

Community Services of Northeast Texas, Inc.
Head Start Policy
Council Meeting
Tuesday, February 24, 2026 9:00 am
Head Start Management Building
124 N Main Street
Linden, Texas

CALL TO ASSEMBLY

Please rise.

 **Pledge of Allegiance (US)** – *I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.*

 **Pledge of Allegiance (TX)** – *Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.*

 **Community Action Promise** - *Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to Helping People Help themselves and each other.*

 **Our CSNT Mission** – *CSNT applies all available strategies enabling Northeast Texas families to lead improved, empowered, and self-reliant lives.*

 **Our Head Start Vision** – *To provide a system of education and encouragement which results in school-readiness for young children and their families.*

Invocation

- 1. Call Meeting to Order**
- 2. Recognize New Policy Council Members**
- 3. Establishment of Quorum**
- 4. Approval of Agenda**
- 5. Approval of Minutes for December 9, 2025**
- 6. Presentations**
 - A.** Daingerfield Head Start
- 7. Reports**
 - A. Financial Report** Jess Ervin
 - a. Head Start Financial Report
 - b. CACFP Financial Report
 - B. Head Start Director Report** Misty Van Hooser
 - a. Head Start/Early Head Start Report February 2026
 - b. Head Start/Early Head Start PIR February 2026
 - C. Chief Executive Officer Report** Michelle Morehead

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- 8. Committee Reports**
 - A. Appoint Committee Member(s)
 - B. Committee Report
- 9. Training**
 1. ERSEA– Alisha Oliver
- 10. Action Items**
 - A. Discuss and/or Approve CACFP Expense Verification and Compliance Procedures
 - B. Discuss and/or Approve 2025-2026 On-Going Detailed Monitoring
 - C. Discuss and/or Approve 2025-2026 Disability Waiver
 - D. Discuss and/or Approve Disposition of Vehicles
- 11. Discussion Items**
 - A. Discuss Head Start Program Winter Data
 1. School Readiness Performance Data Winter 2026 Data
 2. Parent, Family, and Community Engagement Goals Winter 2026 Data
 3. CLASS Winter 2026 Data
 4. Program Goals Winter 2026
- 12. Audience Comments**
- 13. Executive Session**
 - A. Personnel**
 - 1. New hires and terminations**

Discussion with respect to any matter specifically made confidential by law or regulation. Topics may include, but are not limited to: Approval of new hires, terminations, and employee matters of a confidential nature.
- 14. Required Action from Executive Session**
- 15. Adjourn**

Community Services of Northeast Texas, Inc.
Head Start Policy
Council Meeting
Tuesday, December 9, 2025 9:00 am
Head Start Management Building
124 N Main Street
Linden, Texas

Agenda/Minutes

Invocation: Teresa Thompson

1. **Call Meeting to Order:** 9:00a.m.
2. **Recognize New Policy Council Members**
Shawnquilla Snowend
3. **Establishment of Quorum** Yes
4. **Approval of Agenda**

A motion was made by Barbara Pipkins to accept the agenda. This motion was seconded by Wendy Acevedo. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

5. **Approval of Minutes for October 28, 2025**

Cody Meadows made a motion to accept the minutes of October 28, 2025 meeting as presented. The motion was seconded by Wendy Acevedo. The motion was put to a vote with majority of members voting in favor of by signaling aye. The motion carried.

Presentations

6. **A. Bloomburg Head Start:**Power Point by Candy Harris

7. **Reports**

- A. Financial Report

Bernie Yancey not present

by Misty Van Hooser: **See Attachment Document**

- a. Head Start Financial Report October 2025

We received our letter of reward December 3, 2025, fully funded December 1, 2025-November 30, 2026

- b. CACFP Financial Report October 2025

- B. Head Start Director Report Misty Van Hooser: **See Attachment Document**

- a. Head Start/Early Head Start Report December 2025

Received 45-day notice that the Federal Review Team will be here the week of

January 12, 2026.

b. Head Start/Early Head Start PIR December 2025

C. Chief Executive Officer Report

Michelle Morehead

She was excited that we received the full grant amount.

8. Committee Reports: See Attachment Document

A. Appoint Committee Member(s) **NONE**

B. Committee Report

1. Health and Mental Health Services Advisory Committee

The Health and Mental Health Advisory Meeting was productive, with valuable information shared regarding proper tooth brushing, parents providing healthy meals and snacks for children, and promoting the reduction of fast-food consumption. Additionally, services offered by CSBG were discussed.

9. Training

1. On-going detailed monitoring questions – Alisha Oliver- **See Attachment Document**

10. Action Items: See Attachment Document

A. Discuss and/or Approve Health and Mental Health Services Advisory Meeting Form Changes:

1. Lead Mitigation Plan
2. Field Trip Request Form
3. Activity Request Form
4. Hearing Referral Form
5. Vision Referral Form

A motion was made by Sheyenne Baker to accept the changes on the Lead Mitigation Plan, Field Trip Request Form, Activity Request Form, Hearing Referral Form, and Vision Referral Form. The motion was seconded by Barbara Pipkins. The motion was put to a vote with majority of members voting in favor of by signaling aye. The motion carried.

11. Discussion Items: See Attachment Document

A. Discuss Head Start Program Fall Data

1. School Readiness Performance Data Fall 2025 Data
2. Parent, Family, and Community Engagement Goals Fall 2025 Data
3. CLASS Fall 2025 Data
4. Program Goals Fall 2025

12. Audience Comments: None

13. Executive Session: Begin 9:48a.m. End 9:49a.m.

Sheyenne Baker moved for Policy Council to go into Executive Session at time 9:48a.m.,

Cody Meadows seconded the motion.

A. Personnel: See Attachment Document

1. New hires and terminations

Discussion with respect to any matter specifically made confidential by law or regulation. Topics may include, but are not limited to Approval of new hires, terminations, and employee matters of a confidential nature.

14. Required Action from Executive Session

A motion was made by Sheyenne Baker to accept new hires, transfers, and terminations as presented. The motion was seconded by Cody Meadows. There was no discussion of the matter. The motion was put to vote with a majority of members voting in favor of by signaling aye. The motion carried.

15. Adjourn:

A motion to adjourn was made by Sheyenne Baker at 9:50. m. The motion was seconded by Cody Meadows.

Minutes Submitted by: Misty Van Hooser

Minutes approved by: _____

COMMUNITY SERVICES OF NORTHEAST TEXAS

Statement of Activities - Head Start Report

01 - HEADSTART

From 12/1/2025 Through 12/31/2025

12 month program ending 11/30/2026 (8% of grant year elapsed)

	Current Period Actual	Current Year Actual
REVENUES		
GRANTS		
	487,946.43	487,946.43
IN KIND		
	187,550.80	187,550.80
Total REVENUES	675,497.23	675,497.23
EXPENSES		
EXPENSES		
PERSONNEL	309,267.59	309,267.59
FRINGE BENEFITS	102,438.28	102,438.28
TRAINING AND TECHNICAL ASSISTANCE	124.00	124.00
SUPPLIES	6,080.02	6,080.02
FOOD	12,690.70	12,690.70
OTHER	41,960.54	41,960.54
INDIRECT COST	52,023.82	52,023.82
Total EXPENSES	524,584.95	524,584.95
IN KIND		
	187,550.80	187,550.80
Total EXPENSES	712,135.75	712,135.75
NET GAIN/LOSS	(36,638.52)	(36,638.52)

COMMUNITY SERVICES OF NORTHEAST TEXAS

Statement of Activities - Head Start Report

32 - EARLY HEAD START GRANT

From 12/1/2025 Through 12/31/2025

12 month program ending 11/30/2026 (8% of grant year elapsed)

	Current Period Actual	Current Year Actual
REVENUES		
GRANTS		
	28,867.80	28,867.80
IN KIND		
	1,987.25	1,987.25
Total REVENUES	30,855.05	30,855.05
EXPENSES		
EXPENSES		
PERSONNEL	23,016.71	23,016.71
FRINGE BENEFITS	2,788.93	2,788.93
SUPPLIES	1,134.59	1,134.59
OTHER	430.09	430.09
INDIRECT COST	2,919.87	2,919.87
Total EXPENSES	30,290.19	30,290.19
IN KIND		
	1,987.25	1,987.25
Total EXPENSES	32,277.44	32,277.44
NET GAIN/LOSS	(1,422.39)	(1,422.39)



HEAD START PROGRAM DIRECTOR REPORT

February 2026

Head Start Preschool/Early Head Start

Enrollment

- Head Start (HS) funded for 465 children with cumulative enrollment of 510.
- Early Head Start (EHS) fully enrolled with 100% of funded slots filled (16/16).

Comprehensive Family Engagement

- 100% of EHS families received at least one family service.
- 66% of HS families (320 families) received at least one family service.

High Access to Health & Dental Services

- EHS: 100% of children have health insurance, health care access, and dental access.
- HS: Over 95% have health insurance or accessible health care; 87% have dental access.

Federal Review Completion

In January, Community Services of Northeast Texas, Inc. successfully completed the Federal Focus Area One Review.

Highlights:

- timely submission of documents
- successful interviews
- positive classroom observations
- data driven
- teamwork

Review strengths included data monitoring systems, family engagement, and alignment of goals.

Final Report will be received in 6-8 weeks.



Office of Head Start - Early Head Start Services Snapshot

Community Services Of Northeast Texas, Inc. (2025-2026)

Date

2/6/2026

Funded Enrollment

Number of enrollment slots the program is funded to serve.

	<i># of funded enrollment slots</i>	<i>% of funded enrollment slots</i>
Total Funded Enrollment	16	100.00%

Funded Enrollment by Program Option

	<i># of funded enrollment slots</i>	<i>% of funded enrollment slots</i>
Center-based	16	100.00%
Home-based	0	0%
Family Child Care	0	0%
Locally Designed	0	0%

Detail - Center-based Funded Enrollment

	<i># of center-based funded enrollment slots</i>	<i>% of center-based funded enrollment slots</i>
Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	16	100.00%
Of these, the number that are available for the full-working-day and full-calendar-year	0	
Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0	0%
Of these, the number that are available for 3.5 hours per day for 128 days	0	
Of these, the number that are available for a full working day	0	

Total Cumulative Enrollment

	<i># of participants</i>	<i>% of participants</i>
Total Cumulative Enrollment	17	106.25%

Participants by Age

	<i># of participants</i>	<i>% of participants</i>
Under 1 Year Old	0	0.00%
1 Year Old	6	35.29%
2 Years Old	11	64.71%
3 Years Old	0	0.00%
Pregnant Women	0	0.00%

Homelessness Services

	<i># of children</i>	<i>% of children</i>
Total number of children experiencing homelessness that were served during the enrollment year	0	0.00%

Foster Care

	# of children	% of children
Total number of enrolled children who were in foster care at any point in the program year	4	23.53%

Prior Enrollment of Children

	# of children	% of children
The second year	3	17.65%
Three or more years	0	0.00%

Ethnicity And Race

	# of Hispanic or Latino Origin participants	% of Hispanic or Latino Origin participants	# of Non-Hispanic or Non-Latino Origin participants	% of Non-Hispanic or Non-Latino Origin participants
American Indian or Alaska Native	0	0.00%	0	0.00%
Asian	0	0.00%	0	0.00%
Black or African American	1	5.88%	12	70.59%
Native Hawaiian or Pacific Islander	0	0.00%	0	0.00%
White	1	5.88%	1	5.88%
Biracial or Multi-Racial	0	0.00%	1	5.88%
Other Race	1	5.88%	0	0.00%
Unspecified Race	0	0.00%	0	0.00%

Primary Language of Parents at Home

	# of children	% of children
English	16	94.12%
Of these, the number of children acquiring/learning another language in addition to English	1	5.88%
Spanish	1	5.88%
Central American, South American, or Mexican Languages	0	0.00%
Caribbean Languages	0	0.00%
Middle Eastern or South Asian Languages	0	0.00%
East Asian Languages	0	0.00%
Native North American or Alaska Native Languages	0	0.00%
Pacific Island Languages	0	0.00%
European or Slavic Languages	0	0.00%
African Languages	0	0.00%
American Sign Language	0	0.00%
Other Languages	0	0.00%
Unspecified Languages	0	0.00%

Health Services

<i>Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment)</i>	# at Beginning of Enrollment Year	% at Beginning of Enrollment Year	# at End of Enrollment Year	% at End of Enrollment Year
Children with health insurance	17	100.00%		0.00%
Children with accessible health care	17	100.00%		0.00%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	14	82.35%		0.00%
Children with accessible dental care	17	100.00%		0.00%

Disabilities Services

	<i># of children</i>	<i>% of children</i>
Children with an Individualized Family Service Plan (IFSP), indicating they were determined eligible to receive early intervention services	2	12.50%

Family Services

	<i># of families</i>	<i>% of families</i>
Total Number of Families	16	94.12%

	<i># of families</i>	<i>% of families</i>
Families Who Received at Least One Family Service	16	100.00%

Specific Services

	<i># of families</i>	<i>% of families</i>
Emergency or Crisis Intervention	0	0.00%
Housing Assistance	0	0.00%
Asset Building Services	0	0.00%
Mental Health Services	0	0.00%
Substance Misuse Prevention	0	0.00%
Substance Misuse Treatment	0	0.00%
English as a Second Language (ESL) Training	1	6.25%
Assistance in enrolling into an education or job training program	5	31.25%
Research-based parenting curriculum	16	100.00%
Involvement in discussing their child's screening and assessment results and their child's progress	16	100.00%
Supporting transitions between programs	15	93.75%
Education on preventive medical and oral health	16	100.00%
Education on health and developmental consequences of tobacco product use	0	0.00%
Education on nutrition	16	100.00%
Education on postpartum care	0	0.00%
Education on relationship/marriage	0	0.00%
Assistance to families of incarcerated individuals	0	0.00%



Office of Head Start - Head Start Services Snapshot

Community Services Of Northeast Texas, Inc. (2025-2026)

Date

2/6/2026

Funded Enrollment

Number of enrollment slots the program is funded to serve.

	# of funded enrollment slots	% of funded enrollment slots
Total Funded Enrollment	465	100.00%

Funded Enrollment by Program Option

	# of funded enrollment slots	% of funded enrollment slots
Center-based	465	100.00%
Home-based	0	0%
Family Child Care	0	0%
Locally Designed	0	0%

Detail - Center-based Funded Enrollment

	# of center-based funded enrollment slots	% of center-based funded enrollment slots
Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	465	100.00%
Of these, the number that are available for the full-working-day and full-calendar-year	0	
Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0	0%
Of these, the number that are available for 3.5 hours per day for 128 days	0	
Of these, the number that are available for a full working day	0	

Total Cumulative Enrollment

	# of participants	% of participants over Funded Enrollment
Total Cumulative Enrollment	510	9.68%

Participants by Age

	# of participants	% of participants
1 Year Old	0	0.00%
2 Years Old	2	0.39%
3 Years Old	208	40.78%
4 Years Old	300	58.82%
5 Years Old	0	0.00%

Homelessness Services

	<i># of children</i>	<i>% of children</i>
Total number of children experiencing homelessness that were served during the enrollment year	25	4.90%

Foster Care

	<i># of children</i>	<i>% of children</i>
Total number of enrolled children who were in foster care at any point in the program year	18	3.53%

Prior Enrollment of Children

	<i># of children</i>	<i>% of children</i>
The second year	163	31.96%
Three or more years	18	3.53%

Ethnicity And Race

	<i># of Hispanic or Latino Origin participants</i>	<i>% of Hispanic or Latino Origin participants</i>	<i># of Non-Hispanic or Non-Latino Origin participants</i>	<i>% of Non-Hispanic or Non-Latino Origin participants</i>
American Indian or Alaska Native	0	0.00%	0	0.00%
Asian	0	0.00%	0	0.00%
Black or African American	11	2.16%	220	43.14%
Native Hawaiian or Pacific Islander	0	0.00%	0	0.00%
White	44	8.63%	145	28.43%
Biracial or Multi-Racial	22	4.31%	29	5.69%
Other Race	38	7.45%	1	0.20%
Unspecified Race	0	0.00%	0	0.00%

Primary Language of Parents at Home

	<i># of children</i>	<i>% of children</i>
English	465	91.18%
Of these, the number of children acquiring/learning another language in addition to English	23	
Spanish	43	8.43%
Central American, South American, or Mexican Languages	0	0.00%
Caribbean Languages	0	0.00%
Middle Eastern or South Asian Languages	0	0.00%
East Asian Languages	2	0.39%
Native North American or Alaska Native Languages	0	0.00%
Pacific Island Languages	0	0.00%
European or Slavic Languages	0	0.00%
African Languages	0	0.00%
American Sign Language	0	0.00%
Other Languages	0	0.00%
Unspecified Languages	0	0.00%

Health Services

<i>Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment)</i>	<i># at Beginning of Enrollment Year</i>	<i>% at Beginning of Enrollment Year</i>	<i># at End of Enrollment Year</i>	<i>% at End of Enrollment Year</i>
Children with health insurance	486	95.29%		0.00%
Children with accessible health care	490	96.08%		0.00%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	419	82.16%		0.00%
Children with accessible dental care	444	87.06%		0.00%

Disabilities Services

	<i># of children</i>	<i>% of children</i>
Children with an Individualized Education Program (IEP), indicating they were determined eligible to receive special education and related services	32	6.88%

Family Services

	<i># of families</i>	<i>% of families</i>
Total Number of Families	483	100.00%

	<i># of families</i>	<i>% of families</i>
Families Who Received at Least One Family Service	320	66.25%

Specific Services

	<i># of families</i>	<i>% of families</i>
Emergency or Crisis Intervention	12	2.48%
Housing Assistance	2	0.41%
Asset Building Services	29	6.00%
Mental Health Services	6	1.24%
Substance Misuse Prevention	1	0.21%
Substance Misuse Treatment	7	1.45%
English as a Second Language (ESL) Training	11	2.28%
Assistance in enrolling into an education or job training program	23	4.76%
Research-based parenting curriculum	262	54.24%
Involvement in discussing their child's screening and assessment results and their child's progress	316	65.42%
Supporting transitions between programs	283	58.59%
Education on preventive medical and oral health	310	64.18%
Education on health and developmental consequences of tobacco product use	98	20.29%
Education on nutrition	314	65.01%
Education on postpartum care	2	0.41%
Education on relationship/marriage	7	1.45%
Assistance to families of incarcerated individuals	0	0.00%

CSNT Head Start **Highlights** February 2026

ATTENDANCE

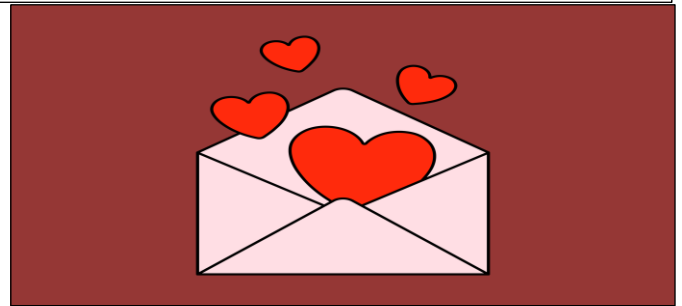
91% Pre-K **81%** EHS

HEAD START IN YOUR COMMUNITY

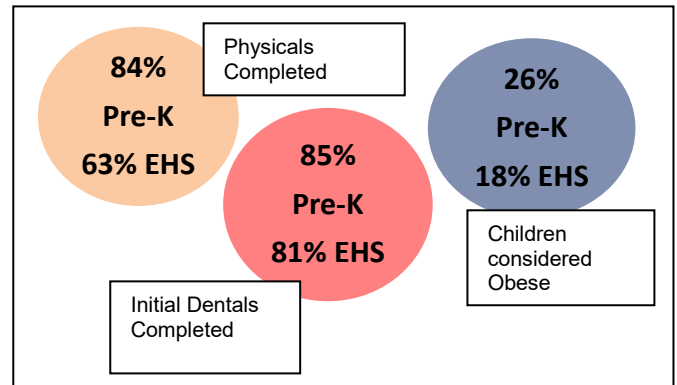
- 465-Pre-K/16 EHS children enrolled in locally run classrooms
- 54% entering kindergarten next year
- 92% of children speak English at home
- 13+ collaboration agreements between programs and schools
- 7.3% Pre-K/12.50% EHS of enrolled children receive services under IDEA

541,021
Head Start
Preschool children
served in US

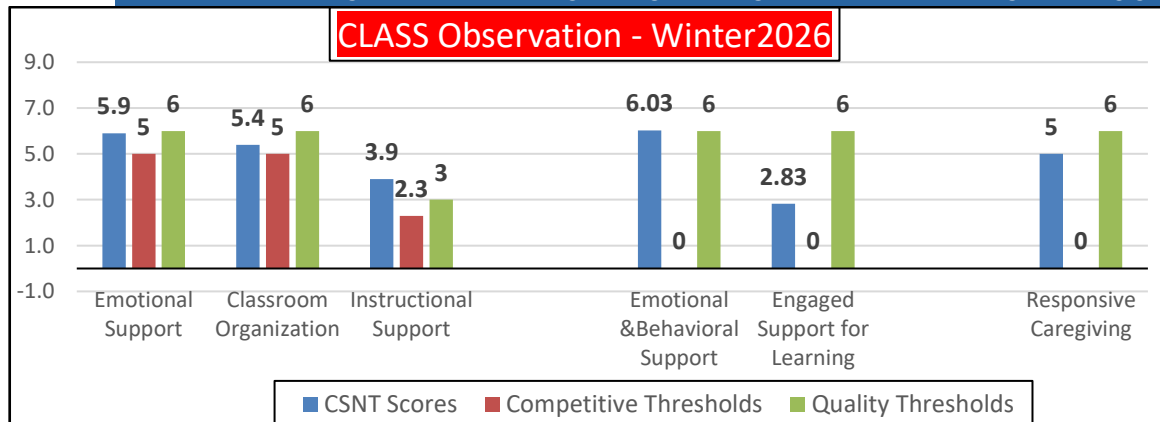
187,966
Early Head Start
children served in
US



CHILDREN ARE HEALTHIER ...



HEAD START TEACHERS STRIVE FOR EXCELLENCE IN HEAD START CLASSROOMS



HS FAMILIES ENGAGED IN LEARNING

- **98%** of Head Start parents completed first home visits
- **98%** of Head Start parents completed first Parent/Teacher Conference

**99% of
Parents
HAVE MET WITH
TEACHERS
2025-2026**

**PARENT  TEACHER
CONFERENCES**

EHS FAMILIES ENGAGED IN LEARNING

- **100%** of Early Head Start parents completed first home visits
- **100%** of Early Head Start parents completed first Parent/Teacher Conference



ELIGIBILITY

2025-2026

PURPOSE OF THE ERSEA:

- To ensure that the neediest children and families within the country receive Head Start & Early Head Start services.



- ERSEA regulations are covered under the Final Rule that were issued August 21, 2024.

SERVICE AREA

- We serve 465 Head Start students in Cass, Camp, Morris and Bowie Counties.
- We serve 16 Early Head Start students at our Hughes Springs Head Start location. Class began Jan. 19, 2021.

ELIGIBILITY & SELECTION

- Income is required from all parents prior to acceptance into the program.
- Proof of one month's income is required.
- Income verification can be:
 - Check Stubs
 - Income Tax Form 1040
 - Statement from Employee
 - Declaration of Income from the parent
 - Zero income statement with explanation.
 - Verification letter showing SSI or TANF
 - Foster Care Documentation
 - Food Stamp Documentation



- Income is then calculated using an income calculation worksheet and entered into Child Plus.
 - Income calculation worksheets are signed by parent, staff, and Family Service Administrator to ensure information is correct.
- Child Plus will give each child points based on needs of the family and they will be placed on a waitlist.
- Children are then selected from Child Plus by pulling Report 2025. Highest Points listed first.
 - Children will be assigned a Child Plus ID number and no names will be printed on this form to ensure that no prejudice is shown to a child/family.

NEW INCOME REGULATIONS

- We no longer count the following income:
 - Child Support
 - VA Benefits
 - Social Security Disability or Retirement Income



ELIGIBILITY DETERMINATION RECORD

- Every family will complete an in-person or phone interview with the Family Service Worker prior to acceptance.
- All information used to verify income will be placed in the Income section of the child's file.
- Eligibility Determination Records will include:
 - Whether child is eligible for the program.
 - How interview was conducted.
 - Income Status
 - Type of Verification Used

EXCESSIVE HOUSING CALCULATOR

- Housing expenses should be less than 30% of a family's total income.
- Any amount over 30% can now be deducted from the family's income.
- Allowable expenses (with documentation):
 - Rent/Mortgage
 - Homeowners' or Renter's insurance
 - Utilities (electric, gas, water, sewer, trash)
- Calculation will be made using Child Plus excessive calculator tool.



Family Information	
Family Name	Doe Family
Family ID	17545

ADJUSTED INCOME INFORMATION	
PERCENTAGE OF INCOME SPENT ON HOUSING	39%
DOLLAR AMOUNT OVER 30%	\$411.28
NEW INCOME AFTER ADJUSTMENTS (MONTHLY)	\$4,095.39
NEW INCOME AFTER ADJUSTMENTS (ANNUAL)	\$49,144.64

TOTAL ELIGIBILITY INCOME	
Type in Total Eligibility Income from ChildPlus	\$54,080.00
Total Monthly Income	\$4,506.67

HOUSING	Enter the Cost	Per
Mortgage or rent	\$1,038.00	Month
Property taxes	\$207.36	Year
Electricity	\$112.75	Month
Gas	\$150.00	Month
Water and sewer	\$75.00	Month
Insurance	\$320.25	Month
Waste removal	\$50.00	Month
Other		Month
Total Monthly Costs	\$1,763.28	

Per

Month

Year

Month

Month

Month

Month

Month

MONTH

\$1,763.28

ENROLLMENT

- After children have been selected using Report 2025, Acceptance letters will be sent to the family.
- Family Service Workers will complete an orientation with parents.
- All required paperwork along with the importance of dental, physical, hemoglobin and lead will be discussed at this orientation.



RECRUITMENT

- Children will be recruited from service areas.
- Types of recruitment used
 - Flyers
 - Newspaper Articles
 - Banners/Signs
 - Word of Mouth
 - CSNT Website
 - ISD websites
 - Facebook



ATTENDANCE

- Within one hour of start time, if the family has not notified staff of a child's absence, Family Service Worker will call parents to ensure safety of the child.
- Family Services will track attendance and look for any attendance problems.
- Family Services will conduct home visits as needed or create attendance plans with parents of child with an attendance issue.



RESPECTING FAMILIES

- Family Service staff will treat all families with dignity and respect.
- Family information will remain private and all records are kept confidential according to the FERPA regulations.
- Staff ensure that an environment of safety is created for the family so that families feel safe sharing issues such as family violence or emergency situations.



AVOIDING FRAUD

- All Family Service Staff know the importance of accurately reporting income.
- Yearly statements are signed concerning fraud.
- Policy 701, Conduct and Work Rules, cover disciplinary actions associated with committing fraud.



Thank you for all you do for
Community Services of Northeast Texas!!



COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.

CACFP Expense Verification and Compliance Procedures Effective Date: January 2026
Applies To: All staff responsible for CACFP financial management and reporting

Purpose

To ensure that only allowable, reasonable, and necessary expenses are charged to the Child and Adult Care Food Program (CACFP), in compliance with FNS Instruction 796-2 REV 4 and Texas Department of Agriculture (TDA) requirements.

Scope

These procedures apply to all CACFP-related expenses, budget submissions, financial reporting, and documentation maintained by Community Services of Northeast Texas, Inc.

Procedures

1. Expense Verification

- **Responsible Position:** Head Start Nutrition Coordinator/Manager
- **Process:**
 - Review each expense against the approved CACFP budget prior to entry in the general ledger.
 - Confirm that the expense is allowable, reasonable, and necessary.
 - Document verification in the expense log.
- **Frequency:** Ongoing, at the time of expense entry.

2. Budget Compliance

- **Responsible Position:** Head Start Program Director
- **Process:**
 - Conduct monthly reconciliation of CACFP expenses against the approved budget.
 - Flag any expense not included in the approved budget.
 - Initiate Special Program Waiver Approval (SPWA) requests using the SPWA Screening Checklist for anticipated new costs.
 - If SPWA is required (e.g., professional services, equipment, memberships, etc.), a SPWA request will be submitted to the State Agency for prior expenditure of the funding.
- **Frequency:** Monthly.

3. Documentation Maintenance

- **Responsible Position:** Head Start Nutrition Coordinator/Manager
- **Process:**
 - Maintain supporting documentation for all CACFP-funded expenses.
 - Separate unallowable expenses and document them as paid from non-CACFP funds.
 - File documentation daily in designated CACFP records.
- **Frequency:** Daily.

4. Oversight and Monitoring

- **Responsible Position:** Head Start Nutrition Coordinator/Manager
- **Process:**
 - Conduct quarterly internal audits of CACFP expense records.
 - Verify compliance with CACFP requirements and corrective procedures.
 - Provide feedback and retraining if discrepancies are identified.
 - Enter in Child Plus Monitoring System.
- **Frequency:** Quarterly.

Oversight Measures

- Quarterly internal audits by the Head Start Nutrition Coordinator/Manager.
- Annual staff training on CACFP allowable costs and budget compliance.
- Immediate corrective action if noncompliance is identified.

Implementation

- **Effective Date:** January 2026
- **Review Cycle:** Annual review and update of procedures.
- **Approval:** Head Start Program Director

Records to Maintain

- Expense verification logs
- Budget reconciliation reports
- SPWA requests and approvals
- Documentation of staff training
- Quarterly audit reports

SPWA Screening Checklist

Use this checklist to determine if Specific Prior Written Approval (SPWA) is required for a purchase/service not included in the approved contract or budget.

Purchase/Service Details

Description of Item/Service: _____

Vendor Name: _____

Estimated Cost: _____

Funding Source: _____

Justification

Explain why this purchase/service is necessary for CACFP operations:

Budget Verification

Is this item/service included in the current approved CACFP budget? Yes / No

If No, proceed with SPWA request process.

SPWA Requirement Determination

Does this cost fall under categories requiring SPWA (e.g., professional services, equipment, memberships)? Yes / No

If Yes, initiate SPWA Request Packet preparation.

Head Start Nutrition Coordinator/Manager: _____ Date: _____

Head Start Program Director: _____ Date: _____

Justification
Head Start Disability Waiver Request PY02
School Year 2025/2026
Grant #06CH012925

Date	Description
2/24/2026	CSNT Head Start is seeking approval to request a PY02 Disability Wavier for the 2025/2026 School Year. The Program has not met the 10% funded enrollment for Disability children:
CSNT Head Start currently has 35 students that qualify for Disability Services or 7.3% of the funded enrollment. This is 10 students short of the 49 students needed to meet the required 10%. At this time, there are 31 students that have been referred for Disability Services, but there is no way to know if any of these students will be approved for services. Due to the turnover in staff at our Local Education Agencies, it is taking longer than usual for children to go through the Disability approval process. Once again, not all students referred receive services.	

Justification
Policy Council/Governing Board
Detailed Monitoring Summary of Results
Grantee 06CH012925/02

Date	Description	
2/24/2026	CSNT Head Start has completed the 2026 Detailed Monitoring. The results are:	
	Area	Concerns
	Program Governance/ Leadership	None
	ERSEA	1. (10% Disability Enrollment Required/ Disability Enrollment 7.3%)
	Program Structure	None
	Early Childhood/CLASS	2. Class Scores Below HS Quality Level: Preschool - Emotional Support 5.93 Classroom Organization 5.4 EHS – Engaged Learning Environment 2.83
	Additional Services	(See Disability – ERSEA) Children enrolled in program with an open IEP/IFSP is not at or above 10%
	Family & Community Engagement/Transition	None
	Health/Safety Program Services	None
	Transportation	None
	Human Resources Management	None
	Program Management & QI	None
	Financial Requirements	None
	Administrative Requirements	None
47 random findings/only two were systemic/23 of the 47 have already closed/24 of the remaining findings are in the process of being closed		

Documentation of Request for Disposition
Head Start Vehicles
Head Start Grant #06CH012925/PY02

Date	Description of Item(s)	Disposition/ Estimated Value	Budget Line Item
2/24/25	Vehicle #830 VIN# IGNDV231X8D136182 2008 Chevrolet Uplander 137,402.00 miles	<i>Sealed Bid \$1,985.00 (Kelly Blue Book Estimated Value)</i>	Vehicle Repairs (090- Admin)
2/24/25	Vehicle #831 VIN# 2G1WT55K669109627 2006 Chevrolet Impala 144,113.00 miles	<i>Sealed Bid \$1,730.00 (Kelly Blue Book Estimated Value)</i>	Vehicle Repairs (090- Admin)
	Estimated Total Value	\$3715.00	

Vehicle Disposition Form for Head Start Grant #06CH012925/02

Location	Description of Vehicle	Condition (Poor, Fair, Good, Excellent)	Disposition Process	Policy Council and Governing Board Approval Date	Estimated Monetary Value
090 LINDEN SHOP	Vehicle #830 VIN# IGNDV231X8D136182 2008 Chevrolet Uplander 137,402.00 miles	FAIR	Private sale By sealed bid		<i>\$1,985.00 (Kelly Blue Book Estimated Value)</i>
090 LINDEN SHOP	Vehicle #831 VIN# 2G1WT55K669109627 2006 Chevrolet Impala 144,113.00 miles	FAIR	Private sale By sealed bid		<i>\$1,730.00 (Kelly Blue Book Estimated Value)</i>

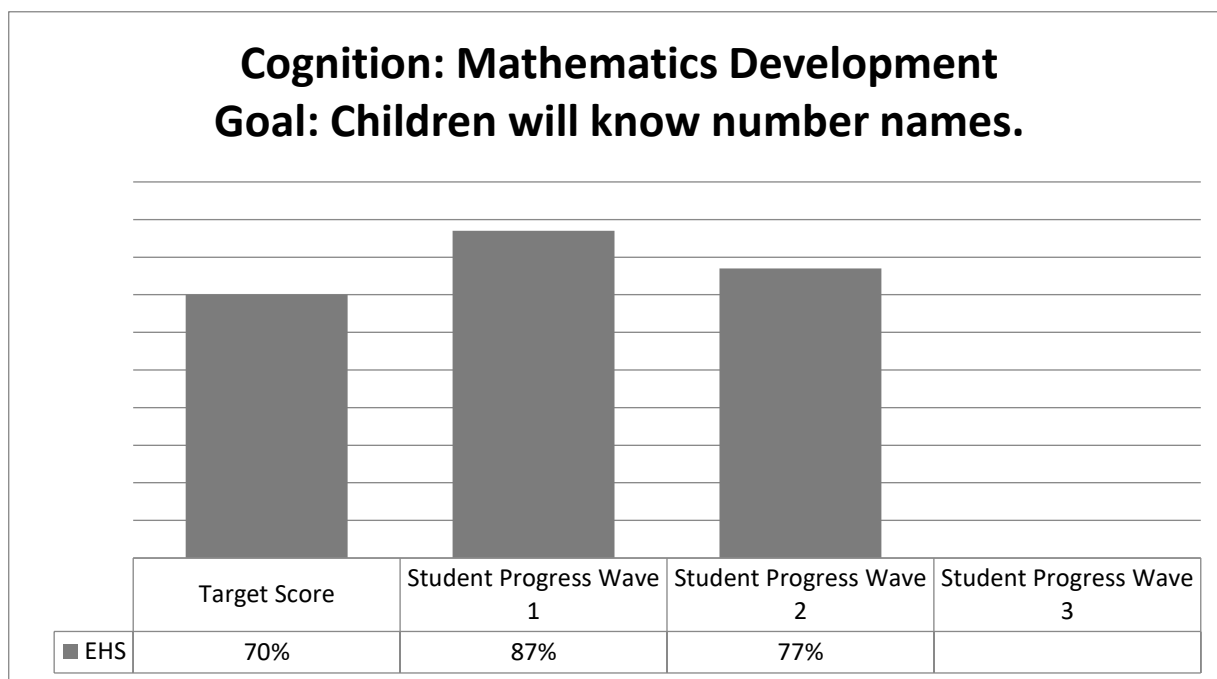
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CSNT Head Start

School Readiness Performance Data Report

Early Head Start

2025-2026

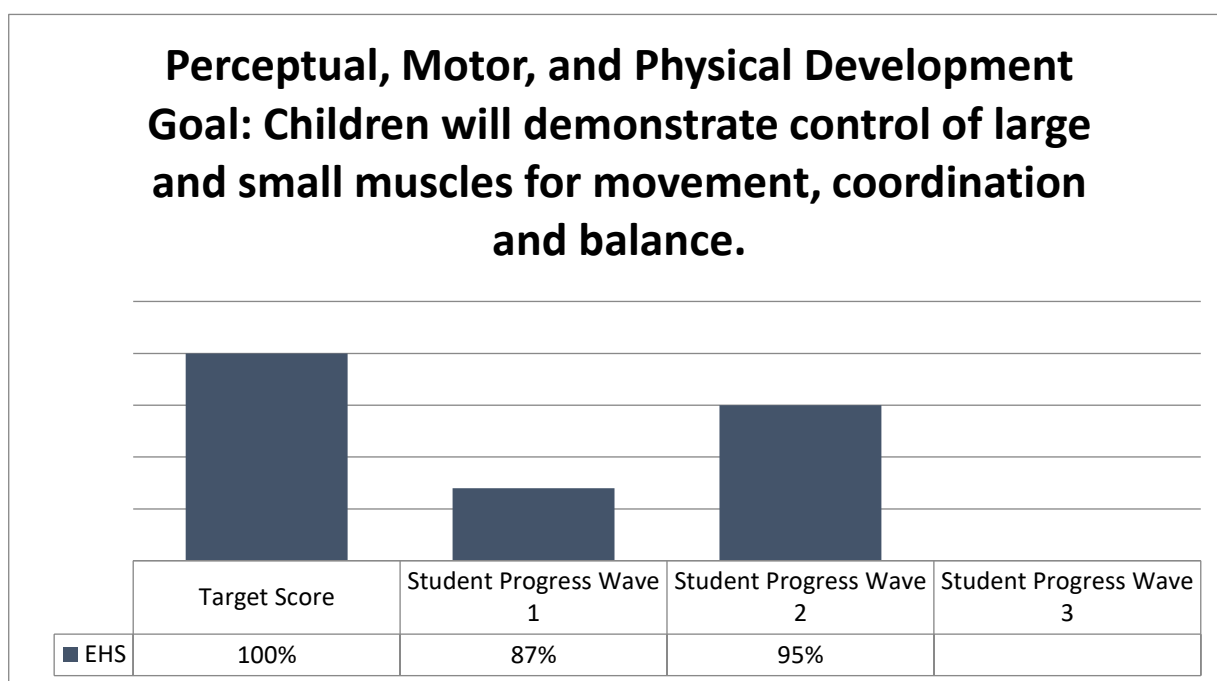
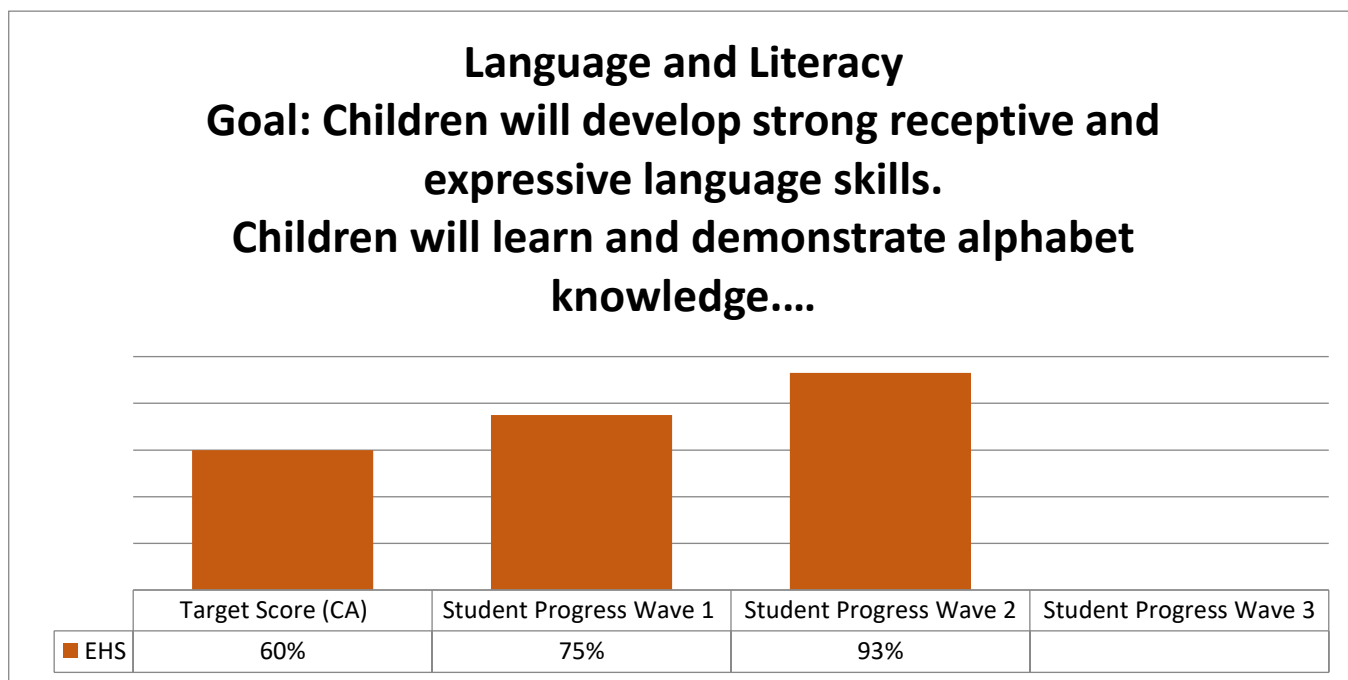


CSNT Head Start

School Readiness Performance Data Report

Early Head Start

2025-2026

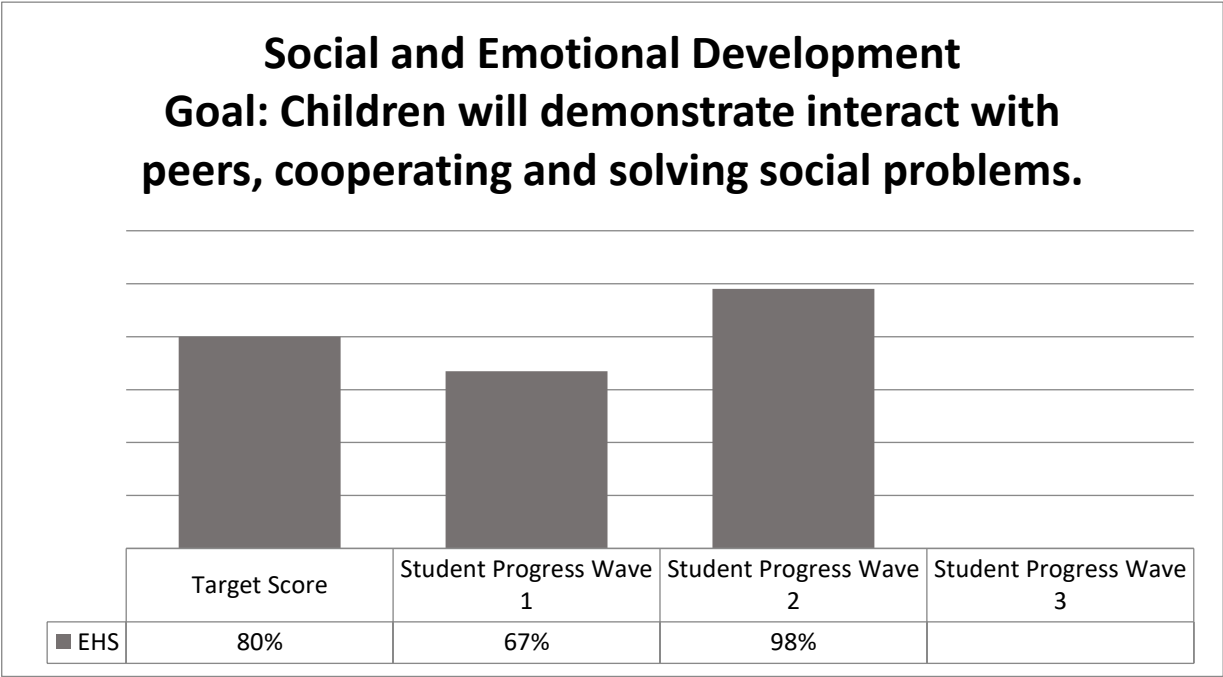


CSNT Head Start

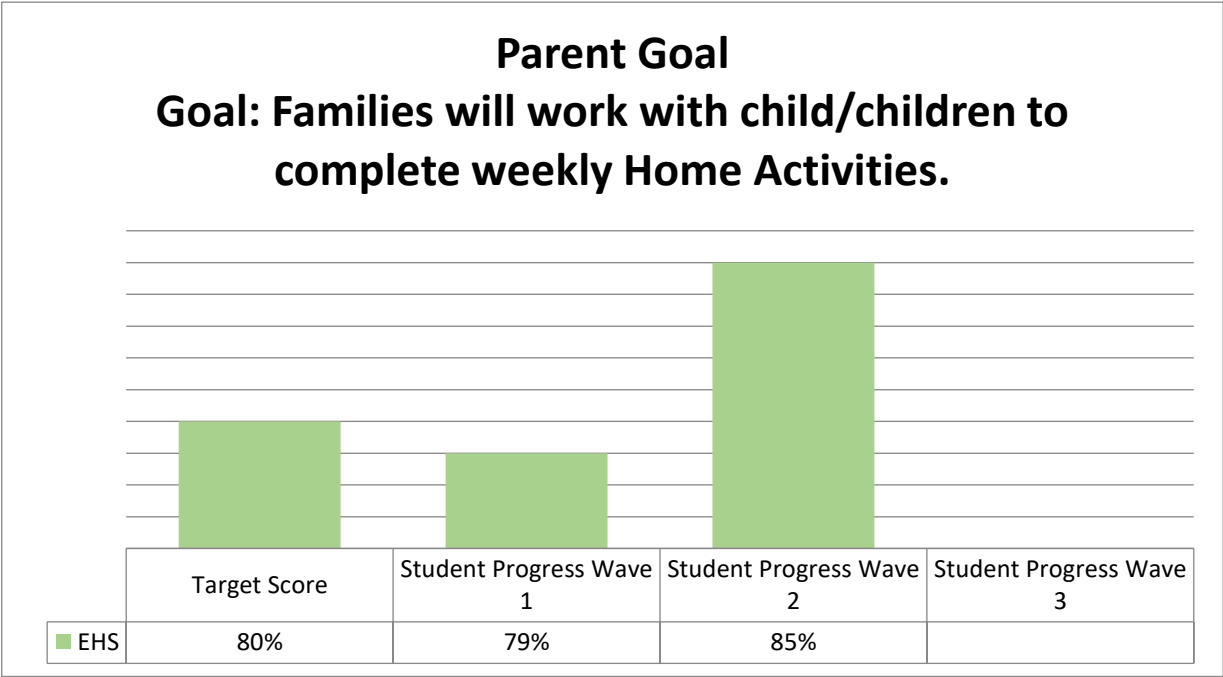
School Readiness Performance Data Report

Early Head Start

2025-2026



CSNT Head Start
School Readiness Performance Data Report
Early Head Start
2025-2026

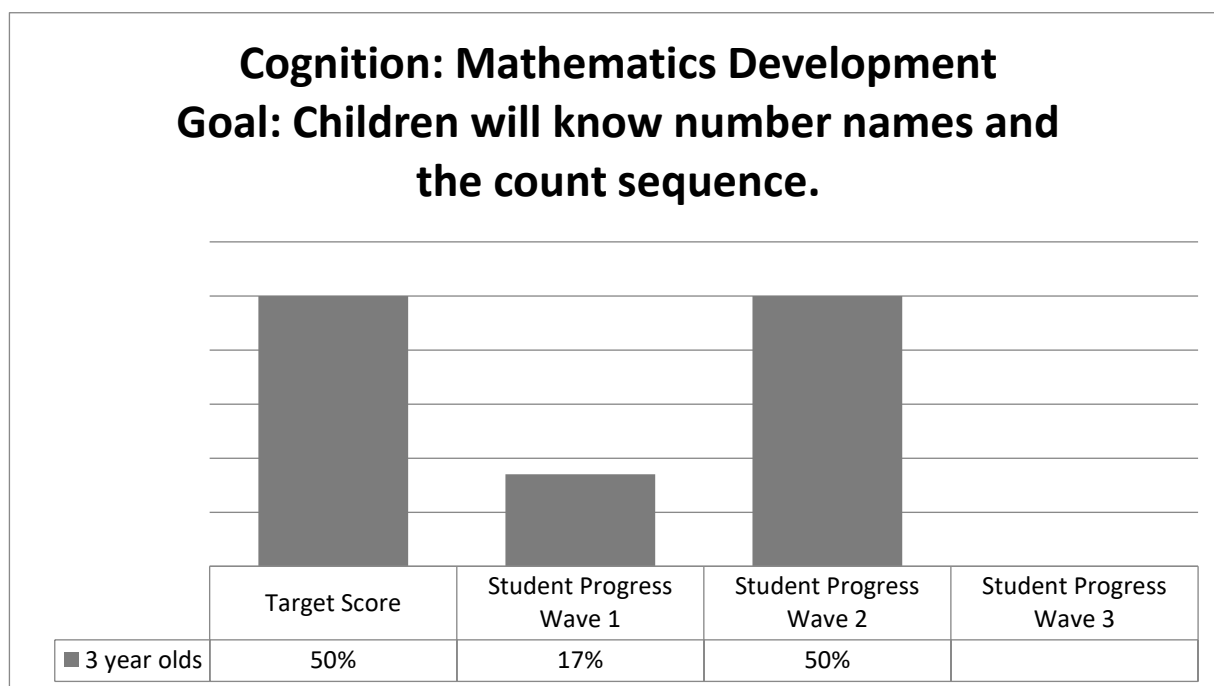
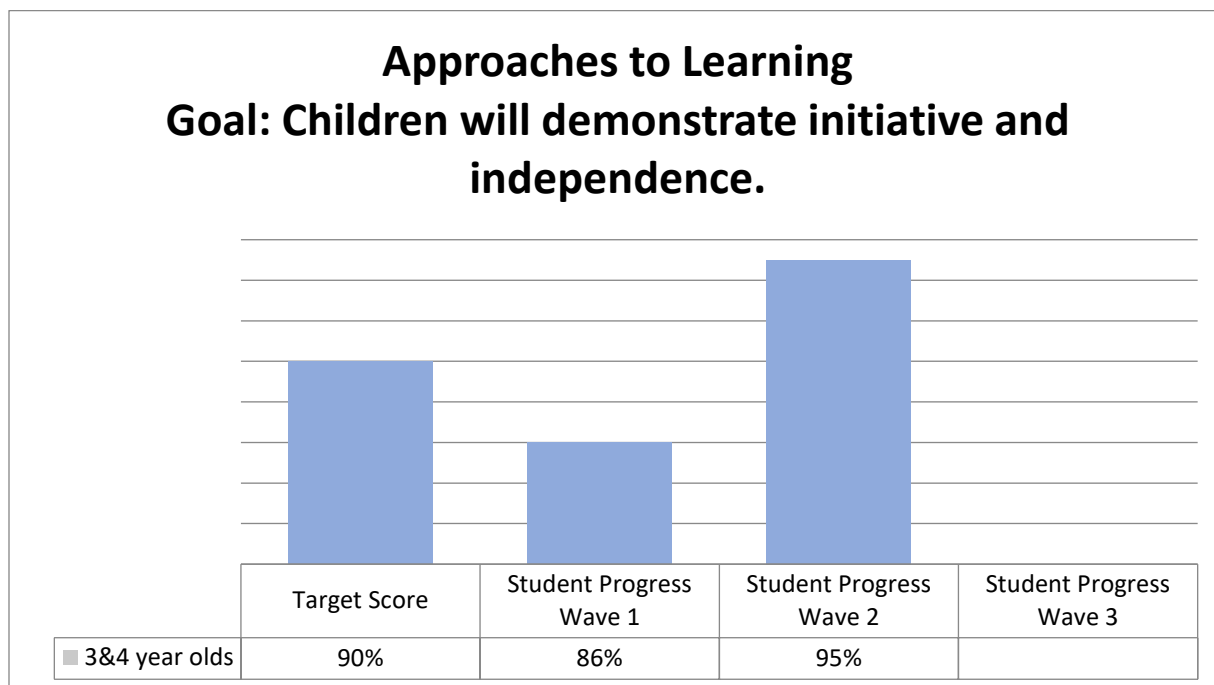


CSNT Head Start

School Readiness Performance Data Report

Head Start

2025-2026

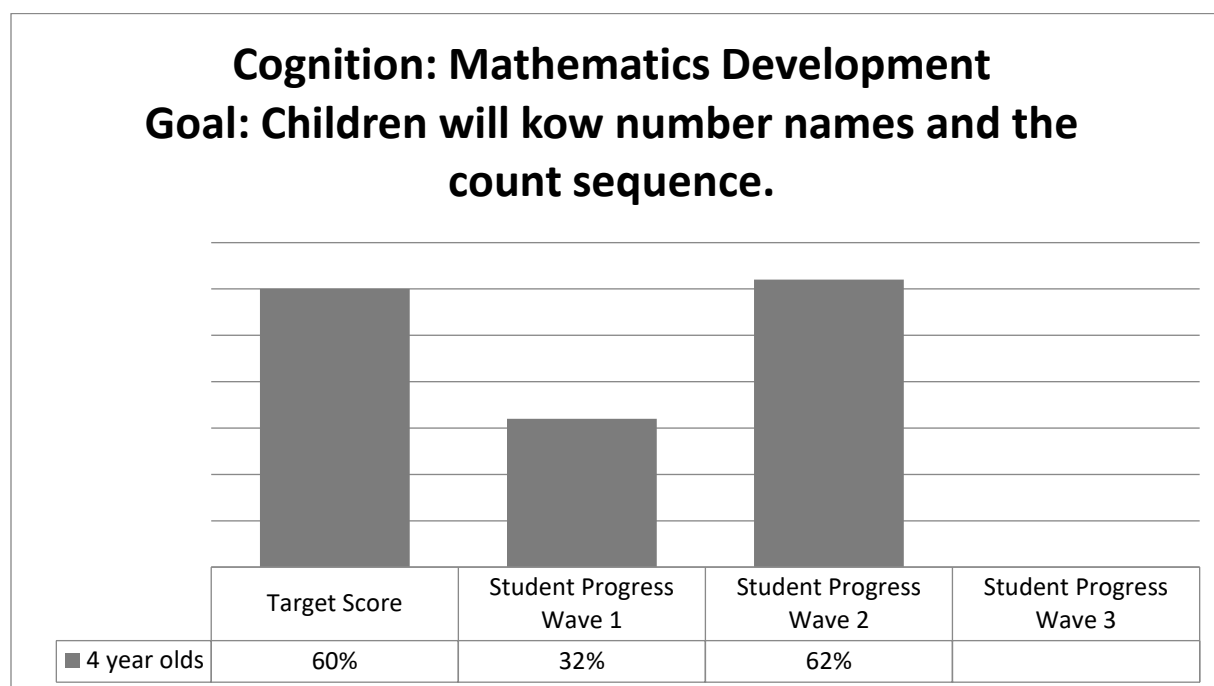


CSNT Head Start

School Readiness Performance Data Report

Head Start

2025-2026

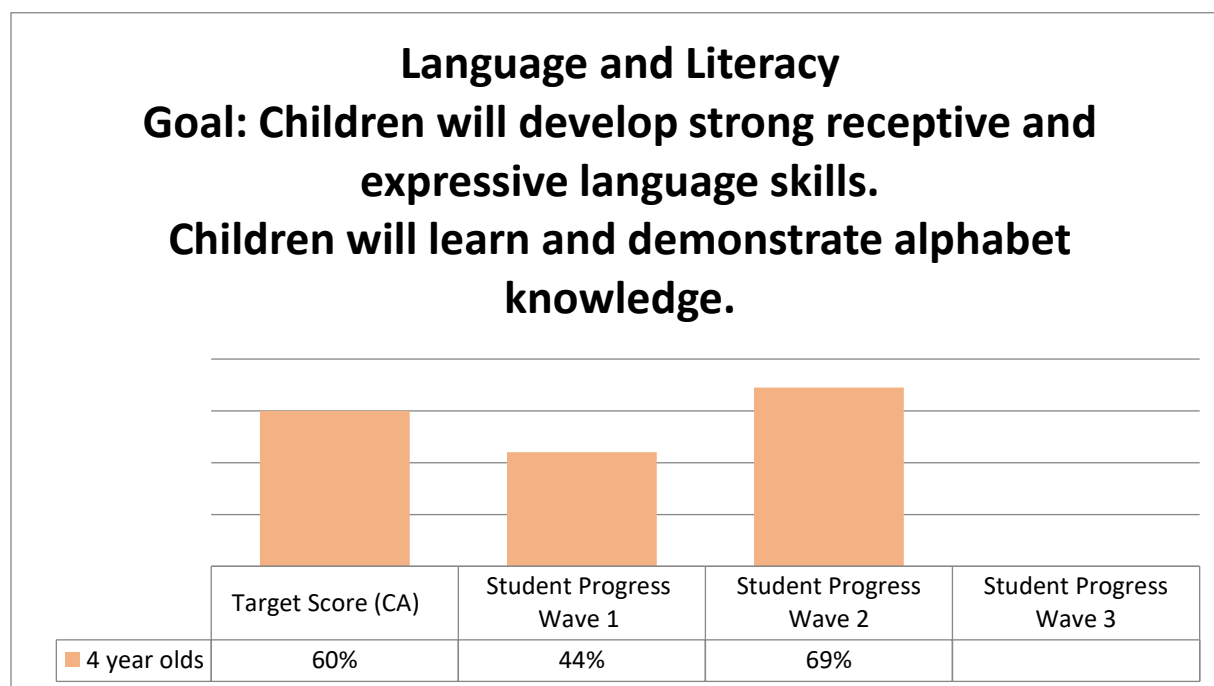
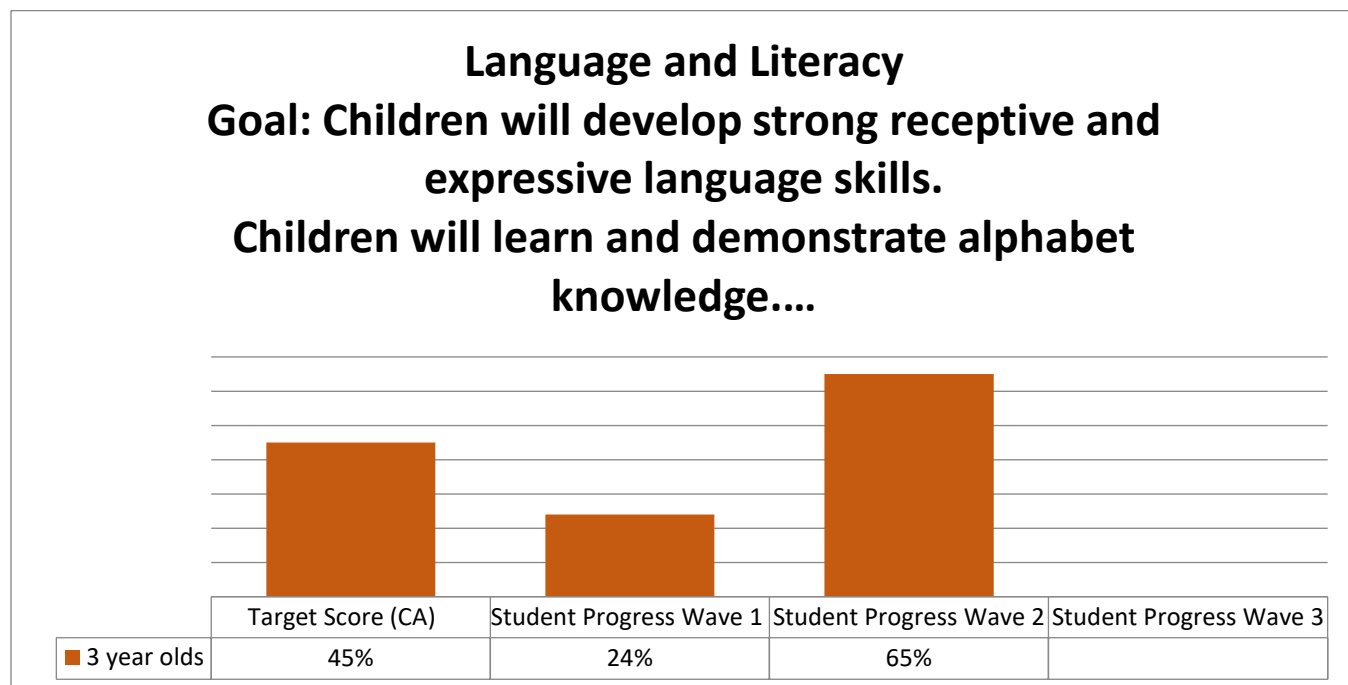


CSNT Head Start

School Readiness Performance Data Report

Head Start

2025-2026



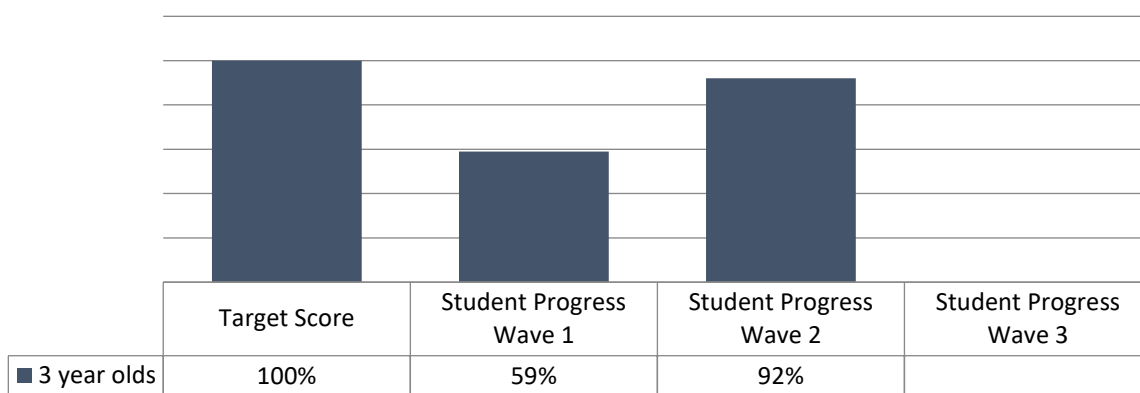
CSNT Head Start

School Readiness Performance Data Report

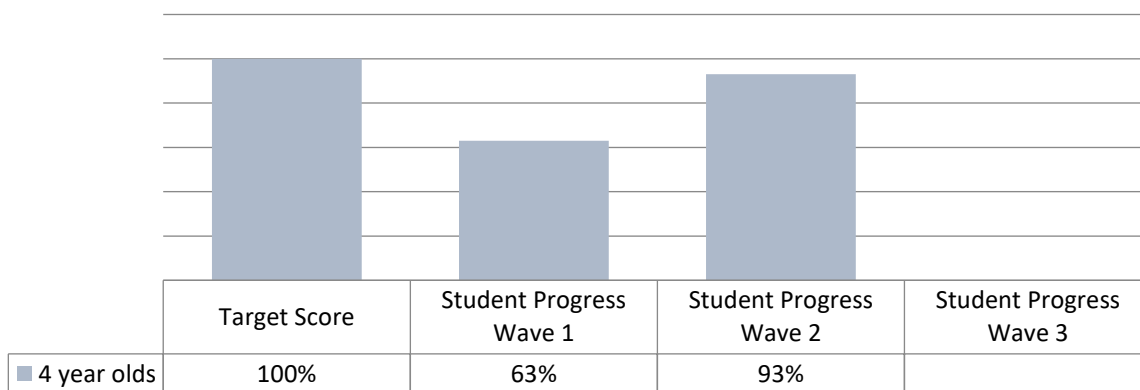
Head Start

2025-2026

Perceptual, Motor, and Physical Development
Goal: Children will demonstrate control of large and small muscles for movement, coordination and balance.



Perceptual, Motor, and Physical Development
Goal: Children will control of large and small muscles for movement, coordination and balance.



CSNT Head Start

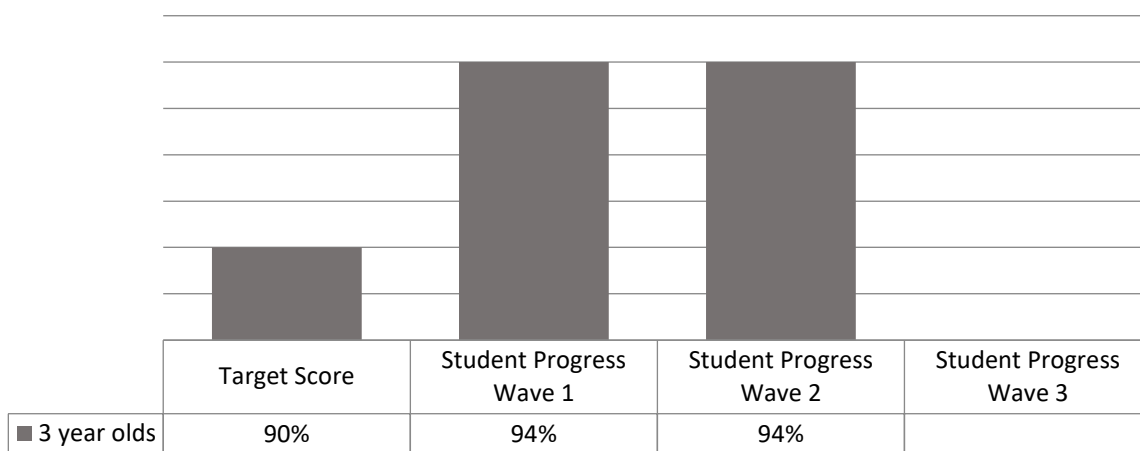
School Readiness Performance Data Report

Head Start

2025-2026

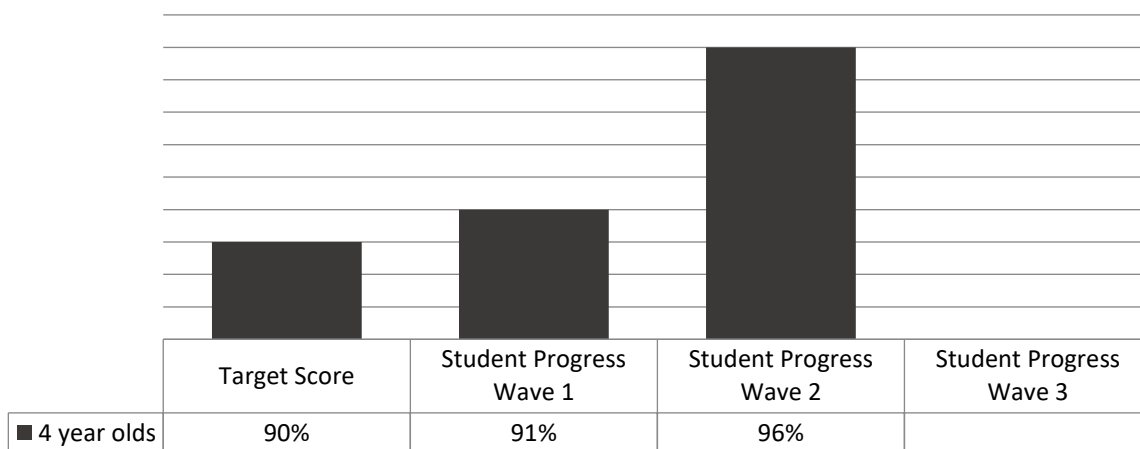
Social and Emotional Development

Goal: Children will demonstrate interact with peers, cooperating and solving problems.



Social and Emotional Development

Goal: Children will demonstrate interact with peers, cooperating and solving social problems.



CSNT Head Start

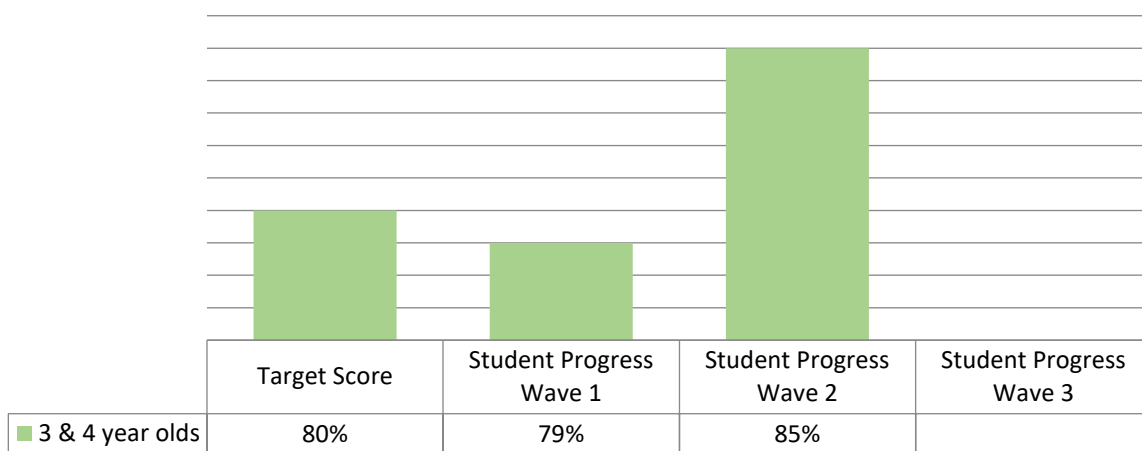
School Readiness Performance Data Report

Head Start

2025-2026

Parent Goal

Goal: Families will work with child/children to complete weekly Home Activities.



Parent, Family, and Community Engagement Framework

School Readiness Goals 2025-2026

1. Goal: Parents will ensure that all children are healthy.

Objective: 85% of all students will complete health requirements. **70.3%**

Action Steps:

1. Compliance on initial physicals – **74%**
2. Compliance on initial dentals- **79%**
3. Compliance on six-month dentals – **69%**
4. Compliance on annual physicals – **72%**
5. Compliance on lead – **63%**
6. Compliance on hemoglobin – **65%**

2. Goal: Parents will increase family engagement skills.

Objective: 80% of Parents will participate in Family Engagement Activities. **69%**

Action Steps:

1. Parent Engagement Events – **44%**
2. Participation in Read Across America – **-no data yet**
3. Parent Powered Parenting Curriculum Participation – **93%**

3. Goal: Parents will be prepared for transition into kindergarten.

Objective: 80% of parents will complete activities that will ensure their child is ready to transition to ISD campus. **85%**

Action Steps:

1. Parent participation in Home Visits – **98%**
2. Parent participation in Parent Teacher Conferences.
96%
3. Completion of home activities. – **61%**

4. Goal: Parent and Staff will participate in Mental Wellness activities.

Objective: 90% of parents and staff will participate in mental wellness activities. **85%**

Action Steps:

1. Participation in quarterly staff wellness activity. – **63%**
2. Parents will participate in Parent Powered Parenting Curriculum – **93%**
3. Participation in staff wellness training – **100%**

CSNT Head Start 2025-2026 Program Goals

Progress Report PY02

Program Goal 1: Strengthen comprehensive Health Services for children and families.					
Year Two Objective/Outcome One: 78% of parents will obtain (EPDST) health requirements for their children					
Fall Progress	63%	Winter Progress	70%	Spring Progress	
Program Goal 1 Challenges: Parents obtaining documentation from health provider					

Program Goal 1: Strengthen comprehensive Health Services within the program.					
Year Two Objective/Outcome Two: 75% of parents/staff will participate in wellness activities					
Fall Progress	87%	Winter Progress	85%	Spring Progress	
Program Goal 1 Challenges: Parents/staff feeling connected to the activities offered					

Program Goal 2: Provide Comprehensive School Readiness					
Year Two Objective/Outcome One: 63% of Head Start children will identify letters and make connections between letters, sounds, and print					
Fall Progress	34%	Winter Progress	67%	Spring Progress	
Program Goal 2 Challenges: Teachers individualizing according to the data in the child assessment system					

Program Goal 2: Provide Comprehensive School Readiness					
Year Two Objective/Outcome Two: 63% of Early Head Start children will identify letters and make connections between letters, sounds, and print					
Fall Progress	75%	Winter Progress	93%	Spring Progress	
Program Goal 2 Challenges: Teachers individualizing according to the data in the child assessment system					

Program Goal 2: Provide Comprehensive School Readiness					
Year Two Objective/Outcome Three: 78% of children will sequence count to 50					
Fall Progress	25%	Winter Progress	56%	Spring Progress	
Program Goal 2 Challenges: Teachers individualizing according to the data in the child assessment system					

Program Goal 2: Provide Comprehensive School Readiness.					
Year Two Objective/Outcome Four: <u>Head Start</u> - 6 (Quality Score) in CLASS Emotional Support (ES) And Classroom Organization (CO) and 3 (Quality Score) increase in Instructional Support (IS) <u>Early Head Start</u> – Emotional & Behavior score of 6 and Engaged Learning score of 6 and Responsive Caregiving score of 6					
Fall Progress	ES = 5.87 CO = 4.99 IS = 3.40 EB = 6.30 EL = 3.84	Winter Progress	ES = 5.93 CO = 5.40 IS = 3.90 EB = 6.03 EL = 2.83	Spring Progress	ES CO IS EB EL
Program Goal 2 Challenges: Staff turnover, Teacher motivation, lack of understanding concepts					

Program Goal 3: Increase Parent Involvement in the Head Start/Early Head Start Program					
Year Two Objective/Outcome One: 70% of parents will be involved in their child's education					
Fall Progress	64%	Winter Progress	85%	Spring Progress	
Program Goal 3 Challenges: Parent's willingness to participate and their ability to participate due to other commitments such as work or family responsibilities					