



Cortland County Community Action Program, Inc. (CAPCO)

Board of Directors Meeting

February 27, 2025

Agenda

- I. Call to Order
- II. Reciting of the Community Action Promise
- III. Motion for Approval of January 2025 meeting minutes
- IV. Standing Committee Reports
 - 1) PP&E Committee—met on Thursday, February 13, 2025.
 - a) **Resolution 25-11:** HS/EHS Family Services Policy updates
 - b) **Resolution 25-12:** WIC Language Access Policy update
 - c) **Resolution 25-13:** CSBG 4th Quarter PPR & 23-24 APR
 - 2) Board Development—met on Tuesday, February 18, 2025.
 - a) **Resolution 25-14:** Re-seating of Mary Beth Mathey for 2nd term
 - b) **Resolution 25-15:** Re-seating of Patricia Schaap for 2nd term
 - c) **Resolution 25-16:** Seating of Katie Mowers as Policy Council Representative
 - d) **Resolution 25-17:** Re-designation of April Dennison’s Board seat.
 - 3) Finance/Audit Committee—met on Thursday, February 20, 2025.
 - a) **Resolution 25-18:** 2025 CDPAP Budget, Q1
 - b) **Resolution 25-19:** 2025 EISEP Budget
 - c) **Resolution 25-20:** 2025 VTP Budget
 - d) **Resolution 25-21:** 2025-2026 HS/EHS Continuation Baseline budget/grant submission
 - e) **Resolution 25-22:** WIC Lease Amendment-The Eaton Center (Chenango County)
 - 4) Executive Committee—did not meet.
- V. Executive Director Report
- VI. Program Director Reports
 - a) Deputy Director
 - b) Energy Services
 - c) Family Development
 - d) Head Start/Early Head Start
 - e) WIC
- VII. Head Start Policy Council Update
- VIII. Old Business
- IX. New Business
 - a) **Resolution 25-23:** Title VI Plan for NYS DOT 5310
 - b) **Dosusign** annual compliance signoff demonstration
- X. Executive Session, if needed.
- XI. Adjournment



CAPCO Mission

CAPCO is dedicated to providing and advocating for community-wide actions and programs that increase individuals' dignity and self-reliance and improve community conditions, engaging all sectors of the community in Cortland County's fight against poverty.



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.

Cortland County Community Action Program, Inc.
(CAPCO)
Board of Directors Meeting
January 23, 2025
Meeting Minutes

I. Call to Order-meeting called to order at 12:02 pm.

Members Present: Sandy Aloï, Melissa Alvord, Doug Bentley, Terry Coon, Ella Dilorio, Jeanette Dippo, April Dennison, Kellie Givens, Billie MacNabb, Shelley Warnow, Mary Beth Mathey, Lynne Sypher. Larry Woolheather

Excused: Patty Schaap

II. Community Action Promise

III. *Motion for Approval of November/December 2024 Minutes with changes to Executive Committee minutes made by April Dennison, 2nd Terry Coon. Motion carried.*

IV. Standing Committee Reports

- 1. PP&E Committee**- met Thursday, January 9, 2025. The committee reviewed and approved the Head Start/Early Head Start Management Reports. Jen reviewed the Head Start and Early Head Start Lead and Impasse policies. The Impasse policy was revised to address potential disagreements between the BOD and Policy Council. The Lead Exposure Policy was written to align with the new HS Performance Standards. Deanna reviewed the Healthy Families Annual Assessment and Data report. Loriann reviewed the updated WIC Service Documentation Policy. This policy will streamline the note writing and standardize documentation for both counties. Lori also updated the committee on space changes in progress at the Cortland WIC clinic.

Resolution 25-01 – Approval of the Head Start/Early Head Start Impasse Policy. ***Motion to approve made by Lynne Sypher. Second by Sandy Aloï. Motion carried.***

Resolution 25.02 – Approval of the Head Start/Early Head Start Lead Exposure Policy Update. ***Motion to approve made by April Dennison. Second by Sandy Aloï. Motion carried.***

Resolution 25.03 – Approval of the Healthy Families New York 23-24 Annual Assessment and Data Report. ***Motion to approve made by Doug Bentley. Second by Melissa Alvord. Motion carried.***

Resolution 25.04 – Approval of the WIC Service Documentation Guidance Policy Update. ***Motion to approve made by Terry Coon. Second by April Dennison. Motion carried.***

2. Board Development-did not meet.

- 3. Finance/Audit Committee** – met on January 16, 2025. Committee reviewed reformatted financial statements. The new format gives a better view of the fiscal health of the agency. Greg provided agency fiscal updates. The agency has switched insurance providers from Selective to Michigan Millers. Greg reminded the committee of his relationship with Lindsay Richards of VanParys. Greg and Kirsten will be meeting with the Executive Committee regarding staffing changes necessary because of CDPAP transition. We finally have the Energy Services advance. We have received and \$80,000 award from the Mother Cabrini foundation for micro-credentials. Lori is using funds from

the Bright Ideas Grant we received years ago to make changes in the WIC clinic. Matt and Greg reviewed the Building and Maintenance Budgets. This was Penny's last Finance Meeting; she was thanked for ten years of service to the board.

Motion to accept November 2024 financial statements made by Lynne Sypher. Second by Doug Bentley. Motion carried.

Resolution 25.05 – Approval of the 2025 Building Budget. Motion to approve made by Doug Bentley, Second by Kellie Givens. Motion carried.

Resolution 25.06 – Approval of the 2025 Maintenance Budget. Motion to approve made by April Dennison, Second by Larry Woolheater. Motion carried.

Resolution 25.07 – Approval of the 2025 Liability Insurance and Workers Compensation Renewals. Motion to approve made by Doug Bentley, Second by Terry Coon. Motion carried.

4. **Executive Committee**-Met on January 10, 2025. Reviewed the Prenatal Leave Policy. The policy is mandated by NYS and provides 20 hours per year for pregnancy-related medical appointments. This is in addition to regular sick time and must be taken in one-hour increments. Greg informed the committee of the change we will be making to the 401K plan provider. The agency is working with High Probability Advisors and Penn checks to switch from our Mutual of America 401K plan to a PEP plan but there is no decision on which plan we will be using yet. The Committee voted to give Greg authorization to continue working with High Probability Advisors and to choose a new plan. Greg reviewed the CDPAP transition plan and Program Restructure. Even with personnel changes, we will be losing money in both programs leading to some very difficult restructuring plans. He also introduced an incentive plan for direct and indirect employees of the CDPAP program and discussed changes to Kirsten's hours and duties.

Resolution 25.08 – Approval of the Paid Prenatal Leave Policy & Procedure. Motion to approve policy made by Kellie Givens, Second by Larry Woolheater. Motion carried.

Resolution 25.09 – Authorization to switch 401K Retirement Savings Plan to Pooled Employer Plan (PEP) through High Probability Advisors. Motion to approve made by Ella Dilorio, Second by April Dennison. Motion carried.

Resolution 25.10 – Approval of the CDPAP Transition Incentive Program. Motion to approve made by Lynne Sypher, Second by Terry Coons. Motion carried.

- V. **Executive Director Report** – Greg discussed the CDPAP transition plan and answered questions. Kirsten will remain Deputy Director but will take over the operation of the EISEP and Volunteer Driver and reduce her hours to 30 hours per week. We have had to eliminate 5 positions and reduce the hours of one. There are varying timelines for the changes, but if there are no delays at the state level, all the changes will take place by mid to late April. Cortland County secured a \$2 million Healthy Homes Grant. CAPCO will be a sub-recipient. We have hired a Lead Family Coordinator for the SAMSHA Grant received with Cortland County Mental Health. Discussed Grace Space updates. Greg will join the Salvation Army Advisory Board. Greg, Jen and Jill will be attending the National Head Start Association Legislative Conference next week.
- VI. **Program Director Reports** –
Deputy Director-Kirsten briefly discussed her change in hours and duties.

Energy Services-Stacy provided update on her written report, Greg discussed maintenance report

Family Development – Brandy informed the board that we just had 2 more students pass testing for High School Equivalency test.

Head Start/Early Head Start- Jenn referred to her written report and informed the board that we have official notification of our Focus Area 1 Federal Monitoring

VII. **Head Start Policy Council Updates** – April provided updates from the last meeting. April is leaving policy council because her children have aged out. The Policy Council voted Katie Mowers as the Policy Council Representative to the Board of Directors.

VIII. **Old Business**- None

IX. **New Business** – None

XI. **Executive Session** – None

X. **Adjournment** –*Motion to adjourn made by April Dennison, Second by Jeanette Dippo. Motion carried.*

The meeting adjourned at 1:19 pm.

PP&E Committee Meeting

February 13, 2025

Member present: Melissa Alvord, Lynne Sypher, Terry Coon, Jeanette Dippo. **Members Excused:** Billie MacNabb

Staff: Greg Richards, Kirsten Parker, Jennifer Geibel, Loriann Spatola Davis, Brandy Strauf.

Meeting called to order at 12:03 pm.

HS/EHS Family Services Policy Update-

Jenn reviewed additions/deletions and changes to several Family Services Policies based on updated Office of Head Start Performance Standards. These will be the first of many policy changes necessary to make sure local policies are aligned with the updated Federal Performance Standards.

Motion to approve Family Services Performance Standard Policy Updates made by Lynne Sypher, 2nd by Terry Coon. Motion carried.

WIC Language Access Policy and Procedure-

New York State Department of Health updated their WIC Language Access Policy. When this happens, local agencies must update their policies to be compliant. Lori explained the changes to the policy and how it would be implemented.

Motion to approve the WIC Language Access Policy and Procedure made by Terry Coon, 2nd by Lynne Sypher. Motion carried.

Review of Community Services Block Grant 4th Quarter Periodic Performance Review and the 23.24 Annual Performance Review

Brandy reviewed the CSBG 4th Quarter PPR and the 23.24 APR. She explained where numbers served had changed and changes the agency has made to make the client characteristics report more accurate.

Motion to accept the 4th Quarter Periodic Performance Review made by Jeanette Dippo, 2nd by Terry Coon. Motion carried.

Motion to accept the CSBG 23.24 Annual Performance Review made by Terry Coon, 2nd by Lynne Sypher. Motion carried.

Executive Orders

Greg discussed some of the Executive Orders that have been issued by President Trump and the changes the Office of Head Start and the Department of State have required the agency to make to applications and the website. Head Start is also currently working on their continuation grant but

the employees at the Office of Head Start are forbidden to communicate with local offices, so they cannot get their questions answered.

Community Needs Assessment

NYSCAA is working on updating the Community Needs Assessment. It should be read for approval at the April or May Board Meeting.

Meeting Adjourned: 1:10 pm

Resolution of the Board of Directors

Of

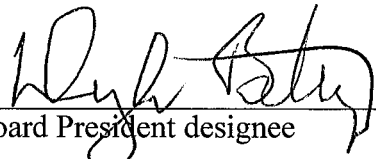
Cortland County Community Action Program, Inc.

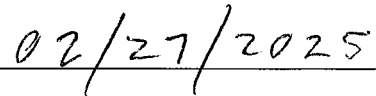
Resolution No. 25-11

WHEREAS, the Cortland County Community Action Program, Inc. Program, Planning & Evaluation (PP&E) Committee has reviewed the proposed HS/EHS Family Services policy updates and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed HS/EHS Family Services policy updates,

IT IS HEREBY RESOLVED that on February 27, 2025, the CAPCO Board of Directors approves the HS/EHS Family Services policy updates.


Board President designee


Date

Family Service Policy Changes

Program Year 2024-2025

Policy ID	Policy Name	Changes
ER 01	Community Assessment	No changes
ER 02	Eligibility	<p>Added: Other digital formats (email, text messaging) are available to eliminate a barrier for families applying.</p> <p>Added: The program will review all ERSEA policies each December to make changes to streamline all procedures.</p> <p>Added: UPK- Children who will be four years of age by December 1st of the current program year are eligible for UPK.</p> <p>Added: UPK- No eligibility requirements</p> <p>Sentence change: At least 10% of the actual total enrollment opportunities will be available for children with special needs.</p> <p>Removed: In Head Start, income must be re-verified for eligibility after the second enrollment year for accepted children.</p> <p>Added: *If a family is determined to be over the federal poverty guidelines, the program may make an adjustment to the family's gross income calculation to account for excessive housing costs</p> <ul style="list-style-type: none"> • Staff will complete a Housing Cost Adjustment form to determine the annual housing costs. • If a family spends more than 30% of their total gross income on housing costs, their total gross income will be reduced by the amount exceeding 30%.

Family Service Policy Changes

Program Year 2024-2025

ER 03	Recruitment of Children	<p>Added: Applications are available in the following formats: Paper, online application (with link on all CAPCO publications), QR code, fillable PDF application.</p> <p>Sentence Change: Intensive recruitment efforts will begin in December for next program year enrollment which may include various social media outlets.</p> <p>Added: Send applications to current families to help refer friends and family to the program. Schedule a meeting with the local Department of Social Services staff to target children experiencing homelessness and children in foster care.</p>
ER 04	Selection Process	<p>Sentence change: At least 10% of the actual total funded enrollment will be filled by children eligible for services under IDEA.</p> <p>Added: The program will review all ERSEA policies each December to make changes to streamline all procedures.</p> <p>Added: If more than one child from the waitlist has the same age requirement, criteria points, and intake date priority will be given to the child of a current staff member.</p> <p>Sentence change: Once all 34 104 slots have been filled in Head Start and all 88 64 slots have been filled in Early Head Start, a waiting list will be compiled by the Enrollment Specialist.</p> <p>Added: * UPK only: Children placed on waiting list are selected to openings in order of applications received. Waitlist is compiled by Cortland City School District.</p>
ER 05	Enrollment	<p>Added: The program will use Community Assessment data to identify any barriers to enrollment and attendance and will review all ERSEA policies each December to make changes to streamline all procedures.</p> <p>Sentence change:</p>

Family Service Policy Changes

Program Year 2024-2025

		<p>Complete Enrollment Screening (health/nutrition, child release procedures transportation training, Social/Emotional Questionnaire (ALL children)</p> <p>Added: *UPK* - Enrollment screening includes: General Consent, Child Release Procedures, health history.</p>
ER 06	Attendance	<p>Added: The program will use Community Assessment data to identify any barriers to enrollment and attendance and will review all ERSEA policies each December to make changes to streamline all procedures.</p> <p>Sentence change: If an enrolled child is having difficulty accessing safe and reliable transportation, or is If an enrolled child is having difficulty accessing safe and reliable transportation, or is experiencing homelessness and is unable to attend due to transportation issues, program staff will reach out to community resources that may be able to assist the family.</p>
ER 07	Suspension & Expulsion	No changes
ER 08	Policy on Fees	No changes
FS 01	Home Based Visiting	This Policy is no longer utilized.
FS 02	Group Socialization	This Policy is no longer utilized
FS 03	Family Engagement in Home Visits	<p>Added: Each Family Advocate will not have a caseload of more than 40 families, unless an emergency situation arises or to temporarily cover a staff absence.</p> <p>Added: (Via phone, text, social media, email, or Brightwheel app)</p>
FS 04	Home Visiting Safety	No changes
FS 05	Assessment & Goal Setting	<p>Added: Each Family Advocate will not have a caseload of more than 40 families, unless an emergency situation arises or to temporarily cover a staff absence.</p>
FS 06	Accessing Community Services & Resources	No changes
FS 07	Referrals & Referral Tracking	No changes
FS 08	Family Engagement in Program Governance	No changes

Family Service Policy Changes

Program Year 2024-2025

FS 09	Family Engagement in Program & Community	No changes
FS 10	Family Engagement Activities	No changes
FS 11	Parenting Curriculum	No changes
FS 12	Transition	Complete policy change.
FS 13	Documentation	No changes
FS 14	Team Conferencing	No changes
FS 15	Notice of Changes	No changes
FS 16	Mandated Reporting	No changes
FS 17	On-going Communication	Change/Added <ol style="list-style-type: none"> 1. Home Visits 2. Family Strengths Assessments 3. Orientation 4. Telephone contact/text messages 5. Newsletter articles 6. Written correspondence 7. Flyers 8. Center/Office visits 9. Family Facebook page Social media outlets 10. Brightwheel app
FS 18	Registered Sex Offenders	No changes
FS 19	Monthly Reports	No changes
FS 20	On-going Monitoring	No changes
FS 21	Tracking behaviors/trauma	No changes

Family Service Policy Changes

Program Year 2024-2025

FAMILY SERVICES

****NEW POLICY****

Policy ID: FS 21

Subject: Trauma and Child Behavior Tracking

Performance Objective: The program will utilize a tracking system to correlate children with challenging behaviors whose families have experienced homelessness, substance abuse, foster/kinship care, child abuse/neglect, and arrests.

Operational Procedures:

The Traumatic Experiences and Challenging Behaviors for will be utilized to track the information listed above.

- Family Advocates/Home Visitors will complete the Traumatic Family Experience(s) section for each child enrolled to their assigned caseload by November of each year.
- Updates to the form can be added by contacting the Family Services Coordinator.
- Family Advocates will review the form with each of their classroom teachers during a team conferencing session to gather any additional information.
- After completion, the form will be forwarded to the Family Services Coordinator for review.
- The Family Services Coordinator will complete the Challenging Behaviors in Classroom column based on information from the weekly Pyramid notes.
- This form will be forwarded to the Pyramid Team for review.
- All information gathered will be utilized towards implementation of the 5year Program Goals.

Policy Council Approval Date:

ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE

Policy ID: ER 02

Subject: Eligibility

Performance Objective: CAPCO Head Start / Early Head Start operates under the policy of the Cortland County Community Action Program, Inc. No person will be discriminated against regarding participation in program activities because of race, creed, color, sex, national origin, age, disabilities, political affiliation, or their beliefs.

Operational Procedures:

An intake will take place with each family to determine eligibility. This intake will be conducted in-person. If the family is unable to meet in-person, a telephone interview may be conducted. Other digital formats (email, text messaging) are available to eliminate a barrier for families applying. Staff will document why the in-person interview was not possible and all other contacts with the family. This documentation will be located in ChildPlus. The program will review all ERSEA policies each December to make changes to streamline all procedures.

The following guidelines will be used in determining eligibility for participation in CAPCO Head Start / Early Head Start programs.

1. Demographic Requirements

- a. Children must reside within Cortland County, regardless of home school district.
- b. Children that live out of county must have a home school district that is within our county.
- c. If an enrolled child moves out of the county, CAPCO Head Start/Early Head Start will attempt to get approval from the regional office & the neighboring county to continue to serve the child.

2. Age Requirements

Head Start

- a. Children, including those with special needs, who will be three or four years of age by December 1st of the current program year are eligible for Head Start.
- b. Children must be no older than the age required to attend school.
- c. Children who turn 3 after the December 1st deadline, will be eligible for Head Start after their birthday if there is a mid-year opening.

Early Head Start

- a. ~~Newborns and C~~children will be eligible for Early Head Start through their third birthday ~~will be eligible for Early Head Start.~~

UPK

Children who will be four years of age by December 1st of the current program year are eligible for UPK.

3. Eligibility Requirements

HS/EHS

- a. A child will be considered income eligible if the family income is equal to or below the federal poverty guidelines; or,
- b. The family is eligible for, or in the absence of childcare, would be potentially eligible for public assistance (TANF/SSI/SNAP), including TANF child-only payments; or,
- c. The child is in foster care.
- d. The child is homeless, as defined in the McKinney-Vento Act; or,
 1. If a child is determined to be eligible due to homelessness, the program will allow the child to attend without the following records: immunization and other medical records, proof of residency, birth certificates, or other documents.
 2. Program staff will work with the family to assist them in presenting these documents in a reasonable time.

UPK

No eligibility requirements

4. Additional Allowances

- a. An additional 35 % of children with family income below 130% of the poverty guidelines may be enrolled IF: we have met the needs of all eligible children.
- b. No more than 10% of the children, including special needs children, will be from families whose income exceeds the poverty guidelines and are above the 130%.

5. Children with Special Needs – both Head Start / Early Head Start

- a. At least 10% of the ~~actual~~total enrollment opportunities will be available for children with special needs.
- b. Children with special needs are eligible if they meet the same criteria as other enrolled children.
- c. No child may be denied admission solely based on the nature or extent of a handicap condition unless there is clear indication such a program experience might prove detrimental to the child.

6. Age Verification

- a. Staff will verify a child's age by viewing the birth certificate or other document that verifies age at the initial intake.
- b. If collecting a document that confirms a child's age creates a barrier to enrolling the child, the program will not require the documentation. A staff member will work closely with the family to locate such documentation.

7. Verifying Eligibility

- a. Eligibility for children that are homeless will be verified by a written statement from a service agency that attests that the child is homeless; or the family will complete the McKinney-Vento Questionnaire. This completed questionnaire, along with staff notes from the intake will establish homelessness.
- b. Eligibility for children in foster care will be verified by either a court order, other legal or government issued document, a written statement from a DSS official, or proof of a foster care payment.
- c. Family income will be verified by a HS/EHS staff member before determining that a child is eligible to participate in services. This income verification allows the child to be eligible for the current enrollment year. If the child becomes enrolled, their income is valid for the immediate succeeding enrollment year. ~~In Head Start, income must be re-verified for eligibility after the second enrollment year for accepted children.~~ In both programs, income must be re-verified for children who are placed on the waiting list, as well as children who were withdrawn from the program. This is completed annually for the upcoming program year. If the family can demonstrate a significant change in income for the relevant time period, staff may re-verify income using the current income circumstances.
- d. Income verification will include examination of any of the following:
- | | |
|-----------------------------------|---------------------------|
| Income Tax Form 1040 | W2 |
| Written Statements from employers | SSI Documentation |
| Pay Stub/Pay Envelopes | TANF/SNAP Documentation |
| Unemployment | *Declaration of No Income |

* If a family reports that they have no income, the program will have the family sign a Declaration of No Income. If the family signs the declaration, program staff must document any & all efforts made to verify the family's income.

*If a family is determined to be over the federal poverty guidelines, the program may make an adjustment to the family's gross income calculation to account for excessive housing costs

- Staff will complete a Housing Cost Adjustment form to determine the annual housing costs.
- If a family spends more than 30% of their total gross income on housing costs, their total gross income will be reduced by the amount exceeding 30%.

e. If the family signs a Third-Party Release form, for staff to verify information regarding their eligibility, staff may do so. Staff will document all third-party verification efforts to include third parties' names, titles, and affiliations. Third Party Release forms pertain to eligibility documentation for children that are homeless, in foster care, or if the family is in the receipt of TANF or SNAP.

f. The program will keep all documentation regarding eligibility for each child. Any in-person contact or telephone contact with family or a third-party contact will be documented in ChildPlus. Paper documentation will be kept in the child's file. Income documentation will also be scanned into Child Plus and can be found in Enrollment

tab/Attachments. Paper documentation will include (but not limited to): eligibility form, documents that were utilized to verify eligibility, third party release forms. Documentation will be kept on file for one year after the child is no longer enrolled.

g. Staff are required to print and sign their name on the eligibility form. This signature serves as verification that the staff have reviewed the required documentation and that they agree with the following statement. **I attest, to the best of my ability, that the family eligibility information above is correct. I understand that falsifying documentation will result in termination. **

8. Training

- a. All staff that determine eligibility, Management, Policy Council, and Governing Body will be trained on the eligibility process.
 - a. Staff that determine eligibility & Management will be trained within 90 days of hire after the initial training has been conducted.
 - b. The Governing Body and Policy Council will be trained within 180 days of the beginning of a new term after the initial training has been conducted.

- b. The training will include:
 - a. Methods on how to collect complete and accurate eligibility information from families and third-party sources.
 - b. Strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma, and privacy.
 - c. Explanation of program policies and procedures that describes actions taken against staff, families, or participants who intentionally attempt to provide false information.

- c. On-going training records will be kept for all eligibility trainings conducted.
 - a. These records will be documented in ChildPlus for program staff.
 - b. Training for Policy Council and Governing Body will be documented in the meeting minutes for each, and a tracking form is kept with the Enrollment Specialist.

Related Regulations: 1302.12

Policy Council Approval Date: 3/26/19; 11/3/21; 6/21/22

Board Approval Date: 12/16/21

Revised: 8/9/21; 6/2/22

ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE

Policy ID: ER 03

Subject: Recruitment of Children

Performance Objective:

CAPCO Head Start / Early Head Start will identify and recruit families in Cortland County whose children are eligible for program services, inform them of the services available, and encourage them to apply for enrollment in the program.

Operational Procedures:

The outreach and recruitment process is on-going throughout the year. The goal of the recruitment process is to obtain a number of applications during this process that is greater than the enrollment opportunities. This will allow us to select those with the greatest need for Head Start / Early Head Start services. Applications are available in the following formats: Paper, online application (with link on all CAPCO publications), QR code, fillable PDF application. HS/EHS staff will attend at least 4 community events to raise awareness of the program and recruit children. Intensive recruitment efforts will begin in December for next program year enrollment which may include various social media outlets. The program will review all ERSEA policies each December to make changes to streamline all procedures. -The following calendar provides a breakdown of the monthly activities:

September

~~Flyers/Posters are reviewed then printed.~~

Enrollment Specialist will contact local schools for newsletter information due dates.

October / November

~~Family Advocates distribute flyers/posters throughout Cortland County.~~

~~Family Services Coordinator will write an article describing the program for the local newspaper.~~

December / January

Enrollment Specialist writes a letter to schools, human service agencies, pediatricians, dentists and the Department of Social Services, and asking for their assistance in sending information to eligible families (including children in Foster Care (blank applications and information sheets provided.)

Enrollment Specialist will contact local food pantries to include a HS/EHS information sheet in the food packages.

January / February

Family Services staff will contact all families on the waiting list to update all contact information and start scheduling re-verification appointments.

Begin sibling applications.

Send applications to current families to help refer friends and family to the program.

Schedule a meeting with local Department of Social Services staff to target children experiencing homelessness and children in foster care.

March

Re-enrollment selection (both EHS & HS)

Continue intake visits.
Report Recruitment/Selection Process to Policy Council.

April

Waiting list selection (both EHS & HS)
Continue intake visits.
Continue to canvass current families for possible referrals.

May / June

Continue new applicant selection.
Continue intake visits.
Mass selection (New Applicants) for next program year.
Recheck with local pediatricians and other agencies to see if they need more applications.
~~Recheck recruitment areas & re-distribute/replenish existing flyers.~~

July/August

Continue new applicant selection.
Continue intake visits.
Family Services staff will visit local parks/summer lunch programs to recruit new families.

Monthly

Intake visits as needed
Family Advocates will follow up monthly on any incomplete intakes from the previous month. The Enrollment Specialist will distribute files monthly to the Family Advocates.
Put information in Head Start / Early Head Start newsletters.
Set up information tables at community events.
Enrollment Specialist will submit recruitment article/information to: Community Bulletin Board information to Public Access television as needed.
School newsletters, as needed.

All staff procedure:

All staff are required to participate in the recruitment process.
~~Family Services staff will continue to be assigned recruitment areas for distributing flyers/posters.~~

The Enrollment Specialist will keep an updated recruitment plan, which will include a Community Partner list, recruitment to-do list, and a recruitment tracking chart. This will be monitored 3 times per year by the Family Services Coordinator. The entire recruitment plan will be updated annually.

Recruitment for children with special needs is included on all flyers and announcements, as well as special notice to Racker, Early Intervention, pediatricians, and local clinics. Usually at the same time of referral, the child with special needs has not undergone extensive diagnostic evaluation.

Related Regulations: 1302.13

Policy Council Approval Date: 3/26/19; 11/3/21
Board Approval Date: 12/16/21
Revised: 8/9/21

ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE

Policy ID: ER 04

Subject: Selection Process

Performance Objective:

CAPCO Head Start / Early Head Start will review all completed intakes for Head Start / Early Head Start services. The selection committee will meet to identify those children who will be accepted into the program. At least 10% of the ~~total~~-actual funded enrollment will be filled by children eligible for services under IDEA. CAPCO HS/EHS will not deny enrollment based on a disability or chronic health condition or its severity.

Operational Procedures:

1. When the agency receives an application, it is labeled with the date the application was received. The Enrollment Specialist will input the basic child/family information into ChildPlus. All notes regarding the intake will be documented in the Enrollment section of ChildPlus. Family Services staff will assist families, if necessary, in completing the application to make sure that all pertinent information is acquired. The Enrollment Specialist distinguishes which school district the family lives in and the age of the child and delegates the application to a Family Services staff member. Each staff person will record contacts and/or contact attempts in the Enrollment section of ChildPlus. New applications will be assigned to staff as they are received. Staff have five days to make contact with the family to schedule an intake appointment. Staff complete the intake using an Intake Checklist and submits the file to the Enrollment Specialist to prepare for ~~the~~-selection. The Enrollment Specialist reviews the file to ensure accuracy and then completes the front of the Selection Form. The intake information is then entered into ChildPlus and the family is sent a status letter (either accepted or waitlisted) and inputs the information into ChildPlus. The Enrollment Specialist will follow up with each staff member to determine the status of incomplete intakes. The program will review all ERSEA policies each December to make changes to streamline all procedures.
2. The Enrollment Specialist takes the file to the Selection Committee for mass selection. The enrollment/waitlisted status is recorded by the Enrollment Specialist on the selection form. If the child is accepted, the file is forwarded to the Family Advocate. If waitlisted, the file is placed in a locked filing cabinet at the Family Services office.
3. The Enrollment Specialist will review each application and determine priority based on the age of the child, selection criteria and intake date. Eligible children will be selected first. Once all the eligible children on the waitlist have been selected, the selection committee will then select from the children whose income is less than 130% of the poverty guidelines. Lastly, the over income waitlisted children will only be selected after eligible, and 130%. Those children on the over income waiting list that were enrolled in Early Head Start the previous year will be selected first. This will allow us to provide continuity of care to the best of our ability.

4. In March, selection will occur for all children that will be re-enrolling. Children who are transitioning from EHS to HS need to re-verify income.
 - If one of these children is eligible for the program and there are no slots available for the next program year in a HS classroom, these children will be put on an income eligible, continuity of care waitlist. If an opening occurs these children will get priority and will be selected based on their criteria points & eligibility re-verification date.
 - If a re-enrollee becomes 130% or over income, they will be placed on a re-enrollee waiting list. This re-enrollee waitlist will consist of children that are 130% of the poverty guidelines and above.
 - In April, eligible children on the waiting list that re-verified income will be selected.
 - In May, a mass selection of all other eligible children on the waitlist will be selected. If slots are still available, children that were enrolled in EHS the previous year, re-verified income & are 130% or over income will be selected. Selection of 130% children and over income children from the master waitlist will occur in August if slots are available.

5. CAPCO Head Start/Early Head Start will follow the same process for selection of eligible children whose family members are employed by the CAPCO Head Start/Early Start Program. When employees of CAPCO Head Start/Early Head Start have children/family members that are eligible for enrollment in the program, the placement of the eligible child will be at a site that is different than the family member. If more than one child from the waitlist has the same age requirement, criteria points, and intake date priority will be given to the child of a current staff member. The selection committee will determine all options available for enrollment of the child. If no other option for enrollment is available, re-assignment of staff may be considered as an option prior to the child's enrollment. If a child's placement is prior to hiring a relative, upon hire, the employee is responsible to disclose a familial relationship with an enrolled child.

5.6.—Once all ~~104~~ 34 slots have been filled in Head Start and all ~~64~~ 88 slots have been filled in Early Head Start, a waiting list will be compiled by the Enrollment Specialist. The waiting list will be ranked by eligibility, age, and selection criteria points.
6.* UPK only: Children placed on waiting list are selected to openings in order of applications received. Waitlist is compiled by Cortland City School District.

7. If an opening occurs in a Head Start classroom, the Enrollment Specialist will look at several criteria (as well as those listed above in section #3). If an opening occurs in a 3-year-old classroom, the Enrollment Specialist will review the EHS class list to determine if there are any children turning 3. The school district in which the opening occurs and the criteria points (from selection form). (If there is more than 1 child that fits this category, criteria points and intake date will be taken into consideration.) If the family decides not to enroll their child in the HS 3-year-old classroom, the Enrollment Specialist will contact the eligible family on the waiting list that has the most criteria points to find out if they are interested. If two children have the same criteria points, the intake date will be utilized.
 - . Criteria points can be found on the selection form and are completed at intake. (See attached for copy of selection criteria).

|

9. In the event that an opening occurs and there are no eligible children to fill the vacancy, a child from the 130% waitlist will be selected. If there are no children on the 130% waitlist an over-income child will be selected. 130% and over income slots are filled using the following criteria: school district in which the opening occurs.

| 10. If an opening occurs in Early Head Start, the Enrollment Specialist will determine which center has the opening. The Enrollment Specialist will establish how many children on the waitlist are age eligible for that classroom. Of these children, the one with the highest criteria points will be accepted into the classroom. If there are two children with the same number of criteria points, the child with the earliest intake date will be accepted.

All applicants are notified by phone and mail regarding selection (during the school year.) Families will be notified by mail only for mass selections, re-enrollment, and before school starts. If a family chooses not to take the available vacancy, the child will remain on the waitlist to be considered/offered future openings. Families on the waitlist will be referred to the Child Development Council. An annual review of the selection criteria will be conducted by staff and Policy Council.

Related Regulations: 1302.14

Policy Council Approval Date: 3/26/19; 11/3/21; 2/22/22

Board Approval Date: 12/16/21

Revised: 8/9/21; 2/15/2022; 2/12/24

ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE

Policy ID: ER 05

Subject: Enrollment

Performance Objective: A child is considered enrolled in the CAPCO Head Start/Early Head Start Program if they have been accepted and attended at least one day of class. CAPCO Head Start must maintain its funded enrollment level of 34 children. CAPCO Early Head Start must maintain its funded enrollment level of 88 children. When a vacancy exists, no more than 30 calendar days may lapse before the vacancy is filled. CAPCO Head Start/Early Head Start will not fill any vacancy when 30 calendar days or less remain in the program’s enrollment year. The program will use Community Assessment data to identify any barriers to enrollment and attendance and will review all ERSEA policies each December to make changes to streamline all procedures.

Operational Procedures:

1. Prior to enrollment, each family must schedule an appointment to have an enrollment screening and have an up-to-date physical and shot record. The chart below describes the enrollment procedures.

Enrollment Process	Person Responsible
Complete Enrollment Screening (health/nutrition, <u>child release procedures</u> transportation training , Social/Emotional Questionnaire (ALL children)	Enrollment Specialist
Completed enrollment screenings entered in Enrollment Checklist (2000)	Enrollment Specialist
General Consent to Health Services Coordinator	Enrollment Specialist
Notify classroom staff/FA that enrollment screening is complete and initial home visit can be scheduled	Enrollment Specialist
Enrollment Specialist notified of IHV completion (via phone, email, or NOC in Child Plus)	Classroom staff
Completed enrollment packet given to Enrollment Specialist to allow for documentation	Health Services Coordinator
Enrollment packet given to Family Advocate to sign	Enrollment Specialist

UPK - Enrollment screening includes: General Consent, Child Release Procedures, health history.

2. After the enrollment packet is received by the Family Services staff and the Enrollment Screening is completed, the child is eligible for enrollment into the program The enrollment date will be the day the child first attends class.
3. Classroom staff will be required to call the Enrollment Specialist or Family Services Coordinator to notify of a child’s first day in attendance. Enrollment dates will be entered into Child Plus.
4. Each family will be offered an opportunity to visit the classroom their child will attend. For those children enrolled in September, a program open house will be offered. For

children enrolled throughout the year, families will be invited to visit the classroom as needed.

5.

6.Children enrolled in the CAPCO Early Head Start Program will be allowed to remain in Early Head Start until their third birthday or until the end of the program year (if there are no openings in Head Start.) As soon as an opening occurs in the Head Start Program and if the family agrees, the child will then make the transition. Children enrolled in the Head Start Program will be allowed to remain in Head Start until Kindergarten is available for the child.

~~5. Children enrolled in the Head Start Program will be allowed to remain in Head Start until Kindergarten is available for the child. Children enrolled in the CAPCO Early Head Start Program will be allowed to remain in Early Head Start until their third birthday or until the end of the program year (if there are no openings in Head Start.) As soon as an opening occurs in the Head Start Program and if the family agrees, the child will then make the transition.~~

7.

~~6-8.~~ If a child is homeless or in foster care, the CAPCO Head Start/Early Head Start program will make efforts to maintain the child's enrollment if the family or child moves to a different service area or assist them with transitioning the child to a program in a different service area, according to the family's needs.

~~7-9.~~ CAPCO HS/EHS may reserve slots for children that are homeless or are in foster care when a vacancy occurs. If this reserved slot is not filled within 30 days, the slot is then considered vacant and must be filled within the next 30 days.

~~8-10.~~ Parent participation ~~is in~~ any program activity is voluntary, including consent for data sharing, and is not required as a condition of the child's enrollment.

~~9-11.~~ Change of Location

Once the child is enrolled, they may be transferred to a different location if:

- a. A slot is vacant in the desired location.
- b. They move and transportation issues necessitate another placement, or at the request of the parents.
- c. A child is diagnosed with a disability after enrollment, if necessary, based on their IEP/IFSP.

10. Re-enrollment

If a child has been determined to be eligible and is participating in CAPCO Head Start/Early Head Start, he or she remains eligible through that enrollment year and the immediately succeeding enrollment year.

In Early Head Start, the family needs to complete the eligibility form to re-verify income before enrollment in Head Start.

11. Transfers

Transfers from other Head Start / Early Head Start Programs will go through the same application/selection process as other applicants.

Related Regulations: 1302.15

Policy Council Approval Date: 3/26/19; 11/3/21; 8/22/23

Board Approval Date: 12/16/21

Revised: 8/9/21; 7/11/23

ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE

Policy ID: ER 06

Subject: Attendance

Performance Objective: To give children the best possible experience & education, regular attendance is mandatory to ensure consistency. CAPCO Head Start / Early Head Start will analyze the causes of absenteeism when the monthly average daily attendance rate falls below 85%. This analysis will include a study of the pattern of absences for each enrollee, including the reasons for absences as well as the number of absences which occur on consecutive days

The program will use Community Assessment data to identify any barriers to enrollment and attendance and will review all ERSEA policies each December to make changes to streamline all procedures.

~~The program will review all ERSEA policies each December to make changes to streamline all procedures.~~

Operational Procedures:

1. Classroom staff will emphasize the importance of attendance & being on time at the initial home visit at the same time they share their classroom schedule with the family. It is also in the family handbook that the teachers share with the family at this time.
2. At every team conferencing meeting any attendance concerns should be discussed. The Family Advocate will be responsible for follow-up.
3. Daily attendance is taken in each classroom and entered in ChildPlus by classroom staff.
4. If a child is **unexpectedly** absent and a parent has not contacted the program within one hour of start time, the program will attempt to contact the parent to ensure the child's well-being. This includes all children that are **unexpectedly** absent in the event of a two-hour delay. The attempted contact should occur as soon as possible after the one-hour start time, but no later than 2 hours after start time.

If the Family Advocate is on site at the classroom where the child is absent, they will attempt to contact the family. However, if the Family Advocate is not at the classroom where the child is absent, the Teacher or Teacher Assistant will attempt to contact the family.

All attempted contact with the family will be completed using the primary phone number listed in ChildPlus. If the family does not answer and staff are able to leave a voice mail, they should state the reason for calling and ask for the family to return the phone call. If no voice mail is available, no more attempts are necessary. Attempting to contact the family one time is sufficient in order to comply with the Performance Standard, as long as it is documented.

Family Advocates will document contact/attempted contact in the Family Services tab and attendance notes section of ChildPlus. Teachers will document contact/attempted

contact in the attendance notes section. All documentation should be entered within 24 hours of attempted contact.

Education staff will update any attendance records, as necessary.

5. Families will be expected to contact a staff member via phone, text or Brightwheel if their child cannot attend the program on a school day. Families are required to provide a reason for the absence.
6. When a family contacts the center to inform them of an absence, the classroom staff should document the phone call in the attendance notes section in ChildPlus.
7. When a family contacts the Family Advocate to inform them of the reason for the absence, the Family Advocate should call the classroom immediately to inform them. The phone call will be documented in ChildPlus by the Family Advocate.
8. If the program has received no contact from the family after 3 consecutive absences from the classroom, the Family Advocate is responsible for follow-up. They must attempt to contact the family to determine the reason the child is absent. All attempts/contact will be documented in ChildPlus.
9. To ensure proper tracking of absence reasons, the enrollment office MUST be notified when a family plans to be absent for more than (10) school days. The family should notify their classroom teacher(s) or Family Advocate who will then contact the enrollment office to have an Extended Absence Request Form created. This form will document the reason for the absence, the leave dates, and the child's expected date of return. Signatures from both the parent/guardian and Enrollment Specialist are required on the form. Note: this extended absence is not for medical reasons and is used for attendance documentation purposes only.
10. If the absences result from temporary family problems that affect a child's regular attendance, the program must initiate appropriate family support procedures for all children with four or more consecutive absences. These procedures must include home visits or other direct contact with the child's parents. Contacts with the family must emphasize the benefits of regular attendance, while at the same time remaining sensitive to any special family circumstances influencing attendance patterns. All contact with the family, as well as special family support service activities must be documented in ChildPlus.
11. The Enrollment Specialist will analyze individual child attendance within 60 days of program operation. This analysis will identify children with patterns of absence that put them at risk of missing ten percent of program days per year. Strategies will be put in place to improve individual attendance. These strategies will include the family, family services staff, and classroom staff.
12. The Enrollment Specialist will continue to monitor each child's absences using ChildPlus on a weekly and monthly basis. The results of this monitoring will be utilized to document absences (reasons, patterns & percentages) and, if needed, a plan of action will be put into place. Plan of Action includes the following: no action, continue to monitor, Family Advocate contact with family, or attendance letter.

13. In the event of sporadic attendance or low monthly attendance percentages, the Family Advocate will contact the family to discuss the situation and problem solve solutions. If the child's attendance does not improve, an attendance letter will be sent to the family stating the reasons for concern and encouraging regular attendance. The letter also states that if attendance does not improve, the child may be removed from the program and placed on a waiting list.
14. If attendance still does not improve the Family Advocate will discuss the situation with the Enrollment Specialist to determine if the family needs additional support services.
15. If the attendance percentage falls below 85% in any month after the second attendance letter has been sent, the child will be withdrawn from the program. The Enrollment Specialist will then send the family a withdrawal letter.
16. ~~If an enrolled child is having difficulty accessing safe and reliable transportation, or is~~
~~an enrolled child is having difficulty accessing safe and reliable transportation, or is~~ experiencing homelessness and is unable to attend due to transportation issues, program staff will reach out to community resources that may be able to assist the family.

Related Regulations: 1302.16

Policy Council Approval Date: 3/26/19: 8/28/24

Updated: 7/17/24

FAMILY SERVICES

Policy ID: FS 03

Subject: Family Engagement in Home Visits

Performance Objective: Family members are encouraged to be actively engaged in home visits.

Operational Procedures:

Head Start and Early Head Start Family Advocates will offer visits every other month to families throughout the program year. Each Family Advocate will not have a caseload of more than 40 families, unless an emergency situation arises or to temporarily cover a staff absence.

GENERAL GUIDELINES

1. Contact the family, set a date and time which is convenient for both of you. (Via phone, text, social media, email, or Brightwheel app)
2. As the date approaches take time to remind the family about the upcoming home visit.
3. Take time to plan the home visit. Think about the purpose of the visit:
 - a. Information you want to get from or share with the family.
 - b. Any problems or concerns you want to address?
 - c. How long do you have for the visit?
 - d. Any upcoming events you want to remind the family of?
4. Follow the family's lead on what is customary in the home - boots off at the door, coffee at the kitchen table, whatever.
5. Make the family member comfortable. Briefly socialize, ask about other family members, build rapport, etc.
6. Explain the purpose of your visit.
7. Work with the family member(s) to complete the Family Strengths Assessment. This will foster discussions which should lead to family goal setting.
8. When the visit is over, summarize what was covered, sign the Home Visit Plan.
9. Document the visit on the Home Visit Plan and in ChildPlus.
10. Follow up on anything you said you would do. Be in contact with the family to discuss progress toward goals, as needed. Any follow-up needs to be documented as an action in ChildPlus.

C. INITIAL HOME VISIT

Staff will contact families in August to schedule an initial home visit.

1. The purpose of the home visit is to:
 - a. Meet the child in the family context. Observe the child in the home environment and get to know the child.
 - b. Meet the parent/guardian and the rest of the family.
 - c. Share information about the program; encourage family members to ask questions.
 - d. Let the family know they can request a visit or conference whenever necessary throughout the year.

2. Guidelines:
 - a. Teaching staff will conduct initial home visits before the start of the program. Family Advocates will offer their first Family Services home visit after the first day of classes. If a child enrolls after the first day of classes, the initial home visit will be completed before the child can start the program.
 - b. If a family has more than one child enrolled in the program, they will be given the option to complete an initial home visit with multiple staff or a separate visit for each child enrolled.
 - c. The initial home visit will be documented on the Initial Home Visit/Parent Permission form with staff and parent/guardian signatures.
 - d. An initial home visit folder will be assembled to include handbooks and relevant information for families to keep.
 - e. After the initial home visit is complete, staff will be required to enter the information in ChildPlus (under NOC request).
 - f. The Enrollment Specialist will notify the Family Advocates when all required paperwork has been completed and the child is ready to start.

D. Family Engagement Home Visits

1. Family Advocates will have contact with each family monthly and offer home visits to each family every other month.
2. Reasons for home visits may include:
 - a. family crisis
 - b. to share information about the child at the center
 - c. to follow up on information from a previous home visit
 - d. encourage family participation
 - e. to discuss the placement of the child for the next year
 - f. parenting education
 - g. to assist with a discipline problem
 - h. to discuss any concern the family might have about the child
 - i. goal planning

Related Regulations: 1302.22; 1302.35; 1302.50; 1302.51; 1302.52

Policy Council Approval Date: 3/26/19; 11/3/21

Board Approval Date: 12/16/21

Revised: 8/9/21

FAMILY SERVICES

Policy ID: FS 05

Subject: Assessment and Goal Setting

Performance Objective: Family Services staff will form a partnership with parents to establish mutual trust. As part of this on-going partnership, Head Start/Early Head Start Family Advocates will offer families opportunities to develop and implement individualized goals. Staff will encourage collaboration with agencies already providing services to families or identify those most helpful to this family's needs/interests. Each Family Advocate will not have a caseload of more than 40 families, unless an emergency situation arises or to temporarily cover a staff absence.

Operational Procedures:

Family Services staff and parents will begin the Family Strengths Assessment within 60 days of the child's enrollment in the program. Family Services staff will contact each family to request a home visit. Visits are scheduled at a time which is convenient for the family and will not cause hardship in terms of school, employment, etc.

1. At the first home visit the FA will discuss the following information with the family:
 - Family Strengths Assessment- This will be completed by the FA and the family. Round 2 of this assessment will be completed in May (Head Start) and June (Early Head Start).
 - If a family is not interested in doing Home Visits, completing the Family Strengths Assessment, or setting goals, they will sign a refusal form indicating which of the above they are not interested in. The family may change their mind at any point during the program year and rescind the refusal.
2. Family Services staff and the family will discuss strengths from the Family Strengths Assessment in order to help each child and family receive the most out of their Head Start / Early Head Start experience.
3. If parents request visits be conducted outside the home or in cases where a significant safety hazard exists for staff, the home visit may take place on site or another safe, private space.
4. Meetings and interactions with families will be respectful to each family's diversity and cultural background.
5. After the Family Strengths Assessment has been started, Family Advocates will determine with the family where there may be areas of need. The staff and the

family member will discuss possible goals that may reach these areas. If interested, the family member will determine which goal they are interested in setting. The staff member may set up another time to meet with the family so that a goal sheet can be reviewed and signed (once this is done, it is counted as a Family Partnership Plan (FPP.))

6. The Family Services staff will offer resource information to the family as soon as possible following the visit, as indicated. They will continue subsequent visits and in other contacts to encourage, support, and advocate for the family in order to complete their goals.
7. Updates to the goal sheets are completed through family contacts and/or during home visits. During follow-up, staff and the family will work together to assess the family goals by:
 - Determining what actions were taken to meet the goal.
 - Determining if referrals were appropriate and sufficient to meet the need of the family.
 - Discussing options available through Head Start/Early Head Start to achieve the goal.
 - Problem solving to remove barriers to reaching goals.
 - Determining if the family wants to change, amend goal, and/or add a new one.
 - Checking to see if the family (if willing) has signed all appropriate permission to release confidential information forms, as needed, to effectively collaborate with community agencies.
8. When goals have been attained to the family's level of satisfaction, this will be documented on the goal sheet and in ChildPlus. At this point, a parent may choose to develop new goals - this will be at the parent's request and readiness to do so. Similarly, goals may be changed or amended, at any point, when the parent feels it is appropriate to do so.
9. Family Advocates will keep copies of the Family Strengths Assessment and goal sheets in their monthly binder, along with the referral tracking form. This binder will be turned in monthly to the Family Services Coordinator.
10. At the end of the year, all Family Strengths Assessments, goal sheets, and referral tracking forms are secured in the child's file.

Related Regulations: 1302.22; 1302.35; 1302.50; 1302.52

Policy Council Approval Date: 3/26/19

FAMILY SERVICES

Policy ID: FS 12

Subject: Transition

Performance Objective: The CAPCO Head Start/Early Head Start Program will collaborate with participating area schools, families, and staff to establish smooth transitional steps of enrolled children into their succeeding educational program.

Operational Procedures:

Transitions into the Head Start / Early Head Start Program

Once the program receives a completed application from a family, the intake process is completed to determine eligibility. At this point the child is either waitlisted or accepted. Once the child is accepted into the program, the family will complete an enrollment screening. At this screening a staff member will explain the program policies involved with pick-up/drop-off procedures, complete a health history, and a social-emotional questionnaire. Center placement and hours are discussed at this time also. The teachers complete an initial home visit with the family and provide more center-specific information at that time. For those children enrolled in September, a program open house will be offered along with a classroom visit. For children enrolled throughout the year, families will be invited to visit the classroom as needed.

Early Head Start to Head Start Transition

Children are eligible for Early Head Start while they are transitioning into Head Start. Per NYS OCFS regulations, children may remain in Early Head Start until they are 3 years 3 months in age if the program engages with the parent to determine that remaining in EHS meets the individualized needs of the child.

EHS Transition Tracking:

First step- The FA will educate the parents about what will happen during the next six months and what the program procedures entail. The program will also learn about the parents concerns and needs.

6 months Prior- The Enrollment Specialist will inform FA about options to discuss with family. The Enrollment Specialist will start the EHS Transition tracking in Child Plus (Report 4162.) FA must re-verify the family's income to determine Head Start eligibility.

1 month Prior- After last day in previous placement FA will forward child's file to new placement.

Transitions within current program option

When a child transfers within the Head Start/Early Head Start program the FA should set up a center visit that is convenient for the family. The Family Services staff will meet to discuss any pertinent information regarding the family (FPP goals, concerns, etc.) After the child's last day in the previous placement, the FA will transfer the child's file.

Additional Transition Services for children with IFSP/IEP

For children with an IFSP/IEP who are transitioning out of the program, staff will collaborate with the parents, and the local agency responsible for implementing IDEA, to ensure appropriate steps are undertaken in a timely and appropriate manner to determine the child's eligibility for services under Part B of IDEA.

Transitions out of current placement

May

- Meetings between Kindergarten and CAPCO UPK teachers to discuss incoming Kindergarten students. CCSD observes UPK classes to assess incoming students as well.
- Send lists to area schools on each potential child transitioning into Kindergarten in their school district. The following information should be included: (Assistant Director)
Child's Name; Parent/Guardian Name
Address and Phone Number
Child Date of Birth
- ITP's (Individual Transition Plan) are sent to UPK Teachers.

June

- All families of children transitioning into Head Start Preschool or CAPCO UPK will be given information on important changes going into the next placement.
- Classroom Supervisors will schedule a meeting for above families to discuss the expectations of moving up to the next placement.
- FA will schedule a classroom visit to the next placement, if requested by family.
- Each family who has a child transitioning into kindergarten will receive transition information. (Expectations for entering Kindergarten)

July

- Assistant Director sends out Collaboration Agreement / Cover Letter to collaborating school districts.
- ITP's (Individual Transition Plan) are sent to Teachers to complete for all HS/EHS children.

Related Regulations: 1302.12; 1302.15; 1302.53; 1302.61; 1302.70; 1302.71; 1302.72

Policy Council Approval Date: 3/26/19; 11/3/21

Board Approval Date: 12/16/21 date

Revised: 8/9/21 1/23/25

FAMILY SERVICES

Policy ID: FS 17

Subject: On-going Communication

Performance Objective: The Family Services Coordinator will implement effective two-way communication systems to ensure timely and accurate information exchanged between parents, Policy Council, staff and the community.

Operational Procedures:

1. The Family Services Functional Area will maintain regular and on-going communication with parents in their primary language, or through an interpreter to the extent feasible, throughout the program year. All communication with families is documented in ChildPlus. Communication will occur through:

1. Home Visits
2. Family Strengths Assessments
3. Orientation
4. Telephone contact/[text messages](#)
5. Newsletter articles
6. Written correspondence
7. Flyers
8. Center/Office visits
9. [Family Facebook](#) [Social media outlets page](#)
- 9.10. [Brightwheel app](#)

2. The Family Services Functional Area will maintain internal communication with other Head Start / Early Head Start staff through the following methods:

- Direct contact
- Phone contact
- Written memo's
- Staff meetings
- Written reports
- Newsletter articles
- E-mail

3. The Family Services Functional Area will share and receive information on program activities, goals, and philosophy through the following methods:

- Collaborative Agreements
- Written correspondence
- Phone contact
- E-mail

All communication, whether formal, informal, verbal or written, will be regular and on-going throughout the year.

Related Regulations: 1301.4; 1302.34; 1302.35 1302.41; 1302.50; 1302.53; 1302.70; 1302.71; 1302.72; 1302.90; 1302.92

Policy Council Approval Date: 3/26/19

Resolution of the Board of Directors

Of

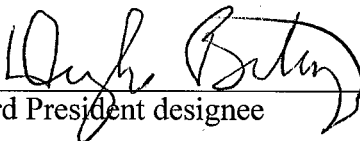
Cortland County Community Action Program, Inc.

Resolution No. 25-12

WHEREAS, the Cortland County Community Action Program, Inc. Program, Planning & Evaluation (PP&E) Committee has reviewed the proposed WIC Language Access policy update and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed WIC Language Access policy update,

IT IS HEREBY RESOLVED that on February 27, 2025, the CAPCO Board of Directors approves the WIC Language Access policy update.


Board President designee

02/27/2025
Date

CAPCO - Local Policy and Procedure Manual	
Language Access	Updated/reviewed: 10/17; 12/21; 1/25
State Policy: 1041	Submitted to Regional: 1/25
Federal Regulation: 7 CFR §246.8(c); Title VI of the Civil Rights Act of 1964; NYS Executive Order No. 26.1; Federal Executive Order #13166	Date of Regional Approval: 12/21

PURPOSE:

To ensure equitable access to the WIC program for participants with limited English proficiency (LEP) and/or those who communicate in languages other than English, as mandated by NYS WIC Program Policy 1041 and federal guidelines.

POLICY:

1. CAPCO WIC Program follows the policy guidelines as established in the New York State Department of Health WIC Program Manual #1041 Language Access, including the Policy Supplement.

LA PROCEDURE:

Designated Language Access Contact:

1. The WIC Director and/or the Chenango County Site Manager are the designated contacts for the agency.
2. The WIC Director and/or Chenango County Site Manager will review the LA 1041 Language Access Policy annually and, if any changes are made or if there are updates from Central Office, they will update the policy as needed and send it to the Regional Office for review and approval.

Assessment of Limited English Proficient (LEP) population language needs:

1. The WIC Director and/or Chenango County Site Manager will review and generate available reports at least annually to assess the program's language needs. This will help guide updates to the agency's website, online automation services, and the development or revision of the Language Access Plan
 - **Reports:**
 - Household Languages Report (provided by the Regional Office, when available).
 - "Participant Information Summary Report," located under reports in the "Admin" section. This report is generated by Site and includes a participant's reported primary language.

Offering Free Oral Interpretation Services:

1. The WIC Director and/or the Chenango County Site Manager will review the waiting and intake areas to ensure the “New York State Language Identification Tool” is posted conspicuously.
2. Each staff will have available The United States Department of Homeland Security “I Speak Language Identification Guide” to use when an AR/Participant’s preferred language cannot be found on the New York State Language Identification Tool.

NOTE: the “Links” are found in the New York State Department of Health WIC Program Manual #1041 Language Access

[Language Identification Tool | Department of Public Service](#)

<https://www.dhs.gov/sites/default/files/publications/crcl-i-speak-poster-2021.pdf>

3. During the prescreen/intake process, the Intake Staff will document the AR/Participant’s preferred language and check the “ Translator Req” box in the NYWIC HH Information Screen. Marking this box will automatically transfer the information to the Daily Schedule, allowing staff to easily identify when translator services are needed before contacting the participant and/or upon their arrival at the clinic site.

NOTE: Best Practice would be to place an “Alert” in the participant’s NYWIC electronic record.

4. Once it is determined that the AR/Participant will need translation services, staff will inform them that the program offers free interpretation services through the Language Line. This service should be offered for both in-person and virtual appointments.

Language Line 1-866-874-3972

ID Number: 572494

5. All staff have access to the Language Line information, which is also available in each intake room.
6. For participants who are deaf, hard-of-hearing, deaf-blind, or speech-disabled, staff are instructed to use the New York Relay phone service (7-1-1 or 800-421-1220) or contact the Southern Tier Independence Center to request a sign language professional be available on-site.

Declining Free Interpreter Services:

1. If a participant decides to decline the free interpreter services provided, staff will ask the AR/Participant to complete the “Waiver of Right to Free Interpretation Services Form.” This will allow an accompanying adult (over 18 years old) to function as an interpreter.
2. This form should be reviewed and updated annually.

NOTE: Best practice, staff should review with the AR/Participant at each appointment whether they will need the LA to provide interpreter services.

3. The "Waiver of Right to Free Interpretation Services" form should be provided to the AR/Participant in their preferred language.
 - In person
 - For virtual appointments, staff can provide the link for the AR/Participant to complete and send back to the agency via email or take a picture of the completed form and send it.

NOTE: the link is found in the New York State Department of Health WIC Program Manual #1041 Language Access

- [Waiver of Right to Free Interpretation Services | Council on Developmental Disabilities](#)
4. The completed form must be scanned or uploaded into the participant's NYWIC electronic record under "Waiver of Right to Free Oral Interpretation Services."

Complaints:

1. Staff must provide the most recent version of, or a link to, the Language Access Complaint Form to individuals who want to file a language access complaint.

NOTE: the link is found in the New York State Department of Health WIC Program Manual #1041 Language Access

- <https://languageaccess.ny.gov/en-US/?agency=DOH>
2. The WIC Director and/or the Chenango County Site Manager will ensure that the most recent Right to file a Complaint poster posted conspicuously at each permanent and temporary sites.

Documentation:

Language Line

1. Participant Record Documentation:

Staff must document each use of the Language Line service in the participant's NYWIC electronic record using the standardized note heading outlined in the LA WIC Service Documentation Guidance Document under "Interpreter Services." Documentation should include:

- The date and time of the service.
 - The name or ID number of the Language Line interpreter (if available).
 - Relevant details of the interaction to ensure accurate record-keeping and follow-up.
2. Language Line Log:
Staff are required to log each call in the "Language Line Log," located in the "Language Line" folder on the W: Drive.
 3. Invoice Reconciliation:
The WIC Director will review and compare the Language Line Log against the Language Services Invoice before processing payment.

Complaints

1. Participant Record Documentation:

Staff must document all received complaints in the participant's NYWIC electronic record using

the standardized note heading outlined in the LA WIC Service Documentation Guidance Document under "Complaint."

2. Complaint Log:

Staff are also required to log each complaint in the "Complaint Log," located in the "Complaint" folder on the W: Drive.

Note: Each Log must be made available to RO and/or CO during site visits.

Training:

1. The WIC Director and/or the Chenango County Site Manager will review the policy annually at a joint staff meeting and/or as needed.

Definitions:

- Refer to Acronyms and Definitions in Section 1011

Language Access Complaint Form

New York State's language access policy requires certain public-facing agencies to offer interpretation services in any language and to translate important documents into at least the top twelve most common non-English languages in the state. If you have had trouble with our agency's language access services, you may complete and submit this complaint form using the contact information provided above. **All personal information in your complaint will be kept confidential.**

<p>1. Complainant: First name: _____ Last name: _____ Zip code: _____</p> <p><input type="checkbox"/> I prefer not to provide my name. <i>Please note, if you do not provide any contact information, we will not be able to inform you of the steps we are taking to respond to your complaint.</i> Preferred language(s): _____</p> <p>Phone number: _____ E-mail address: _____</p> <p>Is someone else helping you file this complaint? <input type="checkbox"/> No <input type="checkbox"/> Yes If 'Yes,' include their contact information: First name: _____ Last name: _____ E-mail address and/or phone number: _____</p>
<p>2. What language(s) did you need services in?</p> <p>_____</p>
<p>3. What was the problem? Check all the boxes that apply and explain below.</p> <p><input type="checkbox"/> I was not offered an interpreter <input type="checkbox"/> I asked for an interpreter and was denied <input type="checkbox"/> The interpreter's skills were not good (include their names in section 5 below, if known) <input type="checkbox"/> The interpreter made rude or inappropriate comments <input type="checkbox"/> I waited for too long for an interpreter <input type="checkbox"/> I was not given forms or notices in a language I can understand (list documents needed in section 5 below) <input type="checkbox"/> Other (explain) _____</p>
<p>4. When did this incident happen? If it happened more than once, indicate the date of the most recent incident.</p> <p>Date (MM/DD/YYYY): _____ Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM</p> <p>Where did this incident happen? <input type="checkbox"/> Over the phone <input type="checkbox"/> In-person Provide address: _____</p>
<p>5. Describe what happened. Be specific and provide as much detail as possible. If it happened more than once, include each date/time and describe each incident. List any services and documents you were trying to access. Include names, addresses, and phone numbers of people involved, if known. Use additional pages as needed and write your name on each sheet.</p>
<p>6. Did you complain to anyone from the Department/Agency? If yes, include who you spoke with and what their response was. Please be specific.</p>
<p>Print Name: _____ Date (MM/DD/YYYY): _____</p> <p>(Person making the complaint)</p>
<p style="text-align: center;">Do not write in this box. For office use only.</p> <p>Date: _____ Reviewer: _____ Resolution: _____</p>



KATHY HOCHUL
Governor

Waiver of Rights to Free Interpretation Services

New York State policy is to offer Limited English Proficient (LEP*) individuals with free interpretation services when accessing state services. If you have been identified (or self-identified) as an LEP individual by the agency and wish to waive your right to free interpretation services, you need to complete this form. The information you share in this form will be kept private and will not be shared with any external parties.

Name of Limited English Proficient (LEP) Individual (or authorized representative)

Check all that apply

- I have been told that I have the right to free interpretation services
- I understand that I can have the services of a free interpreter
- I choose NOT to use the services of a free interpreter at this time, and will instead
 - Communicate in English
 - Use my own interpreter (*Must be at least 18 years old*). Please note that for certain services, you may not be allowed to provide an interpreter of your choice.

Name of Interpreter: _____

Relationship to the LEP individual: _____

Other: _____

- I understand that I can change my mind at any time and accept the services of a free interpreter

Signature of LEP Individual (or Authorized Representative)

Date

FOR AGENCY USE ONLY

Name of Employee: _____

Division/Department: _____

Email Address: _____ Phone Number: _____

Signature of Employee

Date

*Individuals are considered LEP if they do not speak English as their preferred language and have limited ability to read, speak, write, or understand spoken English.

Resolution of the Board of Directors

Of

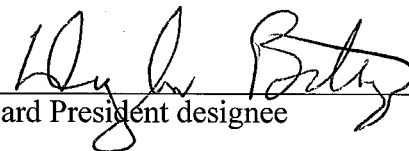
Cortland County Community Action Program, Inc.

Resolution No. 25-13

WHEREAS, the Cortland County Community Action Program, Inc. Program, Planning & Evaluation (PP&E) Committee has reviewed the proposed CSBG 4th Quarter PPR and 2023-2024 APR and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed CSBG 4th Quarter PPR and 2023-2024 APR,

IT IS HEREBY RESOLVED that on February 27, 2025, the CAPCO Board of Directors approves the CSBG 4th Quarter PPR and 2023-2024 APR.


Board President designee

02/27/2025
Date

FY 2024 CSBG Annual Report

Module 4, Section B: Individual and Family Services -

Data Entry Form

Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Employment Services

Name of CSBG Eligible Entity Reporting:	Cortland County Community Action Program, Inc.		
State:	New York	UEI:	L1P5ZJLPV4Y3
Employment Services (SRV 1)	Unduplicated Number of Individuals Served		
Skills Training and Opportunities for Experience (SRV 1a-f)			
SRV 1a Vocational Training			
SRV 1b On-the-Job and other Work Experience			
SRV 1c Youth Summer Work Placements	1		
SRV 1d Apprenticeship/Internship			
SRV 1e Self-Employment Skills Training			
SRV 1f Job Readiness Training	5		
Career Counseling (SRV 1g-h)			
SRV 1g Workshops			
SRV 1h Coaching			
Job Search (SRV 1i-n)			
SRV 1i Coaching			
SRV 1j Resume Development			
SRV 1k Interview Skills Training			
SRV 1l Job Referrals			
SRV 1m Job Placements			
SRV 1n Pre-employment physicals, background			
Post Employment Supports (SRV 1o-p)			
SRV 1o Coaching			
SRV 1p Interactions with employers			
Employment Supplies (SRV 1q)			
SRV 1q Employment Supplies			

FY 2024 CSBG Annual Report

Module 4, Section B: Individual and Family Services -

Data Entry Form

Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Education and Cognitive Development Services

Name of CSBG Eligible Entity Reporting:		Cortland County Community Action Program, Inc.	
State:	New York	UEI:	L1P5ZJLPV4Y3
Education and Cognitive Development Services (SRV 2)	Unduplicated Number of Individuals Served		
Child/Young Adult Education Programs (SRV 2a-j)			
SRV 2a Early Head Start	75		
SRV 2b Head Start	112		
SRV 2c Other Early-Childhood (0-5 yr. old) Education			
SRV 2d K-12 Education			
SRV 2e K-12 Support Services			
SRV 2f Financial Literacy Education			
SRV 2g Literacy/English Language Education			
SRV 2h College-Readiness Preparation/Support			
SRV 2i Other Post Secondary Preparation			
SRV 2j Other Post Secondary Support			
School Supplies (SRV 2k)			
SRV 2k School Supplies	125		
Extra-curricular Programs (SRV 2l-q)			
SRV 2l Before and After School Activities			
SRV 2m Summer Youth Recreational Activities			
SRV 2n Summer Education Programs			
SRV 2o Behavior Improvement Programs (attitude, self-esteem, Dress-for-Success, etc.)			
SRV 2p Mentoring			
SRV 2q Leadership Training			
Adult Education Programs (SRV 2r-z)			

SRV 2r Adult Literacy Classes	15
SRV 2s English Language Classes	
SRV 2t Basic Education Classes	
SRV 2u High School Equivalency Classes	129
SRV 2v Leadership Training	
SRV 2w Parenting Supports (may be a part of the early childhood programs identified above)	228
SRV 2x Applied Technology Classes	
SRV 2y Post-Secondary Education Preparation	
SRV 2z Financial Literacy Education	
Post-Secondary Education Supports (SRV 2aa)	
SRV 2aa College applications, text books, computers, etc.	
Financial Aid Assistance (SRV 2bb)	
SRV 2bb Scholarships	5
Home Visits (SVR 2cc)	
SRV 2cc Home Visits	955

FY 2024 CSBG Annual Report

Module 4, Section B: Individual and Family Services -

Data Entry Form

Goal 1: Individuals and Families with low incomes are stable and achieve economic security.

Income and Asset Building Services

Name of CSBG Eligible Entity Reporting:		Cortland County Community Action Program, Inc.	
State:		New York	UEI: L1P5ZJLPV4Y3
Income and Asset Building Services (SRV 3)		Unduplicated Number of Individuals Served	
Training and Counseling Services (SRV 3a-f)			
SRV 3a Financial Capability Skills Training			
SRV 3b Financial Coaching/Counseling			
SRV 3c Financial Management Programs (including budgeting, credit management, credit repair, credit counseling, etc.)			
SRV 3d First-time Homebuyer Counseling			
SRV 3e Foreclosure Prevention Counseling			
SRV 3f Small Business Start-Up and Development Counseling Sessions/Classes			
Benefit Coordination and Advocacy (SRV 3g-l)			
SRV 3g Child Support Payments			
SRV 3h Health Insurance			
SRV 3i Social Security/SSI Payments			
SRV 3j Veteran's Benefits			
SRV 3k TANF Benefits			
SRV 3l SNAP Benefits		120	
Asset Building (SRV 3m-o)			
SRV 3m Saving Accounts/IDAs and other asset building accounts			
SRV 3n Other financial products (IRA accounts, MyRA, other retirement accounts, etc.)			

SRV 3o VITA, EITC, or Other Tax Preparation programs	
SRV 3p Loans And Grants (SRV 3p-q)	
SRV 3p Micro-loans	
SRV 3q Business incubator/business development loans	

FY 2024 CSBG Annual Report

Module 4, Section B: Individual and Family Services - Data Entry Form

Goal 1: Individuals and Families with low incomes are stable and achieve economic security.

Housing Services

Name of CSBG Eligible Entity Reporting:		Cortland County Community Action Program, Inc.	
State:		New York	UEI: L1P5ZJLPV4Y3
Housing Services (SRV 4)		Unduplicated Number of Individuals Served	
Housing Payment Assistance (SRV 4a-e)			
SRV 4a Financial Capability Skill Training			
SRV 4b Financial Coaching/Counseling			
SRV 4c Rent Payments (includes Emergency Rent Payments)			
SRV 4d Deposit Payments			
SRV 4e Mortgage Payments (includes Emergency Mortgage Payments)			
Eviction Prevention Services (SRV 4f-h)			
SRV 4f Eviction Counseling			
SRV 4g Landlord/Tenant Mediations			
SRV 4h Landlord/Tenant Rights Education			
Utility Payment Assistance (SRV 4i-l)			
SRV 4i Utility Payments (LIHEAP-includes Emergency Utility Payments)		47	
SRV 4j Utility Deposits			
SRV 4k Utility Arrears Payments			
SRV 4l Level Billing Assistance			
Housing Placement/Rapid Re-housing (SRV 4m-p)			
SRV 4m Temporary Housing Placement (includes Emergency Shelters)			
SRV 4n Transitional Housing Placements			
SRV 4o Permanent Housing Placements			

SRV 4p Rental Counseling	
Housing Maintenance & Improvements (SRV 4q)	
SRV 4q Home Repairs (e.g. structural, appliance, heating systems. etc.) (Including Emergency Home Repairs)	487
Weatherization Services (SRV 4r-t)	
SRV 4r Independent-living Home Improvements (e.g. ramps, tub and shower grab bars, handicap accessible modifications, etc.)	
SRV 4s Healthy Homes Services(e.g. reduction or elimination of lead, radon, carbon monoxide and/or fire hazards or electrical issues, etc.)	
SRV 4t Energy Efficiency Improvements (e.g. insulation, air sealing, furnace repair, etc.)	487

FY 2024 CSBG Annual Report

Module 4, Section B: Individual and Family Services -

Data Entry Form

Goal 1: Individuals and Families with low incomes are stable and achieve economic security.

Health and Social/Behavioral Development

Name of CSBG Eligible Entity Reporting:	Cortland County Community Action Program, Inc.		
State:	New York	UEI:	L1P5ZJLPV4Y3
Health and Social/Behavioral Development Services (SRV 5)	Unduplicated Number of Individuals Served		
Health Services, Screening and Assessments (SRV 5a-j)			
SRV 5a Immunizations	188		
SRV 5b Physicals	188		
SRV 5c Developmental Delay Screening	188		
SRV 5d Vision Screening	179		
SRV 5e Prescription Payments	3		
SRV 5f Doctor Visit Payments			
SRV 5g Maternal/Child Health	1998		
SRV 5h Nursing Care Sessions			
SRV 5i In-Home Affordable Seniors/Disabled Care Sessions (Nursing, Chores, Personal Care Services)			
SRV 5j Health Insurance Options Counseling			
Reproductive Health Services (SRV 5k-o)			
SRV 5k Coaching Sessions			
SRV 5l Family Planning Classes			
SRV 5m Contraceptives			
SRV 5n STI/HIV Prevention Counseling Sessions			
SRV 5o STI/HIV Screenings			
Wellness Education (SRV 5p-q)			
SRV 5p Wellness Classes (stress reduction, medication management, mindfulness, etc.)			
SRV 5q Exercise/Fitness			

FY 2024 CSBG Annual Report

Module 4, Section B: Individual and Family Services -

Data Entry Form

Goal 1: Individuals and Families with low incomes are stable and achieve economic security.

Health and Social/Behavioral Development

Name of CSBG Eligible Entity Reporting:	Cortland County Community Action Program, Inc.		
State:	New York	UEI:	L1P5ZJLPV4Y3
Mental/Behavioral Health (SRV 5r-x)			
SRV 5r Detoxification Sessions			
SRV 5s Substance Abuse Screenings			
SRV 5t Substance Abuse Counseling			
SRV 5u Mental Health Assessments			
SRV 5v Mental Health Counseling			
SRV 5w Crisis Response/Call-In Responses			
SRV 5x Domestic Violence Programs			
Support Groups (SRV 5y-aa)			
SRV 5y Substance Abuse Support Group Meetings			
SRV 5z Domestic Violence Support Group Meetings			
SRV 5aa Mental Health Support Group Meetings			

FY 2024 CSBG Annual Report

Module 4, Section B: Individual and Family Services -

Data Entry Form

Goal 1: Individuals and Families with low incomes are stable and achieve economic security.

Health and Social/Behavioral Development

Name of CSBG Eligible Entity Reporting:	Cortland County Community Action Program, Inc.		
State:	New York	UEI:	L1P5ZJLPV4Y3
Health and Social/Behavioral Development Services (Cont'd.)	Unduplicated Number of Individuals Served		
Dental Services, Screenings and Exams (SRV 5bb-ee)			
SRV 5bb Adult Dental Screening/Exams			
SRV 5cc Adult Dental Services (including Emergency Dental Procedures)			
SRV 5dd Child Dental Screenings/Exams	73		
SRV 5ee Child Dental Services (including Emergency Dental Procedures)			
Nutrition and Food/Meals (SRV 5ff-jj)			
SRV 5ff Skills Classes (Gardening, Cooking, Nutrition)			
SRV 5gg Community Gardening Activities			
SRV 5hh Incentives (e.g. gift card for food preparation, rewards for participation, etc.)			
SRV 5ii Prepared Meals			
SRV 5jj Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries)	135		
Family Skills Development (SRV 5kk-mm)			
SRV 5kk Family Mentoring Sessions			
SRV 5ll Life Skills Coaching Sessions			
SRV 5mm Parenting Classes	54		
Emergency Hygiene Assistance (SRV 5nn-oo)			
SRV 5nn Kits/boxes	55		
SRV 5oo Hygiene Facility Utilizations (e.g. showers, toilets, sinks)			

FY 2024 CSBG Annual Report

Module 4, Section B: Individual and Family Services - Data Entry Form

Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Civic Engagement and Community Involvement

Name of CSBG Eligible Entity Reporting:	Cortland County Community Action Program, Inc.		
State:	New York	UEI:	L1P5ZJLPV4Y3
Civic Engagement and Community Involvement Services (SRV 6a-f)	Unduplicated Number of Individuals Served		
SRV 6a Voter Education and Access			
SRV 6b Leadership Training			
SRV 6c Tri-partite Board Membership	15		
SRV 6d Citizenship Classes			
SRV 6e Getting Ahead Classes			
SRV 6f Volunteer Training	66		

FY 2024 CSBG Annual Report

Module 4, Section B: Individual and Family Services - Data Entry Form

Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Services Supporting Multiple Domains

Name of CSBG Eligible Entity Reporting:		Cortland County Community Action Program, Inc.	
State:	New York	UEI:	L1P5ZJLPV4Y3
Services Supporting Multiple Domains (SRV 7)		Unduplicated Number of Individuals Served	
Case Management (SRV 7a)			
SRV 7a Case Management	248		
Eligibility Determinations (SRV 7b)			
SRV 7b Eligibility Determinations	5204		
Referrals (SRV 7c)			
SRV 7c Referrals	5022		
Transportation Services (SRV 7d)			
SRV 7d Transportation Services (e.g. bus passes, bus transport, support for auto purchase or repair; including emergency services)	116		
Childcare (SRV 7e-f)			
SRV 7e Child Care subsidies			
SRV 7f Child Care payments			
Eldercare (SRV 7g)			
SRV 7g Day Centers			
Identification Documents (SRV 7h-j)			
SRV 7h Birth Certificate			
SRV 7i Social Security Card			
SRV 7j Driver's License			
Re-Entry Services (SRV 7k)			
SRV 7k Criminal Record Expungements			
Immigration Support Services (SRV 7l)			

SRV 7l Immigration Support Services (relocation, food, clothing)	
Legal Assistance (includes emergency legal assistance) (SRV 7m)	
SRV 7m Legal Assistance	
Emergency Clothing Assistance (SRV 7n)	
SRV 7n Emergency Clothing Assistance	1326
Mediation/Customer Advocacy Interventions (debt forgiveness, negotiations or issues with landlords, coordinating with other services or government) (SRV 7o)	
SRV 7o Mediation/Customer Advocacy Interventions	

FY 2024 CSBG Annual Report

Module 4, Section C: All Characteristics Report - Data Entry Form

Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Name of CSBG Eligible Entity Reporting:	Cortland County Community Action Program, Inc.		
State:	New York	UEI:	L1P5ZJLPV4Y3

A. Total unduplicated number of all INDIVIDUALS about whom one or more characteristics were obtained:	5,204
B. Total unduplicated number of all HOUSEHOLDS about whom one or more characteristics were obtained:	2,082

C. INDIVIDUAL LEVEL CHARACTERISTICS

1. Gender	Number of Individuals
a. Male	388
b. Female	891
c. Other	
d. Unknown/not reported	3925
e. TOTAL (auto calculated)	5204

Section C.1 Status

6. Ethnicity/Race	Number of Individuals
a. Ethnicity	
a.1. Hispanic, Latino or Spanish Origins	39
a.2. Not Hispanic, Latino or Spanish Origins	816
a.3. Unknown/not reported	4349
a.4. TOTAL (auto calculated)	5204

Section C.6a Status

2. Age	Number of Individuals
a. 0-5	1779
b. 6-13	85
c. 14-17	45
d. 18-24	74
e. 25-44	215
f. 45-54	55
g. 55-59	30
h. 60-64	43
i. 65-74	71
j. 75+	61
k. Unknown/not reported	2746
l. TOTAL (auto calculated)	5204

Section C.2 Status

b. Race	
b.1. American Indian or Alaska Native	
b.2. Asian	1
b.3. Black or African American	34
b.4. Native Hawaiian and Other Pacific Islander	1
b.5. White	735
b.6. Other	30
b.7. Multi-race (two or more of the above)	59
b.8. Unknown/not reported	4344
b.9. TOTAL (auto calculated)	5204

Section C.6b Status

3. Education Levels	Number of Individuals	
	[ages 14-24]	[ages 25+]
a. Grades 0-8	25	25

7. Military Status	Number of Individuals
a. Veteran	12
b. Active Military	
c. Never Served in the Military	537
d. Unknown/not reported	
e. TOTAL (auto calculated)	549

FY 2024 CSBG Annual Report

Module 4, Section C: All Characteristics Report - Data Entry Form

Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Name of CSBG Eligible Entity Reporting:	Cortland County Community Action Program, Inc.
--	--

b. Grades 9-12/Non-Graduate	68	75
c. High School Graduate	9	93
d. GED/Equivalency Diploma	6	59
e. 12 grade + Some Post-Secondary	7	58
f. 2 or 4 years College Graduate		45
g. Graduate of other post-secondary school		2
h. Unknown/not reported	4	118
i. TOTAL (auto calculated)	119	475

Section C.3 Status

4. Disconnected Youth	Number of Individuals
a. Youth ages 14-24 who are neither working or in school	<input style="width: 50px;" type="text"/>

5. Health	Number of Individuals		
	Yes	No	Unknown
a. Disabling Condition	145	495	4564
	Yes	No	Unknown
b. Health Insurance*	582	20	4602

*If an individual reported that they had Health Insurance please identify the source of health insurance below.

Health Insurance Sources

c.1. Medicaid	478
c.2. Medicare	88
c.3. State Children's Health Insurance Program	1
c.4. State Health Insurance for Adults	2
c.5. Military Health Care	2
c.6. Direct-Purchase	9
c.7. Employment Based	19

Section C.7 Status

8. Work Status (Individuals 18+)	Number of Individuals
a. Employed Full-Time	87
b. Employed Part-Time	39
c. Migrant or Seasonal Farm Worker	
d. Unemployed (Short-Term, 6 months or less)	14
e. Unemployed (Long-Term, more than 6 months)	68
f. Unemployed (Not in Labor Force)	217
g. Retired	26
h. Unknown/not reported	98
i. Total (autocalculated)	549

Section C.8 Status

FY 2024 CSBG Annual Report

Module 4, Section C: All Characteristics Report - Data Entry Form

Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Name of CSBG Eligible Entity Reporting:	Cortland County Community Action Program, Inc.	
c.8. Unknown/not reported		4605
c.9. TOTAL (auto calculated)		5204

Section C.5 Status

FY 2024 CSBG Annual Report

Module 4, Section C: All Characteristics Report - Data Entry Form

Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Name of CSBG Eligible Entity Reporting:	Cortland County Community Action Program, Inc.
--	--

D. HOUSEHOLD LEVEL CHARACTERISTICS

9. Household Type	Number of Households
a. Single Person	163
b. Two Adults NO Children	52
c. Single Parent Female	193
d. Single Parent Male	23
e. Two Parent Household	172
f. Non-related Adults with Children	
g. Multigenerational Household	17
h. Other	
i. Unknown/not reported	1462
j. TOTAL (auto calculated)	2082

Section D.9 Status

10. Household Size	Number of Households
a. Single Person	265
b. Two	107
c. Three	88
d. Four	89
e. Five	52
f. Six or more	50
g. Unknown/not reported	1431
h. TOTAL (auto calculated)	2082

Section D.10 Status

11. Housing	Number of Households
a. Own	152
b. Rent	394

13. Sources of Household Income	Number of Households
a. Income from Employment Only	74
b. Income from Employment and Other Income Source	6
c. Income from Employment, Other Income Source, and Non-Cash Benefits	22
d. Income from Employment and Non-Cash Benefits	45
e. Other Income Source Only	71
f. Other Income Source and Non-Cash Benefits	162
g. No Income	
h. Non-Cash Benefits Only	325
i. Unknown/not reported	1377
j. TOTAL (auto calculated)	2082

Section D.13 Status

Below, please report the types of Other income and/or non-cash benefits received by the households who reported sources other than employment

14. Other Income Source	Number of Households
a. TANF	34
b. Supplemental Security Income (SSI)	57
c. Social Security Disability Income (SSDI)	22
d. VA Service-Connected Disability Compensation	
e. VA Non-Service Connected Disability Pension	
f. Private Disability Insurance	
g. Worker's Compensation	2
h. Retirement Income from Social Security	45
i. Pension	8
j. Child Support	21
k. Alimony or other Spousal Support	5
l. Unemployment Insurance	12

FY 2024 CSBG Annual Report

Module 4, Section C: All Characteristics Report - Data Entry Form

Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Name of CSBG Eligible Entity Reporting:	Cortland County Community Action Program, Inc.		
c. Other permanent housing		m. EITC	
d. Homeless	38	n. Other	119
e. Other	65	o. Unknown/not reported	
f. Unknown/not reported	1433	Section D.14 Status	
g. TOTAL (auto calculated)	2082		

Section D.11 Status

12. Level of Household Income	Number of Households
-------------------------------	----------------------

(% of HHS Guideline)

a. Up to 50%	456
b. 51% to 75%	33
c. 76% to 100%	44
d. 101% to 125%	23
e. 126% to 150%	23
f. 151% to 175%	22
g. 176% to 200%	11
h. 201% to 250%	22
i. 251% and over	17
j. Unknown/not reported	1431
k. TOTAL (auto calculated)	2082

Section D.12 Status

15. Non-Cash Benefits	Number of Households
-----------------------	----------------------

a. SNAP	282
b. WIC	82
c. LIHEAP	55
d. Housing Choice Voucher	3
e. Public Housing	10
f. Permanent Supportive Housing	
g. HUD-VASH	2
h. Childcare Voucher	
i. Affordable Care Act Subsidy	
j. Other	93
k. Unknown/not reported	

Section D.15 Status

E. Number of Individuals Who May or May Not be Included in the Totals Above *(due to data collection system integration barriers)*

a. Please list the unduplicated number of INDIVIDUALS served in each program*:

Program Name	Number of Individuals

- b. Grades 9-12/Non-Graduate
- c. High School Graduate
- d. GED/Equivalency Diploma
- e. 12 grade + Some Post-Secondary
- f. 2 or 4 years College Graduate
- g. Graduate of other post-secondary school
- h. Unknown/not reported
- i. **TOTAL (auto calculated)**

	75	100%	75
	93	100%	93
	59	100%	59
	58	100%	58
	45	100%	45
	2	100%	2
	118	100%	118
	475	100%	475

		% Change	Change from FY23 - FY24
FY 2023	FY 2024	I.) Number of Participants Served in program(s) (#)	I.) Number of Participants Served in program(s) (#)

4. Disconnected Youth

Number of Individuals

- a. Youth ages 14-24 who are neither working or in school

--	--	--	--

		% Change	Change from FY23 - FY24
FY 2023	FY 2024	I.) Number of Participants Served in program(s) (#)	I.) Number of Participants Served in program(s) (#)

5. Health

Number of Individuals

- a. Disabling Condition

Yes	145	100%	145
No	495	100%	495
Unknown	4564	100%	4564

- b. Health Insurance*

Yes	582	100%	582
No	20	100%	20
Unknown	4602	100%	4602

Health Insurance Sources

- c.1. Medicaid
- c.2. Medicare
- c.3. State Children's Health Insurance Program
- c.4. State Health Insurance for Adults
- c.5. Military Health Care
- c.6. Direct-Purchase
- c.7. Employment Based
- c.8. Unknown/not reported
- c.9. **TOTAL (auto calculated)**

587	478	-23%	-109
90	88	-2%	-2
6	1	-500%	-5
4	2	-100%	-2
6	2	-200%	-4
14	9	-56%	-5
31	19	-63%	-12
32	4605	14291%	4573
770	5204	576%	4434

		% Change	Change from FY23 - FY24
FY 2023	FY 2024	I.) Number of Participants Served in program(s) (#)	I.) Number of Participants Served in program(s) (#)

6. Ethnicity/Race

Number of Individuals

- a. **Ethnicity**

- a.1. Hispanic, Latino or Spanish Origins
- a.2. Not Hispanic, Latino or Spanish Origins
- a.3. Unknown/not reported
- a.4. **TOTAL (auto calculated)**

160	39	-310%	-121
2952	816	-262%	-2136
843	4349	416%	3506
3955	5204	32%	1249

- b. **Race**

- b.1. American Indian or Alaska Native
- b.2. Asian
- b.3. Black or African American
- b.4. Native Hawaiian and Other Pacific Islander
- b.5. White
- b.6. Other
- b.7. Multi-race (two or more of the above)
- b.8. Unknown/not reported
- b.9. **TOTAL (auto calculated)**

12			
5	1	-400%	-4
59	34	-74%	-25
4	1	-300%	-3
2943	735	-300%	-2208
40	30	-33%	-10
65	59	-10%	-6
827	4344	425%	3517
3955	5204	32%	1249

				% Change	Change from FY23 - FY24
				I.) Number of Participants Served	I.) Number of Participants Served
				in program(s) (#)	in program(s) (#)
FY 2023	FY 2024				
7. Military Status					
Number of Individuals					
a. Veteran	20	12	-67%	-8	
b. Active Military					
c. Never Served in the Military	1017	537	-89%	-480	
d. Unknown/not reported	138			-626	
e. TOTAL (auto calculated)	1175	549			

				% Change	Change from FY23 - FY24
				I.) Number of Participants Served	I.) Number of Participants Served
				in program(s) (#)	in program(s) (#)
FY 2023	FY 2024				
8. Work Status (Individuals 18+)					
Number of Individuals					
a. Employed Full-Time	114	87	-31%	-27	
b. Employed Part-Time	57	39	-46%	-18	
c. Migrant Seasonal Farm Worker					
d. Unemployed (Short-Term, 6 months or less)	40	14	-186%	-26	
e. Unemployed (Long-Term, more than 6 months)	64	68	6%	4	
f. Unemployed (Not in Labor Force)	260	217	-20%	-43	
g. Retired	26	26	0%	0	
h. Unknown/not reported	291	98	-197%	-193	
i. Total (autocalculated)	852	549	-55%	-303	

				% Change	Change from FY23 - FY24
				I.) Number of Participants Served	I.) Number of Participants Served
				in program(s) (#)	in program(s) (#)
FY 2023	FY 2024				
D. HOUSEHOLD LEVEL CHARACTERISTICS					
9. Household Type					
Number of Households					
a. Single Person	255	163	-56%	-92	
b. Two Adults NO Children	80	52	-54%	-28	
c. Single Parent Female	199	193	-3%	-6	
d. Single Parent Male	34	23	-48%	-11	
e. Two Parent Household	230	172	-34%	-58	
f. Non-related Adults with Children					
g. Multigenerational Household		17	100%	17	
h. Other	28				
i. Unknown/not reported	756	1462	93%	706	
j. TOTAL (auto calculated)	1582	2082	32%	500	

				% Change	Change from FY23 - FY24
				I.) Number of Participants Served	I.) Number of Participants Served
				in program(s) (#)	in program(s) (#)
FY 2023	FY 2024				
10. Household Size					
Number of Households					
a. Single Person	255	265	4%	10	
b. Two	130	107	-21%	-23	
c. Three	96	88	-9%	-8	
d. Four	99	89	-11%	-10	
e. Five	58	52	-12%	-6	
f. Six or more	35	50	43%	15	
g. Unknown/not reported	909	1431	57%	522	
h. TOTAL (auto calculated)	1582	2082	32%	500	

				% Change	Change from FY23 - FY24
				I.) Number of Participants Served	I.) Number of Participants Served
				in program(s) (#)	in program(s) (#)
FY 2023	FY 2024				

11. Housing		Number of Households			
a. Own	245	152		-61%	-93
b. Rent	470	394		-19%	-76
c. Other permanent housing					
d. Homeless	60	38		-58%	-22
e. Other	103	65		-58%	-38
f. Unknown/not reported	704	1433		104%	729
g. TOTAL (auto calculated)	1582	2082		32%	500

		% Change	Change from FY23 - FY24
		I.) Number of Participants Served	I.) Number of Participants Served
		in program(s) (#)	in program(s) (#)
FY 2023	FY 2024		

12. Level of Household Income		Number of Households			
<i>(% of HHS Guideline)</i>					
a. Up to 50%	622	456		-36%	-166
b. 51% to 75%	40	33		-21%	-7
c. 76% to 100%	53	44		-20%	-9
d. 101% to 125%	32	23		-39%	-9
e. 126% to 150%	38	23		-65%	-15
f. 151% to 175%	20	22		10%	2
g. 176% to 200%	24	11		-118%	-13
h. 201% to 250%	19	22		16%	3
i. 250% and over	35	17		-106%	-18
j. Unknown/not reported	699	1431		105%	732
k. TOTAL (auto calculated)	1582	2082		32%	500

		% Change	Change from FY23 - FY24
		I.) Number of Participants Served	I.) Number of Participants Served
		in program(s) (#)	in program(s) (#)
FY 2023	FY 2024		

13. Sources of Household Income		Number of Households			
a. Income from Employment Only	87	74		-18%	-13
b. Income from Employment and Other Income Source	8	6		-33%	-2
c. Income from Employment, Other Income Source, and Non-Cash Benefits	12	22		83%	10
d. Income from Employment and Non-Cash Benefits	51	45		-13%	-6
e. Other Income Source Only	164	71		-131%	-93
f. Other Income Source and Non-Cash Benefits	199	162		-23%	-37
g. No Income	3				
h. Non-Cash Benefits Only	81	325		301%	244
i. Unknown/not reported	977	1377		41%	400
j. TOTAL (auto calculated)	1582	2082		32%	500

		% Change	Change from FY23 - FY24
		I.) Number of Participants Served	I.) Number of Participants Served
		in program(s) (#)	in program(s) (#)
FY 2023	FY 2024		

14. Other Income Source		Number of Households			
a. TANF	35	34		-3%	-1
b. Supplemental Security Income (SSI)	78	57		-37%	-21
c. Social Security Disability Income (SSDI)	35	22		-59%	-13
d. VA Service-Connected Disability Compensation	3				
e. VA Non-Service Connected Disability Pension					
f. Private Disability Insurance	3				
g. Worker's Compensation	1	2		100%	1
h. Retirement Income from Social Security	48	45		-7%	-3
i. Pension	9	8		-13%	-1
j. Child Support	25	21		-19%	-4
k. Alimony or other Spousal Support		5		100%	5
l. Unemployment Insurance	16	12		-33%	-4
m. EITC	166				
n. Other		119		100%	119
o. Unknown/not reported					

	FY 2023	FY 2024	% Change	Change from FY23 - FY24
			I.) Number of Participants Served in program(s) (#)	I.) Number of Participants Served in program(s) (#)
15. Non-Cash Benefits	Number of Households			
a. SNAP	284	282	-1%	-2
b. WIC	85	82	-4%	-3
c. LIHEAP	99	55	-80%	-44
d. Housing Choice Voucher	4	3	-33%	-1
e. Public Housing	16	10	-60%	-6
f. Permanent Supportive Housing				
g. HUD-VASH	1	2	100%	1
h. Childcare Voucher	1			
i. Affordable Care Act Subsidy				
j. Other	82	93	13%	11
k. Unknown/not reported				

Board Development Committee

February 18, 2025

Members present: Larry Woolheater, Mary Beth Mathey, Sandra Aloi, Excused Patti Schaap

Staff: Kirsten Parker.

Meeting called to order at 8:45 am.

- **Seating of Policy Council Representative to the Board- Katie Mowers**

Katie Mowers was appointed to be the Policy Council Representative to the Board of Directors by the Policy Council. She is a long-time Head Start parent and Foster Parent. She would replace April Dennison whose children have aged out of Head Start

Motion to approve seating of Katie Mowers as Policy Council Representative to the Board of Directors made by Sandy Aloi, 2nd by Larry Woolheater. Motion carried.

- **Re-Designation April Dennison from Policy Council Representative to Low-Income Representative**

April's children have aged out of Head Start and she is no longer the Policy Council Representative to the Board. The committee discussed changing her designation on the board to Low-Income Representative. She needs to be democratically elected for this designation and has a petition with signatures from Family Essentials where she is a longtime volunteer. She would finish her term under the new designation.

Motion to re-designate April Dennison's board seat making her a low-income representative made by Larry Woolheater, 2nd by Sandy Aloi. Motion carried.

- **Re-seating of Patti Schaap for a Second Board term**

Patti Schaap has agreed to a second term on the Board of Directors. We have her application for her current term, and she will send a new one.

Motion to approve the re-seating of Patti Schaap for a second term on the Board of Directors made by Larry Woolheater, 2nd by Sandy Aloi. Motion carried.

- **Nomination of Mary Beth Mathey for a Second term**

Mary Beth Mathey has agreed to a second term on the Board of Directors. We have her application for her current term, and she will send a new one.

Motion to approve the re-seating of Mary Beth Mathey for a second term on the Board of Directors made by Larry Woolheater, 2nd by Sandy Aloi. Motion carried.

- **Board Training and Updates**

Kirsten reviewed Advocacy training prepared by Greg. The committee agreed we should do the training next week or in April. We have a Docusign Account and will be sending necessary board paperwork with ability for board to sign and return. It is important that the documents be returned as soon as possible, they will be reviewed as part of our TRACS review. Greg will provide more information at the full board meeting.

- **DocuSign Account and necessary annual board documentation**

We will be trying to use DocuSign to attain the annual Board signoffs for compliance, including Conflict of Interest, standards of conduct, etc. We will do a demonstration of how it works at the Board meeting. Kirsten reiterated that we will need the signoffs completed timely by each Board member once received to ensure all are received as we plan for our upcoming TRACS review.

Resolution of the Board of Directors

Of

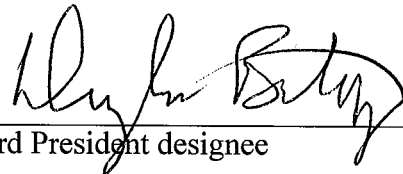
Cortland County Community Action Program, Inc.

Resolution No. 25-14

WHEREAS, the Cortland County Community Action Program, Inc. Board Development Committee has reviewed the proposed re-seating of Mary Beth Mathey for a 2nd term as a public-sector representative through February 2030 and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed re-seating of Mary Beth Mathey for a 2nd term as a public-sector representative through February 2030,

IT IS HEREBY RESOLVED that on February 27, 2025, the CAPCO Board of Directors approves the re-seating of Mary Beth Mathey for a 2nd term as a public-sector representative through February 2030.



Board President designee

02/27/2025

Date



Cortland County Community Action Program, Inc. (CAPCO)

32 North Main Street ❖ Cortland, NY 13045

Phone: (607) 753-6781 ❖ Fax: (607) 758-3620 ❖ www.capco.org

Head Start ❖ Early Head Start ❖ Energy Services ❖ WIC ❖ Consumer Directed Personal Assistance ❖ Family Development

Board Member Application

For Elected Public Official Representation

Name: Mary Beth Mathey Date: 2/16/25

Home Address: 1296 Bell Dr. Cortland NY 13045

Home Phone: _____ Cell Phone: (607) 745-8140

Business Name: _____

Business Address: _____

Business Phone: _____ Business Fax: _____

Business Fax: _____ E-mail Address: _____

If you are representing an Elected Public Official, name of the Elected Public Official you will be representing: _____

Office and District (if representing a specific District): _____

Term of Office 4 years - 11/124 - 12/31/27 Preferred Communication:
 Mail to Home Mail to Business E-mail Fax

Occupation (You May List More than One Occupation, Please List Primary Occupation First) Town Justice

Do you have any relationship professionally or personally that may impede your duties to serve CAPCO Board of Directors? No

Affiliations (Please List Civic, Fraternal, Professional, and Voluntary Agency Activities. List Any Offices Held and Provide Dates.)

Cortland Repertory Theatre Cortland Unity for Ukraine

I, Mary Beth Mathey accept the invitation to serve on the Board of Directors and agree to adhere to the conditions of membership.

Mary Beth Mathey
Signature

Resolution of the Board of Directors

Of

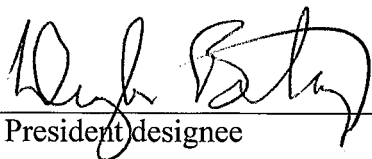
Cortland County Community Action Program, Inc.

Resolution No. 25-15

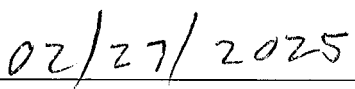
WHEREAS, the Cortland County Community Action Program, Inc. Board Development Committee has reviewed the proposed re-seating of Patricia Schaap for a 2nd term as a private-sector representative through January 2030 and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed re-seating of Patricia Schaap for a 2nd term as a private-sector representative through January 2030,

IT IS HEREBY RESOLVED that on February 27, 2025, the CAPCO Board of Directors approves the re-seating of Patricia Schaap for a 2nd term as a private-sector representative through January 2030.



Board President designee



Date



Cortland County Community Action Program, Inc. (CAPCO)

32 North Main Street ❖ Cortland, NY 13045

Phone: (607) 753-6781 ❖ Fax: (607) 758-3620 ❖ www.capco.org

Head Start ❖ Early Head Start ❖ Energy Services ❖ WIC ❖ Consumer Directed Services ❖ Family Development

Board Member Application

Private Sector Representation

Name: Patricia Schaap Date: 02/11/2025

Home Address: 5371 Fairlane Rd, Homer, NY 13077

Home Phone: _____ Cell Phone: (607) 591-3934

Business Name: Cortland County Mental Health Department

Business Address: 7 Clayton Ave. Cortland, NY 13045

Business Phone: (607) 758-6100 Business Fax: _____

Business Fax: _____ E-mail Address: pschaap@cortlandcountyny.gov

Preferred Communication:

Mail to Home Mail to Business E-mail Fax

Occupation (You May List More than One Occupation, Please List Primary Occupation First)

Social Worker/Director of Community Services

Do you have any relationship professionally or personally that may impede your duties to serve CAPCO Board of Directors? Professionally, we have a grant we are both administering.

Affiliations (Please List Civic, Fraternal, Professional, and Voluntary Agency Activities. List Any Offices Held and Provide Dates.)

I, Patricia Schaap accept the invitation to serve on the Board of Directors and agree to adhere to the conditions of membership.

Patricia Schaap
Signature

Resolution of the Board of Directors

Of

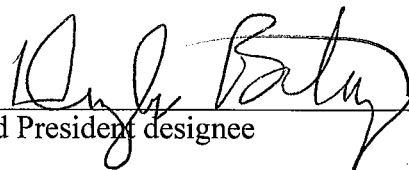
Cortland County Community Action Program, Inc.

Resolution No. 25-16

WHEREAS, the Cortland County Community Action Program, Inc. Board Development Committee has reviewed the proposed seating of Katie Mowers as the HS/EHS Policy Council representative to the CAPCO Board of Directors for an initial term through February 2030 and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed seating of Katie Mowers as the HS/EHS Policy Council representative to the CAPCO Board of Directors for an initial term through February 2030,

IT IS HEREBY RESOLVED that on February 27, 2025, the CAPCO Board of Directors approves the seating of Katie Mowers as the HS/EHS Policy Council representative to the CAPCO Board of Directors for an initial term through February 2030.


Board President designee

02/27/2025
Date

Resolution of the Board of Directors

Of

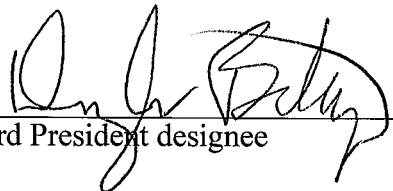
Cortland County Community Action Program, Inc.

Resolution No. 25-17

WHEREAS, the Cortland County Community Action Program, Inc. Board Development Committee has reviewed the proposed re-designation of April Dennison's Board seat to a consumer-sector representative and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed re-designation of April Dennison's Board seat to a consumer-sector representative,

IT IS HEREBY RESOLVED that on February 27, 2025, the CAPCO Board of Directors approves the re-designation of April Dennison's Board seat to a consumer-sector representative.



Board President designee



Date

Petition to Represent Cortland County Community Action Program, Inc. (CAPCO)

PETITIONER'S NAME: April Dennison - consumer-sector rep. for CAPCO Board of Directors

In signing this petition I acknowledge my endorsement of the individual named above to serve on the Board of Directors of Cortland County Community Acton Program, Inc. (CAPCO) as a representative of the consumers of services of the organization.

NAME	ADDRESS	Recipient of CAPCO Services Yes/No	Meets Low Income Guidelines Yes/No
Hawkins Capler	CORTLAND	YES	YES
Faith Fredenburg	Cortland	yes	yes
Patti' Dukard	Cortland	yes	yes
Susan Backus	Cortland	yes	yes
John Wolcott	Cortland	yes	yes
Phyllis Brown	Cortland	yes	yes
CNCO	Cortland	yes	yes
Shirley Hughes	Cortland	no	no
Caroline Bell	Cortland	yes	yes
Shirley	Cortland	yes	yes

**Petition to Represent
Cortland County Community Action Program, Inc. (CAPCO)**

PETITIONER'S NAME: April Dennison - consumer-sector rep. for CAPCO Board of Directors

In signing this petition I acknowledge my endorsement of the individual named above to serve on the Board of Directors of Cortland County Community Action Program, Inc. (CAPCO) as a representative of the consumers of services of the organization.

NAME	ADDRESS	Recipient of CAPCO Services Yes/No	Meets Low Income Guidelines Yes/No
Ivy Miller	Cortland	yes	yes
Brian Zamora	Cortland	yes	yes
Joe Krebbels	Cortland	yes	yes
Christal Stage	Cortland	yes	yes
Kyra Cagley	Jones St, Homes	yes	yes
Jem Wakula	Homes	yes	yes
Benson Wood	Cortland	yes	yes
Joseph Vesta	CORTLAND	yes	yes
Ketic Bennett	Cortland	yes	unknown
Sarah Fletcher	Cortland	yes	yes

Finance/Audit Committee Meeting

February 20, 2025

Members present: Shelley Warnow, Ella Dilorio, Kellie Givens.

Excused: Doug Bentley

Staff: Greg Richards, Kirsten Parker, ProNexus: Matthew Begin and Kim Schmidt

Guests: Bettina and Shelby from Bonadio Group

Meeting called to order at 8:30 AM.

Pre-Audit Presentation

Bettina and Shelby from the Bonadio group reviewed information on the upcoming audit and answered questions for the board. The auditors started some early internal control testing in January with no findings. They continue to work behind the scenes and will be on site again in April to finish their review. They are scheduled to attend the board meeting in July to present the audit and any findings in time to file well ahead of the September deadline.

Early Childhood Development

Discussed the Head Start/Early Head Start budget. For now, UPK is not included, but we will be looking at UPK more closely in the Spring. If we decided to do UPK that will be additional funding.

Consumer Directed Services

The transition, as we expected, is not going well. Statewide, a limited number of participants have successfully transferred. Most of the consumers we have heard started the process, have a status of "in progress" with no information about what if anything they need to do to be ready on April 1st. The Committee discussed the Volunteer Transportation and EISEP budgets (both showing losses) and a revised CDPAP budget for the first quarter of the year.

Energy Services

Our latest voucher was not fully paid because we have not met our targeted production. We did not meet that production because we did not receive our contract and advance on time. Greg had been in touch with the Department of State and we should be able to get the money towards the end of the contract when we meet production. Our BIL money is slated to end this year. This may change depending on how much has been spent statewide. Greg and Stacey are working with the Cortland County Department of Health to start work on the Healthy Homes Production grant. The funding is for 2 years with a total grant amount of \$2,000,000. The agency's portion includes the hiring of an FTE manager with funding to offset a portion for the Energy Services director, administration, and any other overhead costs.

Family Development

The 20% voucher for CSBG has been completed. We have hired the lead Family Advocate for the SAMSA grant. We are floating the position right now while we work with the County to get the contract fully executed. The first voucher has been submitted.

WIC

Lori was able to negotiate a lease on an empty office suite next to our current space in Norwich. This will give her a private workspace on days she is in Norwich as well as providing space to try a Breastfeeding Café in Chenango County as well as in Cortland County.

Financial Reports

Matt Begin from ProNexus reviewed the financial reports and explained the areas they are working on cleaning up.

Motion to approve Financial Statements made by Ella Dilorio, 2nd Kellie Givens. Motion carried.

CDPAP Revised Budget

The revenue in this projection was not changed based on the timing of consumers transitioning off. The budget covers the first quarter of 2025 and projects about \$15,000 in profit.

Motion to approve Financial Statements made by Ella Dilorio, 2nd Kellie Givens. Motion carried.

EISEP Budget

We have not had an EISEP budget in the past, it has been included with CDPAP in one budget. This budget contains minimal costs and no administrative staff. The staffing in the budget reflects the payments made to the personal care aids. It does include the agency administrative allocation. We are projecting a loss of almost \$4,700.

Motion to approve 2025 EISEP Budget made by Shelley Warnow, 2nd Kellie Givens. Motion carried.

Volunteer Transportation Program Budget

This is also our first Volunteer Transportation Program Budget. We knew that this program loses money and is more of a service, but without CDPAP to float it, and the addition of the 5310 Grant, we need more concrete knowledge of the amount we are spending on this program on its own. With no admin and a larger expense line for advertising to try to grow the program, we anticipate a loss of about \$3,700.

Motion to approve 2025 Volunteer Transportation Budget (VTP) made by Ella Dilorio, 2nd Shelley Warnow. Motion carried.

WIC Amendment to Lease

This amendment adds the small office suite next door to ours in the Eaton Center and includes an additional security deposit to be paid in April. The new lease amount is \$3,488.

Motion to approve amendment to WIC Eaton Center Lease made by Shelley Warnow, 2nd Kellie Givens. Motion carried.

Meeting adjourned at 9:37 am.

Bonadio & Co., LLP

Accounting, Consulting & More

*Cortland County
Community Action
Program, Inc.*

**Audit Planning
Communication
2024 Audit Plan**

February 20, 2025

.....
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February 20, 2025

Dear Members of the Board of Directors of Cortland County Community Action Program, Inc.:

We are pleased to present our 2024 Audit Plan for the financial statements of Cortland County Community Action Program, Inc. or (the "Organization"). The information included in this report allows you to understand the judgments we have made in planning and scoping our audit procedures.

This report was prepared based on information obtained from meetings with management, knowledge of the Organization, consideration of the business environment and risk assessment procedures. Our audit approach will remain flexible and responsive to the Organization's environment. Any significant changes to our audit plan will be discussed with the Board of Directors at a future meeting.

Discussion of our audit plan ensures our Bonadio engagement team members understand your concerns and together we agree on mutual needs and expectations, which enables us to provide the highest level of service and audit quality. We value and encourage your observations and your input.

We look forward to addressing your questions and discussing any other matters of interest. Please feel free to call us at 315-214-7561 & 315-214-2769.

Very truly yours,

Bettina Lipphardt, CPA and Keeley Hines, CPA

Engagement Partner



01



Executive Summary

Executive Summary

Audit Planning Considerations

The Audit Highlights

- The audit planning process is underway
- The risks we've identified are consistent with those in the prior year.
- We affirm our independence with Cortland County Community Action Program, Inc.

Other Matters of Emphasis

- We continue to work with your management team to make this audit process as efficient as possible.



02



Audit Approach

Audit Approach

Our Primary Objectives are to:

- Perform an audit in accordance with Generally Accepted Auditing Standards (GAAS) to obtain reasonable assurance the Organization's financial statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP) and are free from material misstatement whether caused by error or fraud.
- Render an opinion on the financial statements of Cortland County Community Action Program, Inc. as of December 31, 2024 and for the year then ending.
- Evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether it is fairly stated, in all material respects.
- Our audit does not relieve management of its responsibilities with regard to governance and oversight.
- An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting.

Our Audit Deliverables

- Audit report on the financial statements
- Audit report on the financial statements of the benefit plan
- Preparation of the 990

Audit Approach

Risk Assessment Process and Results

Approach and Definitions

Our audit approach is based on the following principles:

- The use of a top-down, risk-based approach
- The application of well-reasoned professional judgment
- These principles, with the application of materiality, allow us to develop and execute our audit approach in an effective and efficient manner. The results of our risk assessment include the identification of audit risks and also drives the identification of significant accounts. We evaluate audit risks as defined below.

Fraud risk – requires special audit consideration in terms of the nature, timing or extent of testing due to the consideration of incentives, pressures and opportunities to commit fraud, likely magnitude of potential misstatements and/or the likelihood of the risk occurring.

Significant risk – requires special audit consideration in terms of the nature, timing or extent of testing due to the risk's nature, likely magnitude of potential misstatement and/or likelihood of that risk occurring - including the possibility that the risk may give rise to multiple misstatements.

Normal risk – relates to the relatively routine, non-complex transactions that tend to be subject to systematic processing and require little management judgment. Although a risk of material misstatement exists, there are no special factors related to the nature, the likely magnitude of the potential misstatements or the likelihood of the risk occurring.

Audit Approach

Risk Assessment Process and Results

Fraud and Significant Risks

We have outlined below the fraud and significant risks identified based on our preliminary risk assessment process, together with our planned audit response.

Risk Description	Planned Audit Response
<p>Fraud – Risk of management override of controls, including accounting for significant unusual transactions, particularly sensitive accounting estimates, and manual journal entries</p>	<ul style="list-style-type: none">• Test journal entries focusing on certain characteristics that may indicate a risk of fraud• Test underlying assumptions used in any sensitive accounting estimates• Review financial statements for inaccurate or omitted disclosures• Make inquiry of key members of management
<p>Revenue recognition – A significant risk of fraud in revenue recognition exists</p>	<ul style="list-style-type: none">• Assess relevant revenue controls for design effectiveness and implementation• Test manual journal entries focusing on unusual entries that impact revenue• Test material revenue transactions

Audit Approach

Risk Assessment Process and Results

Fraud and Significant Risks

We have outlined below the fraud and significant risks identified based on our preliminary risk assessment process, together with our planned audit response.

Risk Description	Significant assumptions
Expenditures – A risk exists with existence of the expense and allocation to the proper program	<ul style="list-style-type: none">• Test controls over payroll and cash disbursements cycle• Review account classifications• Test underlying assumptions used in allocation methodologies• Compliance with cost reporting requirements
Benefit Plan – Risk is that participant data, including eligible wages, is not accurately reflected in plan records or used appropriately to determine eligibility and contributions. Contributions are not being correctly calculated, withheld, and remitted	<ul style="list-style-type: none">• Test controls over payroll cycle• Test census information for accuracy through documentation in personnel files• Recalculate a sample of contributions to the plan• Review participant elections• Confirm transactions with a sample of participants• Review timeliness of remittances to the Plan

Audit Approach

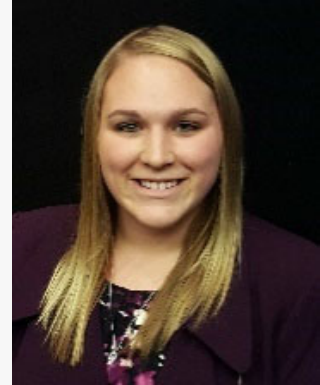
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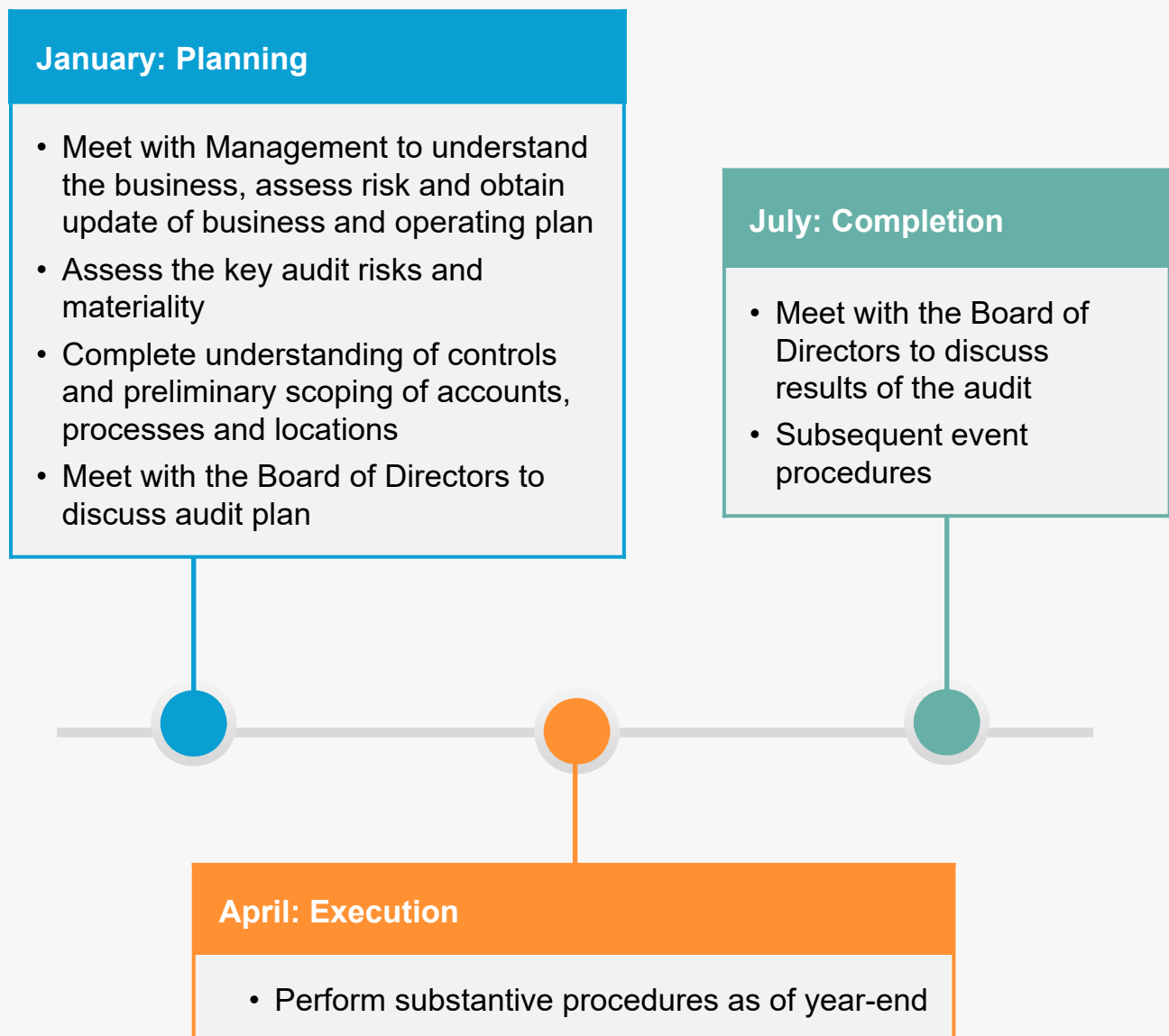


Shelby Reeves
Engagement Supervisor
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Audit Approach

Timeline and Communication Plan

The table below outlines our expected timing of communications and planned audit procedures. In addition, we may communicate with you more frequently, if and when significant matters arise.



Audit Approach

Other Required Communications

Fraud

We are required to make certain inquiries of the Board of Directors related to fraud risks. In addition, as part of our overall response to fraud risk, we incorporate unpredictability into our audit by modifying the nature, timing and extent of our procedures.

Fraud is a broad legal concept and auditors do not make legal determinations of whether fraud has occurred. Rather, the auditor's interest specifically relates to acts that result in a material misstatement of the financial statements. The primary factor that distinguishes fraud from error is whether the underlying action that results in the misstatement of the financial statements is intentional. The following two types of misstatements are relevant to the auditor's consideration of fraud:

Misstatements arising from fraudulent financial reporting are intentional misstatements or omissions of amounts or disclosures in financial statements designed to deceive financial statement users when the effect causes the financial statements not to be presented in all material respects, in conformity with generally accepted accounting principles (GAAP).

Misstatements arising from misappropriation of assets involve the theft of an entity's assets when the effect of the theft causes the financial statements not to be presented, in all material respects, in conformity with GAAP.

Fraud Items For Discussion:

- Programs and controls in place to mitigate the risk of fraud and error
- Specific concerns about the risk of fraud or error
- Any actual, alleged or suspected fraud
- Violations or possible violations of law
- Other matters relevant to the audit

Audit Approach

Other Required Communications

Independence

There are no relationships or other matters identified that might reasonably be thought to bear on independence.

Non-compliance with laws and regulations and illegal acts

We have not identified any instances of non-compliance with laws and regulations. We have not identified any potential illegal acts.

Significant issues discussed with management prior to appointment or retention

There are no significant issues discussed with management in connection with the retention of Bonadio.

Obtain information relevant to the audit

We will inquire of the Board of Directors about whether it is aware of matters relevant to the audit and about the risks of material misstatement.

Bonadio & Co., LLP
Accounting, Consulting & More



FINANCE COMMITTEE REPORT
SUMMARY of December 2024 FINANCIAL STATEMENTS
February 20, 2025

AGENCY

Accounts Payable and Accounts Receivable are current except for Medicaid receivables that are billed per the Medicaid billing schedule.

We continue to refine our 2025 Administration budget with the increase in the de minimis allocation in balance with program budgets & limitations. As we work through the CDPAP transition and the transition and consolidation of positions, we will continue to analyze the indirect administrative impact and refine the budget as necessary. This is top of mind as we work to develop the 2025-2026 Head Start/Early Head Start budget.

CONSUMER DIRECTED SERVICES

CDPAP billing submitted for payment through the payroll ending 2/7/2024. As reported last month, billing submissions take place in real-time with payroll submission through our new HHAeXchange EVV platform. NYS Aggregator files are being uploaded with billing submissions through HHAeXchange.

As prescribed by the NYS DOH, secondary notices have been sent to consumers regarding the transition to the new single FI, Public Partnerships LLC (PPL). This notice includes contact information for our partners at STIC, FLIC, and AccessCNY, who will remain as subcontractors. Consumers can choose to work with these subcontractors for a more localized experience. While the exact role of subcontractors remains unclear, we know they will *not* handle payroll, billing, or interactions with the state or MLTCs. Their role is expected to focus on personalized support and case management. There have been numerous calls to advocate for a delay in the transition, as reports indicate that PPL has processed less than a quarter of the over 250,000 consumers in NYS. Despite this, the current plan is to complete the transition by March 31, 2025. We will keep the Board informed of any changes to this timeline.

We are presenting CDS budgets for review at this February 2025 meeting. This will be the first time we have brought a standalone EISEP & VTP budget, and our CDPAP budget includes revenue & expenses for only the first quarter of 2025. Analyzing the EISEP & VTP budgets vs. actuals in 2025 will be critical as we evaluate our future involvement in these services.

EARLY CHILDHOOD DEVELOPMENT

Continuation Grant application and budget. We have dedicated extra time to reviewing all expense lines and aligning them with recent history and our new program structure, which now emphasizes the Early Head Start side. Absorbing the increase in the de minimis indirect allocation has been challenging, but we have successfully managed to keep administrative expenses, including direct program administration, under the 15% overall threshold for the contract.

The 2025-2026 grant application will exclude Universal Pre-K (UPK). While that unit was separated last year, a percentage of leadership time would typically be allocated to the UPK funding source through the school district. However, with the loss projected in UPK this year and uncertainty regarding our future involvement, we are putting in a conservative HS/EHS budget that assumes no operation of UPK. A deeper analysis and proposal for our future in UPK will be presented to the committee/Board as work toward the spring. However, we did put in initial interest to Cortland City School District to continue operating 2 UPK classrooms. This is just preliminary and can be pulled back/changed ahead of contracting & selection this spring.

ENERGY SERVICES DEPARTMENT

Due to the initial delay in our 2024-2025 WAP contract, we are behind on our overall production schedule. Consequently, our December 2024 voucher was short because we did not meet 80% of our projected production for the month. We have raised this issue with NYS Housing & Community Renewal (HCR), as the delay was beyond CAPCO's control. We have been informed that there will be a process to recoup the difference, and we are currently working with our representatives at HCR to navigate this process. As a reminder to the committee, our contract was submitted in April and was supposed to be executed with a July 1st start date. However, it took significant escalation on our part to finally receive the contract in November, six months behind schedule.

We are approaching the end of our 2-year BIL (Bi-partisan Infrastructure Law) funding for electrification work, with current funding running through the end of March 2025. Stacey is collaborating with ProNexus to forecast the contract and plan for the final jobs under this funding. At this point, it is uncertain whether there will be a third year of BIL funding, as the state must achieve 30% production across all state programs.

FAMILY DEVELOPMENT DEPARTMENT

We have completed our 20% voucher for the 24-25 CSBG contract along with the submission of our Annual Progress Report (APR). We also were finally able to voucher for the first 6-months of our NYS Senator Lea Webb designation for rental expense for our Adult Education classroom space.

Brandy & ProNexus have worked through the process with NYS Office of Children & Family Services (OCFS) to recoup the remaining amount of our final 23-24 voucher.

We still do not yet have a contract from the County for our SAMHSA grant in partnership with County Mental Health, but we have provided our first quarterly voucher. We have remained in close contact with the County as they work through administrative hurdles, and we have hired the Lead Family Coordinator position as of February 18th. CAPCO will float this position as we wait for our official contract and voucher payment.

In our donated funds, we received a very generous donation from a Board member & family in the amount of \$9,900 following platform fees.

WIC

WIC staffing, overall fiscal management, and voucher development remain in excellent condition. We have identified a projected underspend in this year's budget, as well as in subsequent budgets within our 5-year cycle. Consequently, we are pursuing additional rental space at the Eaton Center in Norwich for our Chenango County WIC clinic. While the current space is adequate, it is small and lacks a private office for the Director.

An office next door is available at a reasonable rate, and we have remaining funds from our 2022 CNY Bright Ideas grant for breastfeeding to cover minor construction costs to create a doorway between the two spaces. Our initial plans include a director's office, a breakroom for staff, and a potential Breastfeeding Café in Chenango County, like what we are pursuing in Cortland. We have received permission from the Regional Office and are awaiting a lease addendum, which will be presented to this committee once received.

CAPCO

Aged Accounts Receivable Report

Aging Balance For	Last Paid	current	31-60	61-90	over 90	Balance
BENNETTP		(\$31)	\$0	\$0	\$0	(\$31)
RUVIM BUSHMICH	04/30/2021	\$0	\$0	\$0	\$0	\$0
CARE COMPASS NETWORK	12/18/2020	\$0	\$0	\$0	\$800	\$800
Child and Adult Care Food Program	12/17/2024	\$0	\$0	\$0	\$1	\$1
CHILD DEVELOPMENT COUNCIL	01/08/2025	(\$36)	\$0	\$0	\$0	(\$36)
CORTLAND CITY SCHOOL DISTRICT	02/14/2025	\$25,408	\$0	\$0	\$25,108	\$50,516
CORTLAND COUNTY AREA AGENCY	01/24/2025	(\$160)	\$0	\$0	\$2,147	\$1,987
Cortland County	12/31/2024	\$3,025	\$3,675	\$0	\$815	\$7,515
YWCA CORTLAND	08/30/2024	\$0	\$705	\$0	\$0	\$705
DEPARTMENT OF HEALTH	12/13/2024	\$0	\$0	\$75,540	\$0	\$75,540
DEPT OF HCR	01/31/2025	\$0	\$30,069	\$0	\$0	\$30,069
HEAP DEPARTMENT	01/24/2025	\$1,547	\$190	\$100	\$1,610	\$3,447
JUDITH JOHNSON		\$0	\$0	\$0	\$0	\$0
Medicaid	08/01/2917	(\$266,835)	\$0	\$109,424	\$1,529,900	\$1,372,488
MOTHERS & BABIES PERINATAL	01/19/2018	\$0	\$0	\$0	\$0	\$0
New York State Department of		\$7,137	\$0	\$0	\$0	\$7,137
NYSCAA	11/08/2024	\$0	\$0	\$0	\$0	\$0
NYSERDA-EMPOWER NEW YORK	01/30/2025	(\$4,964)	\$0	\$0	\$0	(\$4,964)
OCM BOCES	01/17/2025	\$550	\$0	\$0	\$0	\$550
HUNGER SOLUTIONS	11/15/2024	\$0	\$0	\$0	\$79,348	\$79,348
DEPARTMENT OF STATE	02/05/2025	\$0	\$71,986	\$0	\$0	\$71,986
VTP-MEDICAID	01/23/2025	\$232	\$687	\$0	\$705	\$1,624
YMCA	07/31/2020	\$0	\$0	\$0	\$1	\$1
	Grand Totals:	(\$234,127)	\$107,312	\$185,064	\$1,640,435	\$1,698,683

CAPCO

Aged Accounts Payable Report

Vendor Name	current	31-60	61-90	over 90	Credits	NetDue
ASSOCIATION OF NATIONALLY CERTIFIED ROMA TRAINERS	\$135.00	\$0.00	\$0.00	\$0.00	\$0.00	\$135.00
BILL ANDERSON FARM MARKET INC.	\$1,277.31	\$0.00	\$0.00	\$0.00	\$0.00	\$1,277.31
BILL BROTHERS	\$151.72	\$0.00	\$0.00	\$0.00	\$0.00	\$151.72
BLEVINS INC	\$3,106.39	\$0.00	\$0.00	\$0.00	\$0.00	\$3,106.39
BRANDY FORD	\$0.00	\$0.00	\$0.00	\$87.38	\$0.00	\$87.38
BUILDERS BEST	\$245.44	\$0.00	\$0.00	\$0.00	\$0.00	\$245.44
CHARLES SCHELL	\$44.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44.00
CLARENCE WRIGHT	\$2,295.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,295.00
EDWARD L GREENMAN	\$283.11	\$0.00	\$0.00	\$0.00	\$0.00	\$283.11
EMILY SEGUR	\$18.62	\$0.00	\$0.00	\$0.00	\$0.00	\$18.62
FINGER LAKES REFRIGERATION LLC	\$11,050.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,050.00
FIRST NIAGARA BANK, N.A	\$0.00	\$0.00	\$0.00	\$0.00	(\$140.00)	(\$140.00)
HEP SALES	\$218.54	\$0.00	\$0.00	\$5.31	(\$5.31)	\$218.54
HUMMEL'S OFFICE EQUIPMENT CO. INC	\$172.51	\$0.00	\$0.00	\$0.00	\$0.00	\$172.51
INTELLICORP	\$61.40	\$0.00	\$0.00	\$0.00	\$0.00	\$61.40
INTERFLEX PAYMENTS, LLC	\$76.30	\$0.00	\$0.00	\$0.00	\$0.00	\$76.30
LANGUAGELINE SOLUTIONS	\$163.95	\$0.00	\$0.00	\$0.00	\$0.00	\$163.95
LOWE'S	\$2,490.55	\$26.91	\$0.00	\$0.00	(\$1,958.33)	\$559.13
M&T MORTGAGE	\$1,604.71	\$0.00	\$0.00	\$0.00	\$0.00	\$1,604.71
MARTHA ALLEN	\$0.00	\$0.00	\$0.00	\$138.00	\$0.00	\$138.00
MEGHAN DECKER	\$0.00	\$0.00	\$0.00	\$5.08	\$0.00	\$5.08
NYS GRANGE	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
NYS INSURANCE FUND	\$0.00	\$0.00	\$0.00	\$270.00	\$0.00	\$270.00
NYSCAA	\$245.00	\$0.00	\$0.00	\$0.00	\$0.00	\$245.00
PLAN FIRST COMPUTER SERVICES	\$985.00	\$0.00	\$0.00	\$0.00	\$0.00	\$985.00
R.E. MICHEL COMPANY, INC.	\$165.23	\$0.00	\$0.00	\$0.00	\$0.00	\$165.23
SANDRA ALOI	\$72.36	\$0.00	\$0.00	\$0.00	\$0.00	\$72.36
SELLCO INDUSTRIES INC.	\$225.00	\$0.00	\$0.00	\$0.00	\$0.00	\$225.00
STACEY HENRY	\$44.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44.00
SUPERFLEET MASTERCARD	\$942.83	\$0.00	\$0.00	\$0.00	\$0.00	\$942.83
SV AUTO SUPPLY	\$47.99	\$0.00	\$0.00	\$0.00	\$0.00	\$47.99
TALLMADGE TIRE	\$162.99	\$0.00	\$0.00	\$0.00	\$0.00	\$162.99
TAMI BAILEY	\$0.00	\$0.00	\$0.00	\$30.00	\$0.00	\$30.00
US FOODS INC.	\$847.31	\$0.00	\$0.00	\$0.00	\$0.00	\$847.31
WALMART INC.	\$1,441.82	\$0.00	\$0.00	\$0.00	\$0.00	\$1,441.82
GRAND TOTALS	\$28,674.08	\$26.91	\$0.00	\$535.77	(\$2,103.64)	\$27,133.12

A total of 35 vendors(s) listed

CAPCO

Balance Sheet

	12/31/2023	10/31/2024	11/30/2023	12/31/2024	2024 vs 2023 Difference
ASSETS					
CURRENT ASSETS					
Cash	\$2,662,822	\$2,549,052	\$2,469,888	\$2,755,175	\$92,353
Grants Receivable	\$931,613	(\$3,090,076)	\$379,724	(\$2,203,460)	(\$3,135,073)
Accounts Receivable					
ACCOUNTS RECEIVABLE	\$0	(\$125,684)	\$0	(\$125,684)	(\$125,684)
ACCOUNTS RECEIVABLE	\$1,959,002	\$2,181,058	\$1,903,156	\$2,385,128	\$426,126
Less: ALLOWANCE FOR DOUBTFUL ACCOUNTS	\$1,191,818	\$1,191,818	\$1,191,818	\$1,191,818	\$0
MEDICAID VARIANCE RECEIVABLE	(\$0)	(\$0)	(\$0)	(\$0)	\$0
OTHER RECEIVABLES	\$9,039	\$5,459	\$8,802	\$5,636	(\$3,404)
Net Accounts Receivable	\$776,223	\$869,016	\$720,140	\$1,073,262	\$297,038
Prepaid Expenses	\$164,808	\$58,849	\$167,099	\$25,596	(\$139,212)
TOTAL CURRENT ASSETS	\$4,535,466	\$386,841	\$3,736,851	\$1,650,572	(\$2,884,894)
PROPERTY AND EQUIPMENT					
Vehicles, furniture and equipment	\$1,107,438	\$433,155	\$1,117,992	\$433,109	(\$674,329)
Building	\$1,608,129	\$676,661	\$1,608,129	\$676,661	(\$931,468)
NET PROPERTY AND EQUIPMENT AT COST	\$2,715,568	\$1,109,817	\$2,726,121	\$1,109,770	(\$1,605,797)
Less Accumulated Depreciation	(\$1,525,219)	(\$829,946)	(\$1,414,388)	(\$829,946)	\$695,274
TOTAL PROPERTY AND EQUIPMENT	\$1,190,348	\$279,871	\$1,311,733	\$279,825	(\$910,524)
TOTAL ASSETS	\$5,725,814	\$666,712	\$5,048,584	\$1,930,396	(\$3,795,418)
LIABILITIES AND NET ASSETS					
CURRENT LIABILITIES					
Accounts Payable	\$121,124	\$1,861	(\$51,666)	\$13,526	(\$107,598)
Payroll taxes and Accruals	\$468,620	\$39,666	(\$32,046)	\$52,497	(\$416,123)
Other Current Liabilities	\$56,717	\$56,883	\$56,717	\$55,956	(\$761)
Deferred Income	\$727,084	\$760,605	\$594,563	\$1,009,815	\$282,731
Total CURRENT LIABILITIES	\$1,373,545	\$859,014	\$567,568	\$1,131,794	(\$241,751)
LONG-TERM DEBT	\$166,397	(\$155,851)	\$167,384	(\$157,569)	(\$323,966)
TOTAL LIABILITIES	\$1,539,941	\$703,163	\$734,953	\$974,225	(\$565,717)
NET ASSETS	\$4,185,873	(\$36,451)	\$4,313,631	\$956,172	(\$3,229,701)
Total LIABILITIES AND NET ASSETS	\$5,725,814	\$666,712	\$5,048,584	\$1,930,396	(\$3,795,418)

CAPCO

Income Statement

TOTAL CAPCO AGENCY

LINE ITEM	ACTUAL		ACTUAL		ACTUAL		2024 vs 2023 Difference
	01/01/2023	12/31/2023	01/01/2024	10/31/2024	01/01/2024	11/30/2024	
REVENUE							
GRANT REVENUE							
GRANT REVENUE	6,241,419		1,671,978		2,755,743	3,812,325	(2,429,093)
USDA REVENUE	157,364		159,990		174,597	187,853	30,489
EBT REVENUE	1,136		0		0	0	(1,136)
PASS THROUGH FUNDS-wic VOUCHERS	930,310		0		0	0	(930,310)
Total GRANT REVENUE	7,330,229		1,831,968		2,930,340	4,000,178	(3,330,051)
OTHER REVENUE							
MEDICAID REVENUE	3,643,447		3,102,484		3,453,514	3,747,024	103,576
Prior Years Medicaid Revenue	1,536		211,088		211,088	211,088	209,553
SERVICE FEES	77,134		53,764		57,259	59,414	(17,720)
SPECIAL NEEDS SERVICE REIMBURSEMENT	12,415		7,985		9,545	11,055	(1,360)
RENTAL INCOME	5,000		4,100		4,650	5,200	200
INTEREST INCOME	2,047		3,444		3,697	3,930	1,883
OTHER INCOME	229,271		133,180		144,207	151,151	(78,120)
CASH DONATIONS	126,573		87,358		93,452	99,265	(27,308)
INKIND DONATIONS	1,046,462		1,100,960		1,238,268	1,238,268	191,807
NYSERDA REVENUE	166,064		42,601		48,181	48,181	(117,884)
Current PY Program Income	0		1,250		1,250	1,250	1,250
Total OTHER REVENUE	5,309,949		4,748,215		5,265,111	5,575,825	265,876
Total REVENUE	12,640,179		6,580,183		8,195,451	9,576,003	(3,064,175)
EXPENSES							
PERSONNEL							
SALARIES/WAGES							
SALARY/WAGE EXPENSE	6,548,768		5,493,874		6,319,374	6,847,265	298,497
HEALTH AND SAFETY WAGES	14,011		12,922		15,547	16,470	2,459
SALARY INCENTIVES	240,754		143,215		143,215	143,215	(97,539)
NEW ACCRUED BENEFIT TIME	176,782		161,856		171,965	180,797	4,015
Total SALARIES/WAGES	6,980,316		5,811,867		6,650,101	7,187,748	207,432
FRINGES							
FICA EXPENSE	506,829		421,687		483,396	522,983	16,154
UNEMPLOYMENT INSURANCE EXPENSE	124,358		159,745		176,520	192,158	67,801
WORKERS COMP EXPENSE	128,572		80,535		87,957	87,957	(40,615)
DISABILITY INSURANCE EXPENSE	18,110		15,235		16,717	18,271	161
GROUP INSURANCE EXPENSE	394,052		269,645		294,849	320,796	(73,256)
401-K EXPENSE	111,402		95,993		110,831	120,065	8,663
Fringes on Accrued Leave Earned	22,212		21,468		38,675	47,495	25,283
Total FRINGES	1,305,534		1,064,307		1,208,943	1,309,724	4,191
Total PERSONNEL	8,285,849		6,876,174		7,859,045	8,497,472	211,623
OTHER THAN PERSONNEL							
PROGRAM MATERIALS	279,279		159,007		167,606	175,260	(104,020)
OUTREACH SUPPLIES	5,108		1,614		7,190	7,190	2,082
PROGRAM SUPPLIES	133,826		48,947		52,340	54,754	(79,071)
Damaged Inventory Expense	45		0		0	0	(45)
OFFICE SUPPLIES	40,262		29,593		31,556	32,940	(7,322)
Direct Beneficiary Costs	94,671		75,604		83,442	84,139	(10,532)
MEDICAL SUPPLIES	0		5,280		5,353	5,353	5,353
DISABILITY SUPPLIES	2,586		0		0	0	(2,586)
EDUCATIONAL SUPPLIES	46,879		36,495		36,954	36,954	(9,925)
BREAST PUMPS EXPENSE	0		1,711		1,711	1,711	1,711
FOOD & FOOD SUPPLIES	84,721		91,301		98,427	104,965	20,244
SPEECH SERVICES	0		0		315	315	315
PARENT SERVICES	4,180		396		396	406	(3,774)
CHILD ACCIDENT INSURANCE	881		734		808	881	0
COMMERCIAL INSURANCE	32,894		30,205		33,225	36,346	3,451
VEHICLE INSURANCE	24,237		18,078		19,800	21,350	(2,887)
VEHICLE MAINTENANCE	32,330		13,363		13,625	13,920	(18,410)
VEHICLE FUEL	15,388		8,611		10,119	10,916	(4,472)
VEHICLE REGISTRATION	1,214		706		706	967	(248)
OFFICE RENT	3,680		3,480		3,480	4,080	400
PROGRAM RENT	237,002		193,540		210,967	228,206	(8,796)
PARKING LOT RENTAL	3,780		3,150		3,465	3,780	0
OFFICE UTILITIES	36,963		26,715		27,104	29,615	(7,348)
PROGRAM UTILITIES	44,666		32,875		33,625	37,359	(7,308)
JANITORIAL MAINTENANCE	11,650		8,892		9,242	10,201	(1,448)
BUILDING MAINTENANCE	96,740		23,200		23,886	25,048	(71,692)
TRASH REMOVAL	10,675		8,914		9,800	10,685	10
BOARD EXPENDITURES	854		441		1,033	1,033	180
POSTAGE	11,232		13,143		14,066	15,273	4,041
DUPLICATING & PRINTING	15,811		14,069		16,368	17,249	1,438
MORTGAGE INTEREST EXPENSE	7,855		4,898		4,898	6,372	(1,483)
COMMERCIAL LOAN INTEREST	143		0		0	0	(143)
INTERNET SERVICE	20,291		12,739		13,808	14,877	(5,414)
TELEPHONE	14,003		19,525		21,010	22,429	8,426
CENTER TELEPHONE	5,932		2,919		3,100	3,201	(2,731)
Computer & Software Expense	124,461		104,852		111,807	117,569	(6,892)
MEETING EXPENSE	4,935		4,351		4,351	4,617	(318)
CONFERENCE EXPENSE	22,933		20,800		20,800	22,940	7
TRAINING & TECHNICAL AST	75,931		37,948		40,228	43,628	(32,303)
TEACHER TRAININGS	1,445		824		824	1,249	(196)
STAFF RECOG.	0		753		753	753	753
Staff Development	21,136		11,155		11,815	12,085	(9,051)
LOCAL TRAVEL	18,990		10,177		10,524	10,970	(8,020)
OUT OF TOWN TRAVEL	39,459		17,348		17,626	17,626	(21,833)

LINE ITEM	ACTUAL		ACTUAL		ACTUAL		2024 vs 2023 Difference
	01/01/2023	12/31/2023	01/01/2024	10/31/2024	01/01/2024	11/30/2024	
TOOLS EXPENSE		12,286		3,106		3,651	(8,480)
USDA EXPENSE		48,195		29,906		34,664	(10,579)
POLICY COUNCIL EXPENSE		2,376		1,375		1,499	(791)
STAFF IMMUNIZATIONS		13,755		5,098		5,098	(8,657)
DUES & SUBSCRIPTIONS		25,254		23,837		25,167	441
BACKGROUND CHECKS		4,775		2,948		3,166	(1,314)
PERMITS, FEES, & RENTALS		23,622		24,289		26,541	5,092
HEALTH AND SAFETY		47,056		49,260		55,898	12,019
HEALTH & SAFETY-SUBMATERIAL		4,609		20,423		20,423	15,814
HEALTH & SAFETY SUBLABOR		200		11,312		16,112	15,912
ADVERTISING		4,664		10,148		11,013	6,350
OTHER EXPENDITURES		0		232		232	232
Center Improvements		3,115		0		0	(3,115)
EQUIPMENT MAINTENANCE		1,008		1,873		3,929	2,921
CAPITAL PURCHASE		69,706		132,535		132,535	62,829
BUILDING ALLOCATION		0		0		0	0
Total OTHER THAN PERSONNEL		1,889,687		1,414,696		1,518,081	(291,181)
CONTRACTUAL							
CONTRACTUAL SERVICES-OTHER		240,667		177,088		193,866	(25,085)
SUBCONTRACT LABOR		38,068		2,960		3,460	(28,733)
SUBCONTRACT MATERIALS		123,476		18,361		19,747	(97,635)
HEALTH & SAFETY-SUBMATERIAL		4,609		20,423		20,423	15,814
HEALTH & SAFETY SUBLABOR		200		11,312		16,112	15,912
Total CONTRACTUAL		407,018		230,144		253,608	(119,727)
INKIND							
FARMERS MARKET EBT EXPENSE		995		(68)		188	(807)
WIC VOUCHER EXPENSE		930,310		0		0	(930,310)
VOLUNTEERS/INTERNS		127,604		274,176		305,812	178,208
VOLUNTEERS-PROFESSIONALS		256,229		247,866		276,859	20,630
INKIND DONATIONS		550,071		507,536		580,351	30,280
INKIND TRANSPORTATION		2,757		7,314		8,662	5,905
INKIND DONATED SPACE		109,801		64,068		66,584	(43,216)
Total INKIND		1,977,767		1,100,892		1,238,456	(739,310)
ADMINISTRATION							
FINANCIAL AUDIT		39,500		38,400		38,400	(1,100)
PAYROLL PROCESSING		32,502		29,454		32,993	2,871
EAP SERVICES		7,918		6,949		7,649	431
FINANCE & SERVICE CHARGES		1,345		1,139		1,239	9
BUILDING DEPRECIATION		57,562		0		0	(57,562)
VEHICLE DEPRECIATION		33,059		0		0	(33,059)
EQUIPMENT DEPRECIATION		26,908		0		0	(26,908)
ADMINISTRATIVE ALLOCATION		(0)		0		0	0
capital expenditures clearing		(269,603)		0		0	269,603
Total ADMINISTRATION		(70,808)		75,942		80,282	154,286
Total EXPENSES		12,489,513		9,697,849		10,949,472	(784,309)
NET SURPLUS/(DEFICIT)		150,666		(3,117,666)		(2,754,021)	(2,279,866)

CAPCO

Income Statement

TOTAL CAPCO AGENCY

LINE ITEM	ECD		FDD		ESD		WIC		CDPAP		MAG	
	01/01/2024	12/31/2024	01/01/2024	12/31/2024	01/01/2024	12/31/2024	01/01/2024	12/31/2024	01/01/2024	12/31/2024	01/01/2024	12/31/2024
REVENUE												
GRANT REVENUE												
GRANT REVENUE	2,108,146		548,069		833,078		318,033		0			5,000
USDA REVENUE	187,853		0		0		0		0			0
Total GRANT REVENUE	2,295,999		548,069		833,078		318,033		0			5,000
OTHER REVENUE												
MEDICAID REVENUE	0		0		0		0		3,747,024			0
Prior Years Medicaid Revenue	0		0		0		0		211,088			0
SERVICE FEES	0		0		59,414		0		0			0
SPECIAL NEEDS SERVICE REIMBURSEMENT	11,055		0		0		0		0			0
RENTAL INCOME	0		0		0		0		0			5,200
INTEREST INCOME	0		0		0		61		0			3,869
OTHER INCOME	54,993		0		850		0		76,628			18,680
CASH DONATIONS	971		70,666		0		0		0			27,627
INKIND DONATIONS	664,966		573,302		0		0		0			0
NYSERDA REVENUE	0		0		48,181		0		0			0
Current PY Program Income	0		0		1,250		0		0			0
Total OTHER REVENUE	731,985		643,968		109,694		61		4,034,740			55,377
Total REVENUE	3,027,984		1,192,037		942,773		318,093		4,034,740			60,377
EXPENSES												
PERSONNEL												
SALARIES/WAGES												
SALARY/WAGE EXPENSE	2,157,878		483,754		462,292		418,610		2,910,243			414,488
HEALTH AND SAFETY WAGES	0		0		16,470		0		0			0
SALARY INCENTIVES	141,358		1,707		0		0		0			150
NEW ACCRUED BENEFIT TIME	58,486		29,660		33,498		23,676		8,190			27,287
Total SALARIES/WAGES	2,357,722		515,121		512,260		442,287		2,918,433			441,925
FRINGES												
FICA EXPENSE	169,331		36,326		33,285		31,287		222,127			30,627
UNEMPLOYMENT INSURANCE EXPENSE	61,997		13,215		13,671		11,308		78,379			13,588
WORKERS COMP EXPENSE	14,095		1,201		19,678		1,158		47,150			4,674
DISABILITY INSURANCE EXPENSE	4,723		863		726		831		10,427			700
GROUP INSURANCE EXPENSE	163,528		26,866		69,794		18,635		13,713			28,259
401-K EXPENSE	42,159		10,602		10,955		3,981		41,181			11,186
Fringes on Accrued Leave Earned	15,813		7,686		8,720		5,589		2,209			7,478
Total FRINGES	471,647		96,759		156,829		72,788		415,187			96,514
Total PERSONNEL	2,829,369		611,880		669,089		515,075		3,333,620			538,438

LINE ITEM	ECD		FDD		ESD		WIC		CDPAP		MAG	
	01/01/2024	12/31/2024	01/01/2024	12/31/2024	01/01/2024	12/31/2024	01/01/2024	12/31/2024	01/01/2024	12/31/2024	01/01/2024	12/31/2024
OTHER THAN PERSONNEL												
PROGRAM MATERIALS	368		358		167,442		0		0		7,092	
OUTREACH SUPPLIES	0		6,916		0		0		0		273	
PROGRAM SUPPLIES	36,214		5,227		7,679		61		0		5,573	
OFFICE SUPPLIES	4,634		2,221		11,599		4,307		371		9,808	
Direct Beneficiary Costs	0		84,139		0		0		0		0	
MEDICAL SUPPLIES	0		0		0		5,353		0		0	
EDUCATIONAL SUPPLIES	34,446		0		0		2,508		0		0	
BREAST PUMPS EXPENSE	0		0		0		1,711		0		0	
FOOD & FOOD SUPPLIES	103,386		1,579		0		0		0		0	
SPEECH SERVICES	315		0		0		0		0		0	
PARENT SERVICES	406		0		0		0		0		0	
CHILD ACCIDENT INSURANCE	881		0		0		0		0		0	
COMMERCIAL INSURANCE	1,844		543		100		6		0		33,853	
VEHICLE INSURANCE	6,410		4,651		6,768		2,037		0		1,483	
VEHICLE MAINTENANCE	2,517		902		6,882		218		0		3,402	
VEHICLE FUEL	541		(1,847)		11,066		417		39		700	
VEHICLE REGISTRATION	353		153		246		155		0		60	
OFFICE RENT	0		0		0		4,080		0		0	
PROGRAM RENT	141,645		32,100		16,501		32,621		0		5,339	
PARKING LOT RENTAL	429		1,583		0		617		497		654	
OFFICE UTILITIES	0		0		0		0		0		29,615	
PROGRAM UTILITIES	20,969		2,916		3,144		0		0		10,329	
JANITORIAL MAINTENANCE	5,291		0		0		1,800		0		3,110	
BUILDING MAINTENANCE	3,584		0		0		8		0		21,456	
TRASH REMOVAL	3,888		0		2,117		0		0		4,680	
BOARD EXPENDITURES	0		5		0		0		0		1,028	
POSTAGE	1,192		519		1,026		6,970		4,261		1,306	
DUPLICATING & PRINTING	5,788		3,070		3		4,317		2,529		1,541	
MORTGAGE INTEREST EXPENSE	0		0		0		0		0		6,372	
INTERNET SERVICE	7,605		2,910		1,257		1,726		477		901	
TELEPHONE	2,150		4,960		3,124		11,389		121		685	
CENTER TELEPHONE	3,201		0		0		0		0		0	
Computer & Software Expense	18,995		10,062		6,911		12,048		13,126		56,426	
MEETING EXPENSE	2,229		52		51		0		0		2,286	
CONFERENCE EXPENSE	6,424		11,689		0		2,607		0		2,220	
TRAINING & TECHNICAL AST	19,934		4,650		14,978		0		0		4,066	
TEACHER TRAININGS	1,249		0		0		0		0		0	
STAFF RECOG.	850		0		0		0		0		(97)	
Staff Development	2,678		793		2,864		1,070		70		4,610	

LINE ITEM	ECD		FDD		ESD		WIC		CDPAP		MAG	
	01/01/2024	12/31/2024	01/01/2024	12/31/2024	01/01/2024	12/31/2024	01/01/2024	12/31/2024	01/01/2024	12/31/2024	01/01/2024	12/31/2024
LOCAL TRAVEL		74		3,008		413		660		6,434		382
OUT OF TOWN TRAVEL		12,879		2,939		0		659		115		1,034
TOOLS EXPENSE		0		0		3,806		0		0		0
USDA EXPENSE		37,616		0		0		0		0		0
POLICY COUNCIL EXPENSE		1,585		0		0		0		0		0
STAFF IMMUNIZATIONS		0		0		0		0		3,880		0
DUES & SUBSCRIPTIONS		15,532		333		4,444		50		0		5,336
BACKGROUND CHECKS		1,100		53		203		206		1,859		40
PERMITS, FEES, & RENTALS		11,666		67		1,338		168		13,378		2,096
HEALTH AND SAFETY - MATERIALS		0		0		59,076		0		0		0
HEALTH & SAFETY-SUBMATERIAL		0		0		20,423		0		0		0
HEALTH & SAFETY SUBLABOR		0		0		16,112		0		0		0
ADVERTISING		1,465		344		1,654		357		205		6,987
OTHER EXPENDITURES		0		232		0		0		0		(0)
EQUIPMENT MAINTENANCE		1,766		0		2,163		0		0		0
CAPITAL PURCHASE		29,729		0		85,806		0		0		17,000
BUILDING ALLOCATION		10,838		29,091		0		35,035		9,077		(84,041)
Total OTHER THAN PERSONNEL		565,885		216,216		459,197		133,162		56,441		167,605
CONTRACTUAL												
CONTRACTUAL SERVICES-OTHER		42,664		0		0		30,295		8,973		133,650
SUBCONTRACT LABOR		0		0		9,335		0		0		0
SUBCONTRACT MATERIALS		0		0		25,840		0		0		0
HEALTH & SAFETY-SUBMATERIAL		0		0		20,423		0		0		0
HEALTH & SAFETY SUBLABOR		0		0		16,112		0		0		0
Total CONTRACTUAL		42,664		0		71,710		30,295		8,973		133,650
INKIND												
FARMERS MARKET EBT EXPENSE		0		188		0		0		0		0
VOLUNTEERS/INTERNS		251,786		54,026		0		0		0		0
VOLUNTEERS-PROFESSIONALS		269,110		7,749		0		0		0		0
INKIND DONATIONS		68,823		511,528		0		0		0		0
INKIND TRANSPORTATION		8,662		0		0		0		0		0
INKIND DONATED SPACE		66,584		0		0		0		0		0
Total INKIND		664,966		573,490		0		0		0		0
ADMINISTRATION												
FINANCIAL AUDIT		13,832		2,695		6,073		1,561		14,239		0
PAYROLL PROCESSING		10,825		1,890		1,558		1,754		16,355		2,992
EAP SERVICES		0		0		0		0		0		8,350
FINANCE & SERVICE CHARGES		0		0		0		0		0		1,355
ADMINISTRATIVE ALLOCATION		116,733		45,525		82,860		15,975		257,957		(519,050)
Total ADMINISTRATION		141,390		50,110		90,490		19,291		288,551		(506,354)
Total EXPENSES		4,244,274		1,451,697		1,290,486		697,822		3,687,584		333,340
NET SURPLUS/(DEFICIT)		(1,216,290)		(259,659)		(347,714)		(379,729)		347,155		(272,963)

Resolution of the Board of Directors

Of

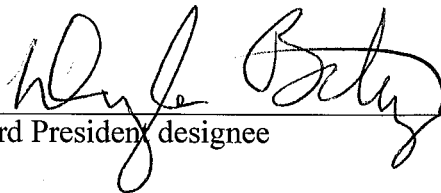
Cortland County Community Action Program, Inc.

Resolution No. 25-18

WHEREAS, the Cortland County Community Action Program, Inc. Finance & Audit Committee has reviewed the proposed 2025 CDPAP Budget and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed 2025 CDPAP Budget,

IT IS HEREBY RESOLVED that on February 27, 2025, the CAPCO Board of Directors approves the 2025 CDPAP Budget.


Board President designee

02/27/2025
Date

CDPAP Q1 2025 Projected Budget projected to end after Q1 2025

Account description	Jan-25	Feb-25	Mar-25	Total Budget Q1 total	Compared to Q4
MEDICAID REVENUE	\$288,464.39	\$288,464.39	\$288,464.39	\$865,393.17	(\$115,282.52)
allowance for uncollectable		\$0.00	\$0.00	(\$6,664.95)	
		\$288,464.39	\$288,464.39	\$858,728.22	
	Jan 2025 Actual expenses				
SALARY/WAGE EXPENSE	\$229,837.00	\$229,837.00	\$229,837.00	\$689,511.00	(\$50,802.88)
FICA EXPENSE	\$17,500.00	\$17,500.00	\$17,500.00	\$52,500.00	(\$3,998.30)
UNEMPLOYMENT INSURANCE EXPE	\$6,427.42	\$6,427.42	\$6,427.42	\$19,282.26	\$1,599.18
WORKERS COMP EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	(\$7,944.11)
DISABILITY INSURANCE EXPENSE	\$832.78	\$832.78	\$832.78	\$2,498.34	\$134.02
GROUP INSURANCE EXPENSE	\$871.43	\$871.43	\$871.43	\$2,614.29	\$322.38
401-K EXPENSE	\$3,405.15	\$3,405.15	\$3,405.15	\$10,215.45	(\$677.04)
OFFICE SUPPLIES	\$18.99	\$18.99	\$18.99	\$56.97	\$56.97
Fringes on Accrued Leave Earned	\$97.00	\$97.00	\$97.00	\$291.00	\$291.00
CONTRACTUAL SERVICES-OTHER	\$1,324.00	\$0.00	\$0.00	\$1,324.00	\$1,324.00
PARKING LOT RENTAL	\$41.00	\$41.00	\$41.00	\$123.00	\$123.00
PAYROLL PROCESSING	\$3,650.00	\$895.87	\$790.64	\$5,336.51	\$1,673.23
POSTAGE	\$0.00	\$0.00	\$483.34	\$483.34	(\$702.96)
DUPLICATING & PRINTING	\$300.00	\$175.14	\$128.63	\$603.77	\$128.48
INTERNET SERVICE	\$14.00	\$14.00	\$14.00	\$42.00	\$42.00
TELEPHONE	\$12.00	\$12.00	\$12.00	\$36.00	\$36.00
Computer & Software Expense	\$126.00	\$126.00	\$126.00	\$378.00	\$378.00
LOCAL TRAVEL	\$0.00	\$0.00	\$0.00	\$0.00	(\$91.12)
LOCAL TRAVEL	\$0.00	\$0.00	\$0.00	\$0.00	(\$152.09)
STAFF IMMUNIZATIONS	\$0.00	\$1,026.00	\$266.00	\$1,292.00	\$1,292.00
BACKGROUND CHECKS	\$0.00	\$133.80	\$50.40	\$184.20	(\$214.80)
PERMITS, FEES, & RENTALS	\$1,324.00	\$1,349.00	\$2,030.00	\$4,703.00	\$1,641.00
ADMINISTRATIVE ALLOCATION	\$17,307.86	\$17,307.86	\$17,307.86	\$51,923.59	(\$5,685.16)
	\$283,088.63	\$280,070.44	\$280,239.64	\$843,398.72	(\$61,227.20)

Resolution of the Board of Directors

Of

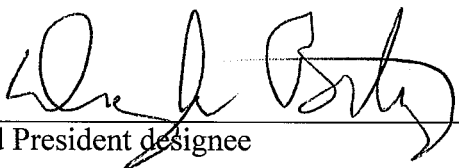
Cortland County Community Action Program, Inc.

Resolution No. 25-19

WHEREAS, the Cortland County Community Action Program, Inc. Finance & Audit Committee has reviewed the proposed 2025 EISEP Budget and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed 2025 EISEP Budget,

IT IS HEREBY RESOLVED that on February 27, 2025, the CAPCO Board of Directors approves the 2025 EISEP Budget.



Board President designee

02/27/2025

Date

CAPCO

2025 EISEP PROPOSED BUDGET

Proposed 2025 Budget

EISEP

REVENUE		
OTHER REVENUE		
REVENUE	\$	74,908
ALLOWANCE		(1,124)
Total OTHER REVENUE		<u>73,785</u>
Total REVENUE		<u>73,785</u>

EXPENSES

PERSONNEL		
SALARIES/WAGES		
SALARY/WAGE EXPENSE		61,515
SALARY INCENTIVES		
NEW ACCRUED BENEFIT TIME		-
Total SALARIES/WAGES		<u>61,515</u>

FRINGES		
FICA EXPENSE		4,706
UNEMPLOYMENT INSURANCE EXPENSE		1,797
WORKERS COMP EXPENSE		1,452
DISABILITY INSURANCE EXPENSE		999
GROUP INSURANCE EXPENSE		-
401-K EXPENSE		744
Fringes on Accrued Leave Earned		-
Total FRINGES		<u>9,698</u>
Total PERSONNEL		<u>71,213</u>

OTHER THAN PERSONNEL		
OFFICE SUPPLIES		-
PARKING LOT RENTAL		-
POSTAGE		280
DUPLICATING & PRINTING		47
INTERNET SERVICE		-
TELEPHONE		-
Computer & Software Expense		-
MEETING EXPENSE		-
CONFERENCE EXPENSE		-
TRAINING & TECHNICAL AST		-
Staff Development		-
LOCAL TRAVEL		12
OUT OF TOWN TRAVEL		-
STAFF IMMUNIZATIONS		72
DUES & SUBSCRIPTIONS		-
BACKGROUND CHECKS		83
PERMITS, FEES, & RENTALS		250
ADVERTISING		4
BUILDING ALLOCATION		-
Total OTHER THAN PERSONNEL		<u>749</u>

CONTRACTUAL		
CONTRACTUAL SERVICES-OTHER		50
Total INKIND		<u>50</u>

ADMINISTRATION		
FINANCIAL AUDIT		266
PAYROLL PROCESSING		1,055
ADMINISTRATIVE ALLOCATION		5,133
Total ADMINISTRATION		<u>6,454</u>

Total EXPENSES	\$	<u>78,466</u>
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NET SURPLUS/(DEFICIT)	\$	<u>(4,681)</u>
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Resolution of the Board of Directors

Of

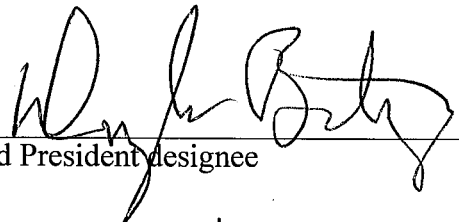
Cortland County Community Action Program, Inc.

Resolution No. 25-20

WHEREAS, the Cortland County Community Action Program, Inc. Finance & Audit Committee has reviewed the proposed 2025 VTP Budget and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed 2025 VTP Budget,

IT IS HEREBY RESOLVED that on February 27, 2025, the CAPCO Board of Directors approves the 2025 VTP Budget.



Board President designee

02/27/2025

Date

CAPCO

Income Statement

1/1/2025-12/31/2025 VTP PROPOSED BUDGET

Proposed 2025 Budget

VTP

REVENUE		
5310 REVENUE	\$	34,642
REVENUE		15,564.63
ALLOWANCE		(233.47)
Total REVENUE		<u>49,972.70</u>
Total REVENUE		<u>49,972.70</u>

EXPENSES

PERSONNEL

SALARIES/WAGES		
SALARY/WAGE EXPENSE		14,744.39
NEW ACCRUED BENEFIT TIME		1,509.09
Total SALARIES/WAGES		<u>16,253.48</u>

FRINGES

FICA EXPENSE		1,241.47
UNEMPLOYMENT INSURANCE EXPENSE		474.19
WORKERS COMP EXPENSE		14.12
DISABILITY INSURANCE EXPENSE		33.30
GROUP INSURANCE EXPENSE		168.39
401-K EXPENSE		486.85
Fringes on Accrued Leave Earned		211.27
Total FRINGES		<u>2,629.59</u>
Total PERSONNEL		<u>18,883.08</u>

OTHER THAN PERSONNEL

POSTAGE		50.26
DUPLICATING & PRINTING		31.90
LOCAL TRAVEL		5,816.37
OUT OF TOWN TRAVEL		101.44
DUES & SUBSCRIPTIONS		125.00
BACKGROUND CHECKS		212.40
PERMITS, FEES, & RENTALS		250.00
ADVERTISING		3,000.00
BUILDING ALLOCATION		-
Total OTHER THAN PERSONNEL		<u>9,587.38</u>

CONTRACTUAL

CONTRACTUAL SERVICES-OTHER		25,200.00
Total CONTRACTUAL		<u>25,200.00</u>

ADMINISTRATION

FINANCIAL AUDIT		100.00
Total ADMINISTRATION		<u>100.00</u>

Total EXPENSES	\$	<u>53,770</u>
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NET SURPLUS/(DEFICIT)	\$	<u>(3,798)</u>
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Resolution of the Board of Directors

Of

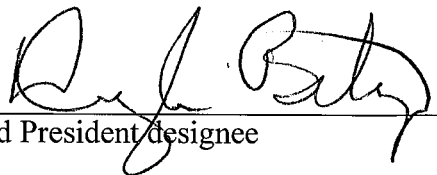
Cortland County Community Action Program, Inc.

Resolution No. 25-21

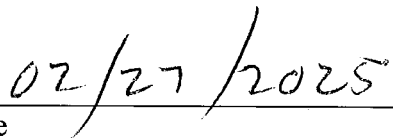
WHEREAS, the Cortland County Community Action Program, Inc. Finance & Audit Committee has reviewed the proposed 2025-2026 Continuation Baseline grant/budget submission and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed 2025-2026 Continuation Baseline grant/budget submission,

IT IS HEREBY RESOLVED that on February 27, 2025, the CAPCO Board of Directors approves the 2025-2026 Continuation Baseline grant/budget submission.



Board President/Designee



Date

Cortland County Community Action Program, Inc.
CAPCO Head Start/Early Head Start
Grant Number: 02CH012714

EXECUTIVE SUMMARY: BASELINE APPLICATION
YEAR 1

Listed below are the highlights for the baseline application on behalf of the CAPCO Head Start/Early Head Start Program:

- The CAPCO Head Start/Early Head Start Program will remain at the current sites for next year's baseline application. This includes 2 HS classrooms serving 34 children and 11 EHS classrooms serving 88.
- The continuation application proposes \$732,810 for HS program operation, as well as \$5,230 in training and technical assistance. The EHS program operations funds total \$2,696,169 as well as \$41,170 in training and technical assistance. The non-federal share total for both programs totals \$868,845. With non-federal share, we do a grand total and typically, the EHS covers the majority. The total for program operations and training and technical assistance is \$3,475,379.
- The 11% de Minimis which is the indirect charges to HS and EHS. In HS, the total is \$69,403 in the baseline with an additional \$575 from the T&TA budget for a total on the HS side of \$69,978. In EHS, the total is \$254,611 in the baseline with an additional \$4,529 from the T&TA budget for a total on the EHS side of \$259,140. The 11% de Minimis grand total for HS/EHS to the agency is \$329,118.
- One position; the Inclusion Specialist, is changing from full-time to part-time. This position will go from 37.5 hours per week to 25 hours per week and will remain at 52-weeks per year.
- For the baseline application, it is a full narrative for all functional areas per the directions. The baseline narrative consists of no more than 60 pages with additional documents downloaded as part of the application. Additional documents downloaded include the new five -year program goals, school readiness goals, self-assessment program improvement plans, selection criteria form with updated policy, the training and technical assistance plan, the HS/EHS Annual Report, the curriculum alignment with the Head Start Early Learning Framework, 11% de minimis. The Executive Summary is submitted for approval by the Policy Council and Board of Director's.

- The entire baseline application grant includes two sections. Section I is the program design and approach to services delivery which includes three sub sections. These sub sections are goals, service delivery, and the governance, organizational, and management structures. Section II is the budget and budget justification narrative which includes the breakdown of non-federal share for Head Start/Early Head Start.
- Currently, there are no COLA or Quality Improvement monies to report with this application.

Resolution of the Board of Directors

Of

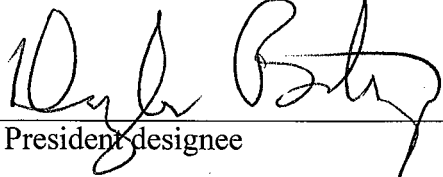
Cortland County Community Action Program, Inc.

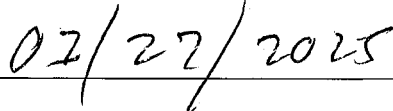
Resolution No. 25-22

WHEREAS, the Cortland County Community Action Program, Inc. Finance & Audit Committee has reviewed the proposed lease amendment & additional space for the Chenango County WIC Clinic at The Eaton Center and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed lease amendment & additional space for the Chenango County WIC Clinic at The Eaton Center,

IT IS HEREBY RESOLVED that on February 27, 2025, the CAPCO Board of Directors approves the lease amendment & additional space for the Chenango County WIC Clinic at The Eaton Center.


Board President designee


Date

AMENDMENT OF LEASE

AGREEMENT made on April 1, 2025, between WHO'S WE?, LLC, ("Landlord"), and Cortland County Community Action Program, ("Tenant").

Landlord and Tenant are landlord and tenant respectively, under a certain lease (the "Lease") dated October 1, 2023, and that expires on September 30, 2028, more fully set forth in the Lease. The parties desire to modify the Lease upon the terms and conditions set forth below.

ARTICLE I: DESCRIPTION OF LEASEHOLD PREMISES

NOW, THEREFORE, it is hereby amended by changing the Leased Office Space occupied from 1796 square feet to add 604 square feet for a total of 2400 rentable square feet, Building 5, floor 3.

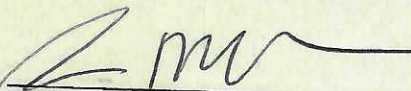
ARTICLE V: Rent

1. Rent. Tenant shall pay Landlord the sum of Three thousand four hundred eighty - eight dollars and 10/100 (\$3,488.10) per month in advance, to be paid on the 1st day of each month commencing on April 1, 2025, and thereafter on the 1st day of each succeeding month during the term hereof. The rental amount includes an energy surcharge of \$1,359.10 per month. A payment of \$629 for the difference in security deposit payable by April 1, 2025.

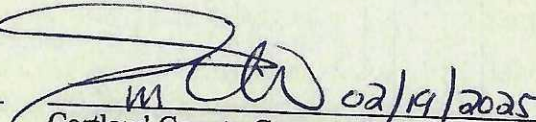
All other terms and conditions of the current lease remain the same. This change in office space will take effect on April 1, 2025.

This Amendment, read in conjunction with the Lease aforementioned, sets forth the entire agreement between the parties; and the Lease as modified shall not be altered or modified except by a memorandum in writing signed by the parties.

IN WITNESS WHEREOF, this Agreement is executed in duplicate by the parties hereto this 1st day of April 2025.



WHO'S WE?, LLC, ("Landlord")

 02/19/2025

Cortland County Community Action
Program, Inc. ("Tenant")



Executive Director Report Board of Directors Meeting

Greg Richards
February 27, 2025

- During the week of February 17th, we had our Head Start/Early Head Start Focus Area 1 (FA1) Review by DLH, the outsourced review entity for the Office of Head Start (OHS). The review covered program governance, fiscal touchpoints, strategic program involvement, and key areas in health, family, and education services. Initial feedback indicates a positive review. A technical issue was identified regarding our staff Standards of Conduct policy due to the timing of the policy update & the updates to the performance standards. Another focus was our challenge in meeting the dental screening requirement within 90 days of program enrollment, due to a shortage of pediatric dentists and long waitlists, an area of concern identified across the country. It may take several months to receive the official report. FA1 is the first of three reviews in our five-year funding cycle, with FA2 and the CLASS review to follow.
- Following up on the email updates regarding the federal funding freeze attempted on January 28, 2025, by the Trump Administration, there has been little progress, with several of the President's Executive Orders tied up in litigation and judicial injunctions. Despite the initial chaos affecting over 52 pages of federal programs, we've received guidance from both the Office of Head Start and Office of Community Services to add disclaimer verbiage to our website indicating federal grant support and language disassociating the federal government from DEI content. Additionally, we've been instructed to update our intake applications by replacing the word "Gender" with "Sex," listing only male or female as options. We continue to monitor federal developments closely. As previously communicated to the Board, we are financially positioned to maintain operations for several payrolls should funding be delayed, frozen, or impounded.
- We continue to meet with High Probability Advisors as we narrow down our choice for a Pooled Employer Plan (PEP) 401K provider. We are considering American Trust, the investment provider for the Logical Retirement Solution PEP, which is managed and owned by High Probability Advisors. Our goal is to move the plan before the end of July to avoid a full-year pension audit in 2026. Communication with our current provider, Mutual of America, remains challenging. We have been unable to complete the force-out process through PenChecks due to Mutual of America's lack of responsiveness. It is likely that we will need to wait until after moving the plan to a PEP to address the force-outs. I will keep the Board informed as we decide and begin the transition process.
- We have signed contracts in place with Social Care Networks (SCNs) for the central & southern tier regions for the 1115 Medicaid Re-Design Waiver. We are contracting to conduct screenings & navigation as well as provide some limited health-related social needs through our established programs. As a reminder, the 1115 Waiver is the 2nd iteration of Medicaid re-design following DSRIP several years ago. Although the initiative was supposed to begin in January, we have still not been able to complete the training & set-up requirements due to delays in the process with the SCNs. Though the 1115 Waiver is not expected to bring in the same level of revenue opportunities as DSRIP, the work remains valuable for the families we serve while still providing some additional income opportunities. We are patiently awaiting the next steps and planning for our own implementation.
- Brandy and I will be attending the upcoming National Community Action Foundation (NCAF) Conference & hill days in Washington D.C. the week of March 10th. NCAF is the national lobbying entity for the national network of community action agencies, and we will be meeting with the offices

of Rep. Riley, Rep. Mannion, as well as Senators Gillibrand & Schumer. This will be the 2nd time we have face time with these offices in 2 months following the NHSA hill days in January. The timing will be vital as the current Continuing Resolution expires on March 14th and several of our funding streams being the potential target of the current administration & congressional factions. Our advocacy efforts will continue to be paramount as we tell our story and the impact our programming has on our community & the surrounding communities we serve.

- I have been identified to participate in the search committee for NYSCAA's new Chief Executive Officer following Jackie Orr's transition to the NYS Department of State. We are in the initial stages of the recruitment process, and the network is working with the National Community Action Partnership (NCAP) to assist with the efforts. A strong and competent CEO for the network will be critical as we work through the challenges, threats, and opportunities in the current political climate.

Board Report

Kirsten Parker, Deputy Director

February 23, 2025

- CDPAP-Billing is on schedule. We were having a problem getting electronic remittances from Medicaid, but that has been resolved, and Grace can start posting the payments we have received in the last few weeks. I am very concerned about our consumer and the transition to PPL. Even those who have started the process don't seem to know what they need to do next and although we pulled all our current personal care aids' physicals, proof of MMR, etc., to my knowledge we have only had one person request it. We continue to refer anyone with questions to the PPL number or one of the facilitators in our area. Beginning today, I have asked the staff to talk to any of the program participants they are talking to for information on their progress transitioning to PPL. Starting next week, we do not plan to take any new CDPAP participants. There may be exceptions to this such as people who were already in progress, but for the most part, they need to focus their efforts on getting enrolled with PPL.
- Golf Tournament-we are meeting again this week. Hopefully the committee has been working on getting sponsorships. We have secured at least 4 major sponsors.
- SAFE committee-all building safety audits are up to date. We will do a fire drill next door at the annex if the weather ever gets warmer.
- Technology-we are working on getting computers updated to Windows 11. The agency has quite a few that are not able to be updated and will need to be replaced. Program Directors are working to get that done. I am also working with Plan First to add two authentication factors to our email. This is the next step to us obtaining more robust cyber security insurance.
- Danielle from HR and I have been learning how to do payroll as a back up to Lisa in the fiscal office.



*Weatherization
Works*

Energy Services / Building Maintenance January 2025

Energy Services

Weatherization Assistance Prg.- PY24.25

- WAP 24.25 – We are getting ready to ramp up WAP production with BIL ending in March.
- BIL 23.24 – We will finish this contract on time with required number of jobs.
- WRF –We are working on our 3rd job.

BIL- PY23.24 (4/1/23 to 3/31/25)

- We will be completing the 1st stage in March, our production is almost complete.
- The current production is 71, leaving us with 6 to complete.

EmPower NY (Cortland & Tompkins Counties)

- With WAP 24.25 coming so late, we will be completing the EMPOWER jobs we have and deferring any referrals that come in.
- We have 4 jobs waiting to start.

HEAP- (Cortland & Tompkins Counties)

- Clean & Tune – We went to 3 homes.
- Repair & Replace – We went to 4 homes.
- Due to needing to complete BIL and WAP production we have notified both Cortland and Tompkins HEAP we need to be taken off their list until April.

Fee For Service –

- Currently only 1 Clean & Tune for February. We are also not accepting any Fee for Service requests until WAP production is where we need it to be.

CAPCO Building Maintenance

- **South Main** Egress doors are still being worked on. Air Temp will reroute the heating distribution lines this month.
- **North Main** – All HVAC duct work has been cleaned. WIC is undergoing some minor renovations in clerical areas.
- During HeadStart closure extra cleaning and shampooing occurred.
- **Snow plowing -** We are working with a new contractor this year for snow removal. Improvements have been made.



Family Development Board Report February 2025

Adult Education

- We had 4 new students enrolled in January/February.
- We are having great success with Essential Education (online instruction). Students completed over 15 hours of instruction in January.
- We submitted a Dollar General grant in the amount of \$8,000 for the 25-26 program year.
- We have 4 students enrolled in a Phlebotomy certification program through TC3 and OCC in our Health Care Careers Pathways Program.

Emergency Assistance

- The Snack Pack Program provided extra food for the week of February School break with a partnership with the Kiwanis Club giving each family peanut butter, jelly, and bread.
- 125 children are currently receiving diapers on a monthly basis through the Diaper Distribution Program. The program is slated to end in September 2025. We were hopeful that this would be extended but now hearing that it is not likely.
- Due to staffing shortages our staff have expanded services at the Day Center at Grace and Holy Spirit Church.

NOEP

- NOEP began a new campaign "SNAP helps New Yorkers buy food".
- Jessica will help out at The Chaple Fresh Food Giveaway on February 18.
- Jessica continues to do outreach at feeding sites to help enroll people in SNAP that struggle with food insecurity.

Healthy Families

- We have hired a new Family Support Specialist Kassandra McRidge. Kassandra comes to us with vast child development and family work experience. We continue to recruit for 2 more Family Support Specialist positions.
- Sierra has completed her Supervisor CORE training.
- We received 10 new family referrals in January/February and enrolled 1 new family in the program.

SAMHSA

- We have hired LaRoy Nelson as the Lead Family Coordinator in the program. LaRoy comes to us with a long history of family work and working with vulnerable populations.



Early Childhood Development Director's Report February 2025



Enrollment:

- EHS Enrollment: 87/88 Enrolled-1 opening in EHS has been accepted and met with them on 2.20.25
- HS Enrollment: 34/34 Enrolled (100%)
- UPK Enrollment: 32/32 Enrolled (100%)
- Waitlist: EHS: 26 Income Eligible; 4 130% and 20 Over Income
HS: 16 Income Eligible; 6 130%; 5 Over Income
UPK: 1

Staffing:

- 1:1 Aide Opening for UPK

Old Business:

- Cosimo's kitchen was cleaned for lead remediation, as well as sealing of the floor. Looks good and just waiting for the retest results.
- Focus Area 1 Review was completed February 18-20, 2025. Exit interview with Melanie (the FA1 reviewer) stated she has no concerns and she was impressed and pleased with our program.
- Still working with Ben and Denise to finish one-time projects by end of May 2025.

New Business:

- Baseline grant application will be completed and downloaded by February 28, 2025 because it is due March 1, 2025. Executive Summary of grant is being presented to Policy Council on February 25, 2025.
- Timeline for Compliance with updated performance standards from Family Services will be sent to Policy Council and the Board for review and approval.
- Family Services, ERSEA and Transition policies have been updated and one new policy created under Transition.
- School Readiness Goals for Winter submitted to Policy Council and the Board for review and approvals.
- Standards of Conduct Policy has been updated and going to both boards to meet new performance standards.
- Policy Council met on January 21, 2025 at the Community Restaurant which went exceptionally well and everyone enjoyed themselves. The next meeting will be held on February 25, 2025 at noon at CAPCO.

**February 2025
WIC Board Report
Reported by: Loriann Spatola-Davis**

- ✓ The program continues its collaboration with Tipping Point as part of a media campaign designed to generate leads and enhance engagement by increasing "Likes" and followers. Since the campaign's launch, both metrics have shown steady growth.

Location	Likes	Followers
Cortland	219 (+64 from Jan)	231 (+63 from Jan)
Chenango	170 (+65 from Jan)	167 (+61 from Jan)

- ✓ Roland, the Chenango Site Manager, will be managing the program's Social Media accounts, leveraging his experience with Facebook and Instagram.
- ✓ The program has recently created a YouTube Channel and is excited to begin producing videos, podcasts, and more in the future. Stay tuned for updates.
- ✓ J. Sostarich has submitted his resignation, with his last day of employment scheduled for 2/28/25. Martina Procopio, a fully trained WIC High Risk Nutritionist (QN) from CAP of Madison County, will be joining us on 2/24/2025. This will allow Martina to work closely with John for a few days, ensuring a seamless transition.
- ✓ The renovation of the Intake area is ongoing at the Cortland Site. The individual cubicles will be removed providing Amanda with additional workspace and creating a larger area for participants to sit and engage with her as needed. Once completed, the space will be more functional for Amanda and offer a more participant-centered feel.
- ✓ Four staff members—Loriann, Roland, Miranda, and Erica—will be attending the 46th Annual NYS WIC Association Conference in April at the Crowne Plaza Hotel in Albany. Beginning this year, attendance will rotate annually among the team to provide everyone with the opportunity to participate and network with other WIC professionals across the state.
- ✓ The NYS WIC Managers' Retreat will be held in Troy, NY this March. Currently, Loriann is registered to attend, but the Regional Office has submitted a justification to the NYS WIC Director for Roland, the Chenango Site Manager, to also participate. At the time of this report, Central Office has not responded to the request.
- ✓ The Chenango site will be expanding its square footage by utilizing the empty office suite next door. The program plans to create a doorway to connect the two spaces, allowing for a more functional layout. The additional space will be supported by funds from the Bright Ideas Grant secured by Kay in 2023. This expansion will enhance the program's ability to offer a welcoming environment for breastfeeding mothers, while also giving the Peer Counselor their own space to better serve the community. Additionally, as previously reported, the funds from this grant will also support the creation of a Breastfeeding Café at the Cortland site, furthering the program's reach and impact.

WIC Participation by Site – Close out Data for December 2024

Site	Enrollment	Participation	Participation % of Target Caseload (2,200)
Cortland			
Cortland	1,167	1,085	49.32%
Cincinnati			
Marathon	1	1	0.05%
Total	1,168	1,086	49.37%
Chenango			
Norwich	881	846	38.45%
Greene	22	18	0.82%
Bainbridge	17	11	0.50%
Sherburne	27	26	1.18%
New Berlin	8	8	0.73%
Total	955	909	41.68%
Grand Total	2,123	1,995	90.68%

Resolution of the Board of Directors

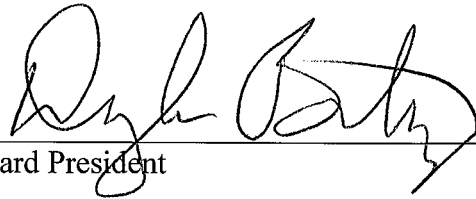
Of

Cortland County Community Action Program, Inc.

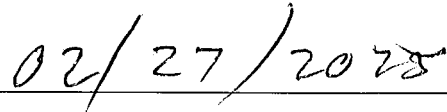
Resolution No. 25-23

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed the Title VI Plan for the NYSDOT 5310 grant operations,

IT IS HEREBY RESOLVED that on February 27, 2025, the Cortland County Community Action Program, Inc. Board of Directors accepts as presented the Title VI Plan for the NYSDOT 5310 grant operations.



Board President



Date



Cortland County Community Action Program, Inc.'s TITLE VI Plan

Date Adopted: Month Day, Year

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A. PROGRAM DESCRIPTION AND SERVICES

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Subrecipients of public transportation funding from the Federal Transit Administration (FTA), are required to develop policies, programs, and practices that ensure that federal and state transit dollars are used in a manner that is nondiscriminatory. Cortland County Community Action Program, Inc.'s is a subrecipient of FTA financial assistance through a grant from NYSDOT. This Title VI plan details how Cortland County Community Action Program, Inc.'s incorporates nondiscrimination policies and practices in providing transit services to the ridership we serve.

Cortland County Community Action Program, Inc.'s is a nonprofit who receives FTA Section 5310 funding through NYSDOT to provide transportation for older adults aged 60 and over as well as individuals of any age with a qualifying disability, in the City of Rural, NY. Service is provided through a contract with a transit operator and transit services are available seven days a week from 8:00 AM until 8:00 PM. The fare is \$1 each way.

B. Cortland County Community Action Program, Inc.'s TITLE VI PLAN

As a subrecipient to NYSDOT receiving Federal Transit Administration Section 5310 funds, Cortland County Community Action Program, Inc.'s Title VI plan shall comply with Title VI of the Civil Rights Act of 1964 as presented with the following elements:

- ✓ Title VI Notice to the Public, including a list of locations where the notice is posted
- ✓ Title VI Complaint Procedures (i.e., instructions to the public regarding how to file a Title VI discrimination complaint)
- ✓ Title VI Complaint Form
- ✓ List of transit-related Title VI investigations, complaints, and lawsuits
- ✓ Public Participation Plan, including information about outreach methods to engage minority and limited English proficient populations, as well as a summary of outreach efforts made since the last Title VI Program submission
- ✓ Language Assistance Plan for providing language assistance to persons with limited English proficiency
- ✓ A table depicting the membership of transit related non-elected committees and councils, the membership of which is selected by the subrecipient, broken down by race, and a description of the process the agency uses to encourage the participation of minorities on such committees
- ✓ A copy of board meeting minutes, resolution, or other appropriate documentation showing the board of directors or appropriate governing entity or official(s) responsible for policy decisions reviewed and approved the Title VI Program. The approval must occur prior to submission to NYSDOT. (Board approval is not required if the subrecipient does not have a Board.)

The Cortland County Community Action Program, Inc.'s shall update its Title VI plan every three years and present the updated plan to NYSDOT for their review and approval.

B1. Cortland County Community Action Program, Inc.'s TITLE VI Policy

The Cortland County Community Action Program, Inc.'s commits to comply with Title VI of the Civil Rights Act of 1964 that prohibits discrimination based on race, color, or national origin in programs and activities receiving federal financial assistance. Specifically, Title VI provides that "no person in the United States shall on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance" (Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.). This requirement is included in the Section 5310 agreement between Cortland County Community Action Program, Inc.'s and NYSDOT and third-party contractors.

For more information on Cortland County Community Action Program, Inc.'s's Title VI program contact:

Danielle Treacy – Title VI Coordinator

Cortland County Community Action Program, Inc.'s
HR Generalist
32 N. Main Street
Cortland, New York, 13045
(607) 753-6781
daniellet@capco.org

B2. Title VI Public Notice

The Cortland County Community Action Program, Inc.'s's Notice to the Public is posted in the following locations:

- Agency website at: www.capco.org
- Public areas of the agency office including front foyer/lobby and employee break room hallway
- Inside transit vehicles

A sample of the notice posted is shown on the next page.

The Cortland County Community Action Program, Inc.'s operates its programs and services without regard to race, color, and national origin, in accordance with Title VI of the Civil Rights Act of 1964. Cortland County Community Action Program, Inc. also operates its programs and services to accommodate persons with disabilities under the Americans with Disabilities Act of 1990. Any person who believes they are subject to discrimination based on race, color, national origin or disability may file a complaint with Cortland County Community Action Program, Inc.'s.

For information on Cortland County Community Action Program, Inc.'s Title VI policy or to obtain the Title VI complaint form and procedures visit our website at www.capco.org. Or contact:

Danielle Treacy-Title VI Coordinator
Cortland County Community Action Program, Inc.'s
32 N. Main Street
Cortland, New York 13045
(607) 753-6781
daniellet@capco.org

A complainant may also file a complaint directly with New York State Department of Transportation on its Civil Rights website at <https://www.dot.ny.gov/main/business-center/civil-rights/title-vi-ej>.

A complaint can also be filed directly with the Federal Transit Administration Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590

For information in another language, please contact the Title VI Coordinator.

Si necesita información en otra idioma, por favor contacto 607-753-6781.

B3. Title VI Complaint Procedures and Complaint Form

The Cortland County Community Action Program, Inc.'s Title VI Complaint Procedure is available in the following locations:

- Agency website at: www.capco.org
- Hard copy in the central office
- In client intake materials

Anyone who believes they have been discriminated against on the basis of race, color, or national origin, may file a complaint by completing and submitting the Title VI Complaint Form (contained in *Appendix B*) to the address below.

Cortland County Community Action Program, Inc.'s
Danielle Treacy-Title VI Coordinator
32 N. Main Street
Cortland, NY 13045
(607) 753-6781
daniellet@capco.org

The complaint form is not required to file a complaint. The complainant may submit any written report as a complaint notice. Cortland County Community Action Program, Inc.'s will make reasonable modifications and take information verbally if the complainant requires this accommodation.

The Cortland County Community Action Program, Inc.'s investigates complaints received no more than 180 days after the alleged incident. Once the complaint is received, the Cortland County Community Action Program, Inc.'s will follow the steps below:

1. Acknowledge receipt of the complaint within 10 days (*Appendix C*)
2. Determine if the Cortland County Community Action Program, Inc.'s has jurisdiction to investigate the complaint.
3. Plan to complete the investigation within 45 days.
4. Schedule an interview, if deemed necessary.
5. Determine if other public or private entities are or should be involved.
6. Determine if additional information is needed. Complainant has 15 days to provide the additional information.
7. If the Cortland County Community Action Program, Inc.'s is not contacted by the complainant or does not receive the additional information within 15 days, the case can be administratively closed. Additionally, a case can be administratively closed if the complainant no longer wishes to pursue the case.
8. Determine if meetings with the affected party or other interested parties are needed.

After the investigative process has been completed, the Cortland County Community Action Program, Inc.'s will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF).

1. A **closure letter** summarizing the allegations and stating that there was no Title VI violation and that the case will be closed. (*Appendix D*)
2. A **letter of finding (LOF)** summarizing the allegations and the interviews regarding the alleged incident, and explaining whether any disciplinary action, additional training of the staff member, or other action will occur. (*Appendix E*)

If the complainant wishes to appeal the decision, the complainant must submit the appeal within 21 days after the date of the closure letter or the LOF.

Filing complaints with Cortland County Community Action Program, Inc.'s enables the agency to properly investigate the complaint. A person may also file a complaint directly with:

- New York State Department of Transportation
Office of Diversity and Opportunity
50 Wolf Road, 6th Floor
Albany, NY 12232
(518) 457-1129 Fax (518) 549-1273
OCR-TitleVI@dot.ny.gov
- Federal Transit Administration
Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor-TCR,
1200 New Jersey Ave., SE Washington, DC 20590

If information is needed in another language, please contact Cortland County Community Action Program, Inc.'s at (607)-753-6781.

Si se necesita informacion en otro idioma por favor contacto, (607)-753-6781.

B4. Transit Related Title VI Complaints, Investigations and Lawsuits

The Cortland County Community Action Program, Inc.'s maintains a log of all Title VI complaints, investigations, and lawsuits pertaining to its transit-related activities since the last Title VI plan update. (Do not include the complainant name. A case number is preferable.)

Reporting Period:

1/1-12/31/2022

1/1-12/31/2023

1/1-12/31/2024

Check One:

There have been no investigations, complaints and/or lawsuits filed against Cortland County Community Action Program, Inc.'s during the reporting period.

There have been investigations, complaints and/or lawsuits filed against Cortland County Community Action Program, Inc.'s. *See list below.*

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, national origin)	Status (open/closed)	Disposition (finding/no finding)
Complaints				
1.				
2.				
3.				
Investigations				
1.				
2.				
3.				
Lawsuit				
1.				
2.				
3.				

B5. Public Involvement Process

Strategies and Desired Outcomes

This section describes how Cortland County Community Action Program, Inc.'s will disseminate vital agency information and engage the public in the decision-making process. We will seek out and consider the input and needs of interested parties and groups traditionally underserved by transportation systems. These groups may face challenges accessing our services, such as minority and limited English proficient (LEP) persons. Underlying these efforts is our commitment to determining the most effective public involvement methods for a given project or population.

Cortland County Community Action Program, Inc.'s primarily serves only clients that have been determined to be eligible for our transit service by the **Medicaid Transportation Management, Medical Answering Services (MAS)** (Funder). The Funder, as a recipient of federal financial assistance, must comply with all Title VI requirements in the development and delivery of their programs. Cortland County Community Action Program, Inc.'s serves all individuals who are determined by the Funder to be eligible for services, without regard to race, color, or national origin and low-income status.

Public Outreach Activities

Cortland County Community Action Program, Inc.'s's program decision-making public involvement is limited to the population that meets the eligibility criteria set by the **Medicaid Transportation Management, Medical Answering Services (MAS)** (Funder). The Funder is the lead agency for public involvement in the decision-making process with the goal of offering minority and low-income individuals the opportunity to comment on the benefits of the program services being provided with federal financial assistance. Funder outreach consists of relationship building with agencies and stakeholders that provide services to minorities, low-income families and LEP communities

Cortland County Community Action Program, Inc.'s assists the Funder during open-house events and the enrollment period as well as promoting the Funder's public involvement campaign to a diverse community. Members of the public who request notices and or handouts in a language other than English will be referred to staff who can provide interpretation assistance or to the Funder for assistance.

Summary on Public Involvement Activity

☒ Not applicable; Cortland County Community Action Program, Inc.'s is a closed door service provider.

B6. Language Assistance Plan

Language Assistance Plan Components

Limited English Proficient (LEP) persons are people for whom English is not the primary language and who have a limited ability to read, write, speak, or understand English. To comply with the FTA Title VI requirement on nondiscrimination based on national origin, as it affects limited English proficient persons, Cortland County Community Action Program, Inc.'s will take reasonable steps to ensure meaningful access to our programs and activities by LEP persons.

In order to ensure meaningful access to Cortland County Community Action Program, Inc.'s programs and activities, we shall use the information obtained in the Four Factor Analysis to determine the specific language services that are appropriate to provide to access the transit services. A careful analysis of the clientele and potential clientele we serve will determine if we communicate effectively with LEP persons and the language spoken other than English. The Four Factor Analysis is an individualized assessment that balances the following four factors.

1. A number or proportion of the LEP population(s), specifically served or could be served by Cortland County Community Action Program, Inc.'s transit service.
2. The frequency with which LEP persons come into contact with Cortland County Community Action Program, Inc.'s.
3. The nature and importance of Cortland County Community Action Program, Inc.'s transit services to LEP population(s).
4. The resources available for LEP outreach and how employees are trained to provide language assistance to LEP persons.

LEP Four Factor Analysis

To determine if an LEP population requires language assistance and what specific language services are appropriate, the Cortland County Community Action Program, Inc.'s has conducted a Four Factor Analysis¹ of the following areas: (1) Demography, (2) Frequency, (3) Importance, and (4) Resources and costs.

Factor 1–Importance | A number or proportion of the LEP population(s), specifically served or could be served by Cortland County Community Action Program, Inc.'s transit service

The Human Service – Public Transportation Coordination Plan provides the results of the assessment of the number or proportion of LEP persons and the languages spoken in the service area. The Cortland County Community Action Program, Inc.'s service area covers

¹ DOT LEP guidance <https://www.transportation.gov/civil-rights/civil-rights-awareness-enforcement/dots-lep-guidance>

Cortland County in New York and includes individuals speaking a wide range of languages. The Human Service – Public Transportation Coordination Plan identified the following language groups that meet the threshold for translation of key materials: Spanish.

Factor 2: Frequency | Frequency with which LEP people come into contact with Cortland County Community Action Program, Inc.'s

Based on the results of the number or proportion of the LEP population(s), specifically served or could be served by Cortland County Community Action Program, Inc.'s transit service, Cortland County Community Action Program, Inc.'s we know that less than 5% of the transit service population we serve speak English less than very well. Cortland County Community Action Program, Inc.'s will conduct additional assessments at least annually or if a known spike occurs that requires a re-evaluation of the LEP population.

Factor 3: Importance | Importance of Cortland County Community Action Program, Inc.'s transit services to LEP population

The Cortland County Community Action Program, Inc.'s program and services are critical to the lives of its clients, enabling them to participate as fully as possible in the community, interact and socialize with others, gain skills in daily living and travel to/from work.

Factor 4: Resources and Costs | To meet the language assistance needs of the Cortland County Community Action Program, Inc.'s LEP population, Cortland County Community Action Program, Inc.'s will utilize readily available resources, in addition to other avenues, to not only minimize costs, but to strengthen our partnership with other organizations our clients/riders engage with. Some of those readily available resources may include bilingual staff; the inclusion of Google translate toolbar to our website; the Cortland County Chamber of Commerce services; and the County office of community engagement personnel. To supplement these resources, Cortland County Community Action Program, Inc.'s also retains the services of a professional interpretation service. After analyzing the Cortland County Community Action Program, Inc.'s budget and reviewing available resources, cost associated to meet language assistance needs of the LEP population will be incurred for retaining an interpreter and translating vital documents.

Providing Language Assistance Services

Cortland County Community Action Program, Inc.'s currently meets the language assistance needs of the Spanish-speaking population through the services of an interpreter, including Google translate on our website, accessing community organizations that meet the needs of Spanish-speaking population, and our multilingual staff. As needed, key documents are translated to Spanish, meeting the threshold for translation of such materials.

Informing LEP Populations of the Availability of Language Assistance

Language assistance is advertised on our website, on the Title VI notice, through posters in our agency, and through program registration materials, as applicable. Cortland County Community Action Program, Inc.'s also utilizes community-based organizations to share the availability of these services, public meetings, rider surveys and interviews, outreach documents, and on vehicles.

Cortland County Community Action Program, Inc.'s annually identifies the language capabilities and language assistance needs of our ridership. Should Cortland County Community Action Program, Inc.'s have more than 5% of persons in a specific language group that requires language assistance, Cortland County Community Action Program, Inc.'s shall comply with the

US Department of Justice Safe Harbor Provision and provide written material in the specific language and or oral interpretation of the written material, free of cost.

Updating the Language Assistance Plan

The Cortland County Community Action Program, Inc.'s will monitor the effectiveness of the language assistance to determine if enhancements on the methods (translating vital documents, interpretations and website) is required to better communicate with the LEP population. As a part of this process, the Cortland County Community Action Program, Inc.'s will incorporate components that encourages feedback from customers on their experience with the implementation of the Language Assistance Plan. Based on the input received, Cortland County Community Action Program, Inc.'s will make any immediate critical updates that can be feasibly implemented and document others for the triennial update of the Title VI Plan. Consequently, if there are updates to the Language Assistance Plan within the Human Service – Public Transportation Coordination Plan, Cortland County Community Action Program, Inc.'s will review such updates and identify those with impact on components germane to its own Language Assistance Plan. Critical updates that can be feasibly implemented, will be immediately incorporated.

Training Employees to Provide Language Assistance

Cortland County Community Action Program, Inc.'s employees are oriented on the principles of Title VI and language assistance. New employees will be provided guidance on the needs of clients served and how best to meet their language needs. Refresher training will be completed with the triennial Title VI Plan update. Reminders on the importance of Title VI and the Language Assistance Plan will be distributed through email. Training will include review of the following Title VI program components:

1. Title VI Notice to the Public
2. Title VI complaint procedures and form
3. Complaint log
4. LEP (Four Factor Analysis and Language Assistance Plan)

If an employee needs further assistance related to LEP individuals, they will work with the Cortland County Community Action Program, Inc.'s's Title VI Coordinator to identify strategies to meet the language needs of the participants of the program or service.

B7. Minority Representation on Advisory Boards

Cortland County Community Action Program, Inc.'s has no transit-related, non-elected committees or advisory councils.

Efforts to Encourage Minority Representation on Boards and Committees

The Cortland County Community Action Program, Inc.'s understands diverse representation on committees, councils and boards results in sound policy reflective of its entire service area. As such, the Cortland County Community Action Program, Inc.'s encourages participation of all its clientele/patrons and interested parties on boards, committees or councils.

As vacancies on boards, committees, and councils become available, the Cortland County Community Action Program, Inc.'s will make efforts to encourage and promote diversity with active participation of clientele/patrons, community organizations and interested parties. Cortland County Community Action Program, Inc.'s contacts advocates of the minority

community, such as organizations that serve minority communities and leaders to garner interest in participating onboards, committees or councils.

B8. Recordkeeping and Reporting

Cortland County Community Action Program, Inc.'s maintains records related to the agency's implementation of Title VI program, including records of the Title VI Plan Board adoption, records of Title VI staff training, public involvement activities, complaints, investigations, language assistance services and other implementation activities.

Cortland County Community Action Program, Inc.'s shall update the Title VI Plan, every three years and submit the plan to the New York State Department of Transportation (NYSDOT) for approval.

B9. Plan and Policy Review

The Title VI policy will be disseminated to employees through new employee orientation and periodic email messages. The Cortland County Community Action Program, Inc.'s will review its Title VI Plan at least once every three years to determine if modifications are necessary. The Cortland County Community Action Program, Inc.'s directly operates services and subcontracts the operation of some services and will review implementation annually to ensure compliance with Title VI Plan requirements. The agency's review includes verifying that all employees have received ongoing updates, training, and a copy of the Title VI policies and that all postings are in place and in good condition.

Title VI Plan Monitoring – Activity Log

Date	Activity (Review-Update-Addendum- Adoption-Distribution)	Person Responsible	Remarks
March 31, 2025	Adopted and distributed	Kirsten Parker, Compliance Officer & Deputy Director	Board of Directors review & approval. Verified intake materials, postings. Verified all employees received Title VI training and copies of Title VI policy.
March 31, 2026	Annual review of implementation	Kirsten Parker, Compliance Officer & Deputy Director	Review the entire plan for updates, changes, additions, etc. Verify all new employees receive training and copies of Title VI policy. Verify intake materials and postings.
March 31, 2028	Updated plan, adopted and distributed	Kirsten Parker, Compliance Officer & Deputy Director	Tri-annual review of Plan with updates. Board of Directors review & approval. Verify all employees receive training and copies of Title VI policy. Verify intake materials, postings

Program Monitoring

The Cortland County Community Action Program, Inc.'s will monitor the effectiveness of the Title VI program through the feedback from clientele, employees, general public and other agencies (NYSDOT, FTA). Cortland County Community Action Program, Inc.'s seeks opportunities to continuously improve its Title VI plan, public participation outreach efforts and providing meaningful access of our services to LEP individuals.

B10. Facility Location Equity Analysis

As a subrecipient of federal funds, Cortland County Community Action Program, Inc.'s understands we are required to conduct a Title VI equity analysis when planning to construct, expand, or purchase a facility. A facility includes storage facilities, maintenance facilities, and operations centers, but it does not include bus shelters, transit stations, or power substations. The equity analysis requirement applies even to facilities that do not receive direct federal funding (as long as Cortland County Community Action Program, Inc.'s receives federal financial assistance, Title VI requirements apply to all programs and activities). The equity analysis compares the equity impacts of various siting alternatives and must occur during the planning phase, prior to the selection of the preferred site, and must include the following:

1. A description of the outreach to persons potentially impacted.
2. A comparison of equity impacts of various siting alternatives.
3. An analysis about whether a disparate impact occurs on the basis of race, color or national origin (including potential cumulative adverse impacts from other facilities with similar impacts in the area) because of the location and construction of a facility. (If there is a disparate impact, the construction of the facility may only occur if there is a substantial legitimate justification, there are no alternative locations that would have a less disparate impact, and it is not a pretext for discrimination).

For any new facility construction, expansion, or acquisition, Cortland County Community Action Program, Inc.'s will work with NYSDOT to ensure that the equity analysis is completed and submitted to NYSDOT. The equity analysis will be provided upon request to NYSDOT, FTA and during the triennial review.

The below is intended to provide direction to the reader as to whether Cortland County Community Action Program, Inc.'s was required to, completed, and included a Title VI equity analysis with this Title VI Plan update.

Did Cortland County Community Action Program, Inc.'s construct, expand or acquired a facility in the past three years?

No. Cortland County Community Action Program, Inc.'s has not constructed, expanded or acquired a facility.

- Yes.** Cortland County Community Action Program, Inc.'s did (construct, expand, acquire) a facility and completed a Title VI equity analysis to compare the equity impacts of various siting alternatives.

Does Cortland County Community Action Program, Inc.'s plan to construct, expand or acquire a facility in the next three years? (*check the box next to the appropriate response below*)

No. Cortland County Community Action Program, Inc.'s does not plan to construct, expand or acquire a facility.

Yes. Cortland County Community Action Program, Inc.'s plans to (construct, expand or acquire) a facility.

If yes, was a Title VI equity analysis completed?

Yes. A Title VI equity analysis was completed. If relevant, a copy of the analysis is included as **Appendices**.

No. A Title VI equity analysis was not completed.

If no, when will the Title VI equity analysis be completed?

N/A

C. REQUIREMENTS FOR FIXED ROUTE TRANSIT PROVIDERS

- Not applicable for transportation services provided by the Cortland County Community Action Program, Inc.

D. LIST OF APPENDICES

- A. Documentation of Board Approval
- B. Title VI Complaint Form
- C. Letter Acknowledging Receipt of Title VI Complaint
- D. Title VI Complaint Letter of Closure
- E. Title VI Complaint Letter of Finding
- F. Title VI Notice to the Public

APPENDIX A: Documentation of Board Approval

Cortland County Community Action Program, Inc.'s Title VI Plan Board Approval

On behalf of the **Name of Decision-Making Body**, we the Board have reviewed and adopted the Cortland County Community Action Program, Inc.'s Title VI plan. We the Board are committed to ensuring that all decisions are made in accordance with the adopted Title VI plan, to that end no person is excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any Cortland County Community Action Program, Inc.'s services and activities based on race, color or national origin, as protected by Title VI of the Civil Rights Act of 1964 and Federal Transit law under Title 49 Part 21.

Effective: February 27, 2025

Adopted: February 27, 2025

Adopted By: CAPCO Board of Directors
Doug Bentley, Treasurer & Officer of the Board

APPENDIX B: Title VI Complaint Form



Cortland County Community Action Program, Inc.'s Title VI and ADA Complaint Form

Section I:				
Your Name:				
Address:				
Telephone (Home):			Telephone (Work/Mobile):	
Email Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
<i>*If you answered "yes" to this question, go to Section III.</i>				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party:				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
Section III:				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin <input type="checkbox"/> Disability				
Date of Alleged Discrimination (Month, Day, Year): _____				
Agency name complaint is against: _____				
Location of where the alleged discrimination occurred:- _____				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please attach additional pages.				

Section IV	
<p>Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If yes, check all that apply:</i></p> <p><input type="checkbox"/> Federal Agency: _____</p> <p><input type="checkbox"/> Federal Court: _____ <input type="checkbox"/> State Agency: _____</p> <p><input type="checkbox"/> State Court: _____ <input type="checkbox"/> Local Agency: _____</p>	
<p>Provide information for the contact person at the agency/court where the complaint was filed.</p>	
<p>Name and Title:</p> <p>_____</p>	
<p>Agency:</p> <p>_____</p>	
<p>Address:</p> <p>_____</p>	
<p>Telephone:</p> <p>_____</p>	

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below.

_____	_____
Signature	Date

Please submit this form by mail, email or in person to the address below.

Cortland County Community Action Program, Inc.'s
 Danielle Treacy-Title VI/ADA Coordinator
 32 N. Main Street
 Cortland, NY 13045
 daniellet@capco.org

This complaint may also be filed directly with the New York State Department of Transportation, Office of Civil Rights, 50 Wolf Road, 6th Floor, Albany, NY 12232, (518) 457-1129 Fax (518) 549-1273, OCR-TitleVI@dot.ny.gov or the Federal Transit Administration, Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.

APPENDIX C: Letter Acknowledging Receipt of Complaint



Date

Name

Address

City, State Zip

Dear **Name**:

This letter is to acknowledge receipt of your Title VI complaint against Cortland County Community Action Program, Inc. alleging

An investigation will begin shortly. If you have additional information you wish to convey or questions concerning this matter, please feel free to contact this office by contacting our office at (607) 753-6781 or in writing to Cortland County Community Action Program, Inc. , 32 N. Main St, Cortland, NY 13045, or daniellet@capco.org.

Sincerely,

Danielle Treacy
Title VI Coordinator
32 N. Main Street, Cortland, NY 13045
(607) 753-6781
daniellet@capco.org

APPENDIX D: Title VI Complaint Letter of Closure



Date

Name

Address

City, State Zip

Dear **Name**:

The matter referenced in your Title VI complaint dated _____ against the Cortland County Community Action Program, Inc. alleging:

has been investigated. The results of the investigation did not indicate that the provisions of Title VI of the Civil Rights Act of 1964, had in fact been violated. As you know Title VI prohibits discrimination based on race, color, or national origin in any program receiving federal financial assistance.

Cortland County Community Action Program, Inc. has analyzed the materials and facts pertaining to your case. There was no evidence identified that a violation of your Title VI rights were denied. I therefore advise you that your complaint was not substantiated and that I am closing the matter in our files.

You have the right to 1) provide additional information to this office for reconsideration of your complaint within seven (7) calendar days of receipt of this final written decision and/or 2) file a complaint externally with the Federal Transit Administration at:

**Federal Transit Administration Office of Civil Rights Attention: Title VI Program Coordinator East
Building, 5th Floor- TCR 1200 New Jersey Ave., SE Washington DC 20590**

Thank you for taking the time to contact us. If I can be of assistance to you in the future, do not hesitate to call me.

Sincerely,

**Danielle Treacy
Title VI Coordinator
32 N. Main Street, Cortland, NY 13045
(607) 753-6781
daniellet@capco.org**

APPENDIX E: Title VI Complaint Letter of Finding



Date

Name

Address

City, State Zip

Dear **Name**:

The matter referenced in your letter dated _____, against the Cortland County Community Action Program, Inc. alleging Title VI violation has been investigated. The investigation determined non-compliance by Cortland County Community Action Program, Inc. in administering the Title VI obligations of nondiscrimination in the programs and services we administer. Immediate efforts are underway to correct the findings.

Thank you for bringing this important matter to our attention. You were extremely helpful during our review of the program to correct our implementation of the Title VI Program. If I can be of assistance to you in the future, do not hesitate to call me at 607-753-6781.

Sincerely,

Danielle Treacy
Title VI Coordinator
32 N. Main Street, Cortland, NY 13045
(607) 753-6781
daniellet@capco.org

APPENDIX F: Title VI Notice to the Public



Notifying the Public of Rights under Title VI and the ADA

Cortland County Community Action Program, Inc.'s

The **Cortland County Community Action Program, Inc.'s** operates its programs and services without regard to race, color, and national origin, in accordance with Title VI of the Civil Rights Act of 1964, and for persons with disabilities under the Americans with Disabilities Act of 1990. Any person who believes they have been aggrieved by any unlawful discriminatory practice under Title VI or the ADA may file a complaint with the **Cortland County Community Action Program, Inc.'s**.

For more information on the **Cortland County Community Action Program, Inc.'s** program, and the obligations and procedures to file a complaint, **contact (607)-753-6781; email daniellet@capco.org**; or visit our office at **Cortland County Community Action Program, Inc.'s, 32 N. Main Street, Cortland, NY 13045**. For more information on how to contact **Cortland County Community Action Program, Inc.'s** to find out about Title VI, visit **www.capco.org**.

A complainant may file a complaint directly with **Cortland County Community Action Program, Inc.'s** TITLE VI Coordinator by following the **Cortland County Community Action Program, Inc.'s** complaint procedures also found on the agency's website. A complaint can also be filed with the New York State Department of Transportation on its Civil Rights website at <https://www.dot.ny.gov/main/business-center/civil-rights/title-vi-ej>. Finally, a complaint can be filed directly with the Federal Transit Administration Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.

If information is needed in another language, contact **(607)-753-6781**.

Si necesita información en otra idioma, por favor contacto (607)-753-6781.