- To date, 79 parents have enrolled in GED to earn their high school equivalency degree. Another 7 parents are participating in ESL classes.
- Services have been provided to 123 homeless children and their families; 17 of the families have been able to acquire housing.
- To date, only 3% of the children enrolled in Head Start and 8% of the children in Early Head Start are over income.
- The enrollment of children with special needs is currently at 9.4% for HS and 33% for EHS.
- The Family Service Center offers a variety of parent education experiences; 431 parents have participated to date.

II. **Significant goals and objectives established for the reporting period, which were not met.** N/A – all goals are established for the full program year.

III. **Funded and actual enrollment by program option. Any under-enrollment, problems, delays, or adverse conditions which prevented the agency from achieving and maintaining full enrollment are addressed, along with plans to address the issue(s).**

PROGRAM OPTION	FUNDED ENROLLMENT		ACTUAL ENROLLMENT	
	Head Start	Early Head Start	Head Start	Early Head Start
Head Start				
- Part Day	809		881	
- Full Day	648		680	
Early Head Start				
- Home Base		104		118
- Full Day		56		56
- MIECHV Program		24		29
Totals:	1,457	184	1,561	203

IV. **Unexpected costs overruns or savings during the reporting period and their implications for program operations.** None to date.

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted OA/OGA/Region V	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) 05CH8365/03	Page of 1 1 pages
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3. Recipient Organization (Name and complete address including Zip code)
 Capital Area Community Services 101 E Willow St Lansing, MI 48906

4a. DUNS Number 76389618	4b. EIN 38-1791181	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) 50458	6. Report Type <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual
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8. Project/Grant Period (Month, Day, Year) From: 8/1/2016 To: 7/31/2017	9. Reporting Period End Date (Month, Day, Year) 1/31/2017
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10. Transactions Cumulative

(Use lines a-c for single or combined multiple grant reporting)
Federal Cash (To report multiple grants separately, also use FFR Attachment):

a. Cash Receipts	6,451,653
b. Cash Disbursements	6,514,397
c. Cash on Hand (line a minus b)	-62,744

(Use lines d-o for single grant reporting)

Federal Expenditures and Unobligated Balance:

d. Total Federal funds authorized	13,217,368
e. Federal share of expenditures	6,514,397
f. Federal share of unliquidated obligations	0
g. Total Federal share (sum of lines e and f)	6,514,397
h. Unobligated balance of Federal funds (line d minus g)	6,702,971

Recipient Share:

i. Total recipient share required	3,304,342
j. Recipient share of expenditures	1,552,966
k. Remaining recipient share to be provided (line i minus j)	1,751,376

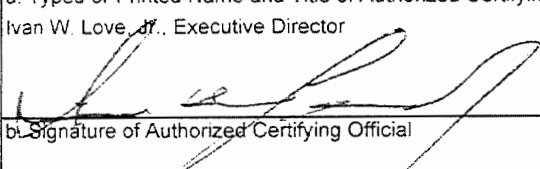
Program Income:

l. Total Federal share of program income earned	
m. Program income expended in accordance with the deduction alternative	
n. Program income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

11	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
Indirect Expense	Predetermined	6.50%	8/1/2016	1/31/2017	6,144,690	\$390,405	\$390,405
					g. Totals:	6,144,690	\$390,405

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:
 USDA: \$262,243; Admin \$616,110; T&TA PA20: \$69,322; T&TA PA22: \$14,715

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official Ivan W. Love, Jr., Executive Director 	c. Telephone (Area code, number, and extension) (517) 482-6281 x103 d. Email Address ksnw1327@hotmail.com
b. Signature of Authorized Certifying Official	e. Date Report Submitted (Month, Day, Year) 2/22/2017

14. Agency use only:

Standard Form 425 - Revised 10/11/2011
 OMB Approval Number: 0348-0061
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