A LETTER FROM THE CHIEF EXECUTIVE OFFICER

In 2014, Community Action Agency provided services to over 11,500 households in Jackson, Lenawee and Hillsdale counties. Our focus continued in education, including early childhood and adult literacy, community development and housing, health and nutrition and economic self-sufficiency. We saw the end of some strong programs, like YouthBuild, and the beginning of new with the Supportive Services to Veteran Families. CAA remained focused on meeting the local needs in Jackson, Lenawee and Hillsdale counties in an ever changing funding and regulatory climate, as we were intended to do through the Economic Opportunities Act of 1964. The 50th Anniversary of the national community action movement brought much debate about President Johnson’s “war on poverty” and the successes and challenges over the past fifty years. One thing is certain; there is still work to be done.

As we move forward, it’s important for our communities to come together to fight the effects and causes of poverty and not to confuse the war on poverty with a war on the impoverished; to see poverty as a symptom of greater social failure and not solely as a result of an individual’s behavior. In 2015, a focus on advocating for fundamental changes to the systems that perpetuate the cycle of poverty will be necessary if we ever hope to move the bar. It’s not enough to run programs for people living in poverty. It is more important to find strategies to affect the root causes of poverty by learning from those who are struggling every day in their own individual war. This is our charge in 2015, the year of our 50th Anniversary, and we cannot do it without our many partners in Jackson, Lenawee and Hillsdale counties. These changes cannot happen overnight, but continuing to work together to create change is how we can make a difference in our communities.

As always, thank you all for your continued support and I look forward to working with you in 2015.

Toby E Berry
Chief Executive Officer, Community Action Agency

“Very often a lack of jobs and money is not the cause of poverty, but the symptom. The cause may lie deeper -- in our failure to give our fellow citizens a fair chance to develop their own capacities, in a lack of education and training, in a lack of medical care and housing, in a lack of decent communities in which to live and bring up their children.” ~ President Lyndon B. Johnson, State of the Union Address, 1964

COMMUNITY ACTION AGENCY PROGRAMS & SERVICES

Community Development
Strengthen and build local communities/neighborhoods
- Neighborhood Stabilization
- Neighborhood Development
- Partnership Park Revitalization Project

Economic Self-Sufficiency
Programs to increase individual and family self sufficiency
- Complete Approach to Self-Sufficiency (CASS)
- Getting Ahead™
- Individual Development Accounts (IDAs)
- Financial Management
- Credit Counseling
- Volunteer Income Tax Assistance (VITA)
- Family Self-Sufficiency (FSS)

Education
Offering educational opportunities, birth to adult
- Adult Basic Education
- Head Start
- Early Head Start
- Great Start Readiness Program (GSRP)
- English as a Second Language (ESL)

Housing
Home repairs, rehab, weatherization, education, rental, emergency assistance and counseling
- Weatherization
- Home Rehab and Repair
- Housing Programs for the Homelessness

Health/Nutrition
Medical, emergency and nutrition services
- Women, Infants & Children (WIC)
- Michigan Enrolls/Medicaid Enrollment
- Migrant Outreach Services
- Lenawee Substance Abuse Prevention Coalition (LSAPC)

Information Services
Advocacy services
- Local Poverty Data & Statistics
- Presenters available on poverty issues

- Emergency Services
- Heat a Home/ Walk for Warmth
- Warm the Children
- Presenters available on poverty issues

- Housing Counseling
- Foreclosure Prevention Counseling
- Health/Nutrition
- Women, Infants & Children (WIC)
- Medical, emergency and nutrition services
- Michigan Enrolls/Medicaid Enrollment
- Migrant Outreach Services
- Lenawee Substance Abuse Prevention Coalition (LSAPC)
## Program Highlights

**Fiscal Year 2013/2014**

<table>
<thead>
<tr>
<th>Count</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>25,034</td>
<td><strong>Individuals served by Community Action Agency.</strong></td>
</tr>
<tr>
<td>364</td>
<td><strong>Individuals helped with foreclosure prevention services.</strong></td>
</tr>
<tr>
<td>205</td>
<td><strong>Individuals attended Homebuyer Education workshops.</strong></td>
</tr>
<tr>
<td>971</td>
<td><strong>Assisted with emergency fuel or utility payments.</strong></td>
</tr>
<tr>
<td>68</td>
<td><strong>Families enrolled in the Complete Approach to Self-Sufficiency program.</strong></td>
</tr>
<tr>
<td>58</td>
<td><strong>Homes preserved or improved through construction, weatherization or rehabilitation.</strong></td>
</tr>
<tr>
<td>32</td>
<td><strong>Getting Ahead graduates.</strong></td>
</tr>
<tr>
<td>144</td>
<td><strong>Households served experiencing a temporary crisis through homeless prevention services (Emergency Rent, Mortgage and Temporary Shelter).</strong></td>
</tr>
<tr>
<td>54</td>
<td><strong>Individuals attended Financial Management classes</strong></td>
</tr>
<tr>
<td>199</td>
<td><strong>Individuals attended Basic Budgeting classes.</strong></td>
</tr>
<tr>
<td>5,915</td>
<td><strong>Individuals obtained health care services for themselves or family members.</strong></td>
</tr>
<tr>
<td>46</td>
<td><strong>Individuals obtained skills required for employment.</strong></td>
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</tbody>
</table>

**Over $100,000 raised through our annual Walk for Warmth campaigns to help support families with heating emergencies.**

- 646 children received warm winter clothing through Warm the Children.
- 7,913 households assisted through CAA's Volunteer Income Tax Assistance (VITA) program.

**65,963 volunteer hours donated.**
The Neighborhood Stabilization Program (NSP3) is a partnership between Jackson County and Community Action Agency with the goal of stabilizing neighborhoods in Leoni, Summit and Blackman townships through acquisition/rehabilitation and demolition of previously foreclosed properties. Previously foreclosed homes are rehabilitated to make them marketable and then sold to homebuyers at or below 120% Area Median Income. In addition, the program allows for the demolition of blighted single family homes that create safety issues and decrease housing values for neighboring properties.

The NSP3 program has provided opportunities for unique partnerships in Jackson County. The property at 404 E. Golf was purchased from the Jackson County Land Bank by Community Action Agency. The property included a single family home, which was considered blighted, and a large garage, which was salvageable. Community Action Agency utilized NSP3 funds to demolish the home and then entered into a developer agreement with the Greater Jackson Habitat for Humanity (GJHFH) to re-construct a single family home on the property. GJHFH identified a family and constructed the home utilizing their volunteers and through sweat-equity provided by the family who would eventually purchase the home.
SSVF
Supportive Services for Veteran Families

Will is one of the veterans that the SSVF was designed to help.

After serving in the US Navy and stationed in Japan, Will returned stateside and met Mary through a mutual friend.

Will became injured on the job and was left unable to work. Soon after, his wife, Mary also lost her job. After being together and married almost eleven years, their family received an eviction notice and was facing homelessness.

A coordinator through the VA let them know about the SSVF program. Through the program, their family was able to stay in their home and keep their utilities running.

Mary is back working full time and Will is actively volunteering to help other veterans and is working on starting his own business, “Veterans Lawn Care & Landscape Services”.

SSVF can assist with:
• Rental Assistance (including arrears)
• Moving costs
• Child care
• Work clothing
• Vehicle repair and transportation
• Security deposits
• Utility assistance

115 Households Assisted

13 Tutors/Mentors

2,921 Instructional Hours

175 Students

46 increased their literacy level.

10 students increased their English skills.

12 students completed their GED.
3,239 participants received help with nutrition breastfeeding, and health referrals as needed.

Over $1.4 Million in WIC funds supporting Lenawee families.

$3,000 per child can be saved during their eligibility period.
COMMUNITY ACTION AGENCY
2104 BUDGET

Funding Sources

- Federal Grants $11,257,665
- State Grants $2,734,741
- Donated Materials $3,264,167
- Private revenue $1,157,579

Fiscal Year 2014 Areas of Investment

- Education $11,550,139
- Housing $3,773,745
- Community Development $901,558
- Health & Nutrition $2,118,710

Total Funding $18,414,152

Join the War on Poverty

The War on Poverty is something that we cannot fight alone, to help in the fight. Alone we can’t, together we can.

Donate
1) Go to www.caajlh.org. Click on “Donate” on the top bar to donate by credit card.
2) Mail your check payable to Community Action Agency (CAA) 1214 Greenwood Ave, Jackson, MI 49203

You can chose exactly where your money goes.
- Emergency Needs
- Head Start or Early Head Start
- Financial Coaching/ Credit Counseling/ Financial Literacy/ Getting Ahead
- Heat a Home
- Warm the Children

For larger gifts or questions regarding donations, call Patsy Hart at (517) 784-4800, ext 265.

Volunteer by going to our website at www.caajlh.org and selecting the Volunteer tab at the top.

Share the information to help others!
The Community Action Agency’s Children’s Programs provide a free program for children and families at 19 sites in Jackson and Hillsdale Counties. Our sites are located within 13 schools between the counties, as well as, four community partners.

**Ashton Ridge**
2921 Ashton Ridge Drive
Jackson, MI 49201
(517) 784-8305

**Camden**
4971 W. Montgomery Road
Camden, MI 49232
(517) 368-5559

**Concord Community Schools**
405 South Main Street
PO Box 338
Concord, MI 49237
(517) 524-6650 ext. 1303

**Frost Elementary**
1226 South Wisner St.
Jackson, MI 49203
(517) 841-2539
(517) 841-2554

**Hanover-Horton School**
131 Fairview Street
Hanover, MI 49241
(517) 563-0103

**Hillsdale CAA**
55 Barnard Street
Hillsdale, MI 49242
(517) 437-3346

**Hunt Elementary**
1143 N. Brown Street
Jackson, MI 49202
Classroom 1: (517) 841-2642
Classroom 2: (517) 841-2643
Classroom 3: (517) 841-2644
Classroom 4: (517) 841-2645

**Jonesville**
136 Concord Road
Jonesville, MI 49250
(517) 581-7493

**Lincoln School**
154 W. Clark Street
Jackson, MI 49203
(517) 788-6010

**Litchfield**
210 Williams Street
Litchfield, MI 49252
(517) 542-0005

**Lyle Torrant**
1175 West Parnall Road
Jackson, MI 49201
Classroom 1: (517) 784-7733
Classroom 2: (517) 788-5911

**McCulloch Academy of Technology & Science**
216 East Biddle St.
Jackson, MI 49203
(517) 841-3951

**Northeast Elementary**
1024 Fleming Ave.
Jackson, MI 49202
(517) 841-2441
(517) 841-2442

**Pittsford**
9304 Hamilton Street
Pittsford, MI 49271
(517) 523-4228

**Reading**
221 Strong Avenue
Reading, MI 49274
(517) 283-3778

**Salvation Army**
806 E. Pearl
Jackson, MI 49201
Classroom 1: (517) 796-0187
Classroom 2: (517) 796-0253

**St. Johns United Church**
801 S. Mechanic
Jackson, MI 49203
(517) 788-2604

**Springport Elementary School**
300 W. Main Street
PO Box 100
Springport, MI 49284
(517) 857-3465

**Waldron**
13380 Waldron Road
Waldron, MI 49288
(517) 286-6268

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Prepared & Published by Community Action Agency
MISSION STATEMENT

The Community Action Agency’s Children’s Program’s are committed to providing a foundation to support each child’s journey as a lifetime learner. The uniqueness of each child is honored by consciously and intentionally implementing best-practice curriculums, systems, strategies, and techniques to support all phases of the child’s development. The program’s highest priority is to partner with families and local agencies to achieve mutual goals by building relationship based on teamwork, positive communication and respect.

ENROLLMENT

The Community Action Agency’s Children’s Programs, is both Federally funded and State funded to serve 156 pregnant women and children ages 0-3 in Home Based Services, and 789 children ages 3-5 in a Center Based Program.

As some enrollees leave the program during the school year and are replaced by others, during the 2013-2014 school year we served a total of 23 pregnant women, 264 Early Head Start children, and 812 Head Start and Great Start Readiness Program children. The average monthly enrollment was 100%.

While Head Start programs are permitted to include 10% of the families indicated as over-income, less than 6% of the families served by Community Action Agency’s Children’s Programs this year were over-income. 4% of total enrolled families experienced homelessness during the enrollment year and 87% of were able to acquire housing with the help of the program.

More than 90% of the children served during the 2013-2014 year were Non-Hispanic or Non-Latino origin in background. More than 97% of the children in the program came from families who spoke English at home.

HEALTH

Community Action Agency’s Children’s Programs places a strong emphasis on the overall health and well-being of the children served. Families are assisted in locating free medical and dental care for their children. The program ensures that families receive assistance in enrolling for medical insurance. In addition, the program partners with physicians, dentists, and local universities and colleges who provide free or low-cost services for our children. Because of these efforts 96% of all children and pregnant women served during the 2013-2014 school year received medical exams and 99% dental exams.

In order to promote good health in the classroom, all meals and snacks are planned by a registered dietician and meet the nutrition standards established by CACFP. The program recently switched from white bread to whole wheat bread, from whole milk to 1% milk, and reduced the sugar and fat in meals served to children. During breakfast, lunch, and snack times, children learn about various foods and beverages that are healthy. Activities teach children the value of healthy eating and exercise.
PREPARING CHILDREN FOR KINDERGARTEN

Preschoolers are learning all the time. They learn best through being active and having hands-on experiences. Community Action Agency’s Children’s Programs uses The First Three Years as its curriculum for pregnant women and for the Home Based Program. The Creative Curriculum is used in Early Head Start, Head Start, and Great Start Readiness Program to prepare children for kindergarten in the five important areas: Social/Emotional Development, Physical Development, Cognitive Development and Language Development, and Approaches to Learning.

Social/Emotional Development
Children in the program gain self-confidence and become more independent. They develop self-control, can sit and listen to a story for short periods of time, learn to follow rules and routines, become able to follow oral directions, make friends, cooperate with other children and discover what it means to be a part of a group. The children also learn to care for their personal needs. By the end of the school year, they can independently use the bathroom, put their coats on and take them off, serve themselves and eat with silverware unassisted, and put their toys away. According to kindergarten teachers, all of the above are skills necessary to succeed in school.

Physical
Program children learn to control their bodies. Their large muscles develop as they participate in such activities as balancing, running, jumping, throwing and catching. The small muscles in their hands develop as they button coats, string beads, cut and write.

Cognitive
Children in the program develop their thinking skills. Through such activities as sorting, classifying, comparing, counting and making patterns, they develop the ability to solve problems and think logically. Their imaginations and creativity are stimulated through working with crayons, paint, clay, and other media.

Language
Language development is a priority in the program. Children learn to use words to communicate with others, rather than pointing or using their hands. We encourage children to listen to and participate in conversations, expanding in their vocabularies.

Approaches to Learning
Approaches to Learning is the manner in which a child works with others and approaches tasks and learning. Leads to the development of critical executive skills for both school and life.
DISABILITIES

Children’s Programs ensures that every child with special needs is valued, supported and fully included in all aspects of our program. We work directly with children, school districts, teachers and families to ensure that everyone is aware of each child’s IFSP/IEP (individualized family service plan/individualized education plan) goals and that the goals are worked on collaboratively. Our observations and assessments indicate that every child with an IFSP/IEP demonstrated growth in reaching their goals. In addition, Early Head Start and Head Start are mandated to provide 10% of their total funded enrollment to children with disabilities.
OUTCOMES

To ensure that we are preparing children for kindergarten, we assess them three times per program year using Teaching Strategies Gold online software, which is an observational assessment that clearly links our curriculum and lesson planning. The assessment, which establishes expected ranges for each area assessed, focuses on social and emotional development, physical development, language development, cognitive development, literacy and math.

In 2013-2014, our lowest scoring area within Teaching Strategies GOLD was Physical Well-Being and Motor Development, which captures the areas of gross and fine motor and growing healthy. One factor is that we had increase of children that were found to be over the 85 percentile or under 5 percentile for their weight. Further, 36 children are less than the 5th percentile, but more concerning, 284 children are at or above 95th percentile for the child’s age or sex. However, these children in these categories are being monitored and some are working intensely with the dietician.

In 2013-2014, our lowest scoring area within Teaching Strategies GOLD was Cognition & General Knowledge, which captures the areas of math and science. As a result, EHS home visitors work monthly in building inner reliability with focusing on these areas. Also, home visitors are utilizing suggested activities within GOLD to increase math and science scores.
RESULTS OF THE MOST RECENT REVIEW BY THE FINANCIAL AUDIT

In January 2014, our auditors, Rehmann Robson, found “…the financial statements referred to present fairly, in all materials respects, the financial position of Community Action Agency as of September 30, 2013, and the change in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United Stated of America.”

ACF ON-SITE REVIEW
From April 21-25, 2014, the Administration for Children and Families (ACF) conducted an on-site monitoring review. Based on the correspondence from HHS, the program is in full compliance with all the Head Start Program Performance Standards, laws, regulations, and policy requirements. Accordingly, no corrective action is required.

CACFP ON-SITE REVIEW
The Michigan Department of Education, Child & Adult Care Food program did an administrative review and on-site monitoring January 29th and 30th, 2014. Written correspondence was provided and all corrective requirements resolved.

SELF ASSESSMENT RESULTS
The annual self-assessment for Community Action Agency’s Children’s Programs was held from December 3 through February 14, 2014. The guideline for the self-assessment process was the Office of Head Start 2013 Monitoring Tool. Teams consisting of staff, Board Members, Policy Council Members, parents and community members reviewed documents, files, systems, procedures and interviewed parents as well as staff. Classroom and bus ride observations were also conducted as part of the self-assessment process. Teams were led by a management or administrative staff member who was assigned the responsibility for reporting any findings and writing quality improvement plans.

The program was found to be compliant in all areas; our strengths far outweigh our areas needing improvement. Our program is supported with a curriculum that is developmentally appropriate.

FUNDING
The Community Action Agency’s Children’s Programs is funded by both State and Federal funds. Below are the sources and amounts of our funding for the 2013-2014 fiscal year.

<table>
<thead>
<tr>
<th>Federal Funds</th>
<th>Non-Federal Funds</th>
<th>TOTAL FEDERAL &amp; NON FEDERAL FUNDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept. of Health &amp; Human Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Head Start $5,580,140</td>
<td></td>
<td>$9,334,994</td>
</tr>
<tr>
<td>Early Head Start $1,677,986</td>
<td>$1,720,787</td>
<td>100%</td>
</tr>
<tr>
<td>USDA $356,081</td>
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<tr>
<td>TOTAL $7,614,207</td>
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<tr>
<td>Non-Federal Share</td>
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<td></td>
</tr>
<tr>
<td>Head Start $1,395,035</td>
<td>$1,814,532</td>
<td>Non-Federal Share</td>
</tr>
<tr>
<td>Early Head Start $419,497</td>
<td></td>
<td>$1,814,532</td>
</tr>
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</table>

EXPENDITURES
For the Fiscal Year 2013-2014, 86% of the Community Action Agency’s Children Programs total expenditures were for program, 14% were non-program.

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Supplies</th>
<th>Travel</th>
<th>Contractual</th>
<th>Training &amp; Technical Ass.</th>
<th>Parent Activities/Support</th>
<th>Other</th>
<th>Direct Costs</th>
<th>Indirect Costs</th>
<th>Total Federal Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Budget</td>
<td>$3,224,071</td>
<td>$137,717</td>
<td>$33,700</td>
<td>$581,909</td>
<td>$106,654</td>
<td>$48,538</td>
<td>$715,277</td>
<td>$1,679,611</td>
<td>$7,258,126</td>
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<tr>
<td>Total Expenses</td>
<td>$3,252,272</td>
<td>$220,194</td>
<td>$21,160</td>
<td>$529,713</td>
<td>$106,654</td>
<td>$29,741</td>
<td>$701,423</td>
<td>$1,664,387</td>
<td>$4,916,659</td>
</tr>
</tbody>
</table>

Michigan law prohibits discrimination in employment, education, housing, public accommodation or public service based on religion, race, color, national origin, age, sex, marital status, height, weight, arrest record or handicap. This institution is an Affirmative Action/Equal Opportunity employer and service provider.

Any person who believes that he or she has been discriminated against in any USDA-related activity should write immediately to the Secretary of Agriculture, Washington DC, 20250. Auxiliary aids are available to qualified applicants or participants with disabilities in all programs to ensure equal access to agency and effective communication. Any individuals needing accommodations should contact the Human Resources Office at: 1214 Greenwood Ave, Jackson MI 49203, or call (517) 784-4800 or (800) 491-0004 (voice) or the Michigan Relay Center (800) 649-3777 for communication with person who use TDD.

Archived Community Needs Assessment Reports are available at: www.caajlh.org under heading Reports & Research.