2019 Annual Report

Promoting self-sufficiency since 1965
The HARCATUS Board selected Zeno, Pockl, Lilly & Copeland to complete a financial audit of HARCATUS Tri-County C.A.O. Inc. The audit was completed and presented to the Board during their January business meeting. Auditor issued an unmodified report with no material weaknesses or significant deficiencies related to the financial statements. Auditor reports HARCATUS complied, in all material respects, with the types of compliance requirements that could have a direct and material effect on each of its major federal programs for the year ended April 30, 2019. The results of auditing did disclose a significant deficiency in the Child and Adult Care Food Program (CACFP). Management's response to this compliance finding included in Audit schedule. HARCATUS qualified as a low-risk auditee. Audit report available upon request to the Administrative Office at 225 Fair Ave. NE, New Philadelphia, OH 44663.

**Agency Funding 5/1/18 - 4/30/19**

**Revenues**
- Grant Revenues: 6,645,308
- Fee for Services: 627,547
- In-Kind Contributions: 270,896
- Interest & Investment Income: 9,681
- Other Income: 17,274
- Donations: 312,507
- **Total Revenues**: 7,883,213

**Line Item Expense**
- Salaries: 2,948,809
- Fringes: 1,378,848
- Travel: 268,202
- Facility & Emergency: 958,741
- Equipment & Communications: 91,355
- Insurance: 47,023
- Supplies including Meals & Materials: 1,320,182
- Contractual: 116,740
- Subscriptions, Memberships & Training: 38,298
- In-Kind: 270,896
- Other & Depreciation: 101,988
- **Total Expense**: 7,541,082

**Functional Expenses**
- Child Development: 3,200,058
- Community Services: 1,486,789
- Employment Services: 169,493
- Food & Nutrition: 1,377,710
- Weatherization: 775,977
- Management & General: 531,055
- **Total Expense**: 7,541,082
Dear Friends,

This past year has brought unprecedented changes to every aspect of our life and work. The Coronavirus has impacted all of us whether living in an urban center or a rural community in Appalachian Ohio. We have been witness to terrible acts of injustice and violence in communities around our country and the world.

These unimaginable events have shown us how vulnerable we can be.... No matter who we are, or where we live, or how great or small our resources may be. We are one people.

In this time of national health emergency and increased racial, cultural and political divisiveness, the vision and values of Community Action have never been more important. At the core of the Community Action mission, is the belief that all people should be treated with dignity and respect and the recognition that all racial, gender and other inequities are barriers that must be addressed as a part of our fight against poverty.

I have never been more proud of the work that we do. It is work that matters, that brings hope, that makes a real difference in people's lives, that changes communities for the better. HARCATUS' employees and volunteers have risen to every challenge this past year and have found new and creative ways to ensure that vital services were able to continue.

I thank each and every one of you for your passion for our mission, your strength in the face of adversity, and for bringing hope for a brighter tomorrow.

Sincerely,

Alison J. Kerns
Executive Director
HARCATUS MISSION

- Plan, coordinate, and operate programs designed to combat problems of poverty in Harrison, Carroll, and Tuscarawas Counties, known as service area, and combat poverty in other areas as may be necessary.
- Analyze data on poverty in these counties, identify areas and groups where poverty is concentrated, and find solutions to poverty.
- Commit itself to achievement of self-sufficiency for low income persons.
- Determine strategy and mobilize resources for elimination of poverty.
- Support programs with involvement of people who benefit.
- Obtain financial and other resources for match with government funds.
- Facilitate cooperation among other organizations in community action programs.
- Accomplish its anti-poverty mission with effective program service delivery.
- Advocate for and be involved in safe, affordable, residential housing for low-income persons.

HARCATUS VISION

To improve the quality of life for individuals and families by minimizing the effects of poverty, promoting self-sufficiency, and advocating for positive change.
Program Highlights
CACFP provides reimbursement to Home Day Care Providers and Centers for meals and snacks served to children in their care. CACFP gives working parents peace of mind which comes with knowing their children are in a caring environment, receiving nutritious meals and snacks. Children are provided with well-balanced diets which meet federal guidelines. HARCATUS CACFP serves providers in the East Central and South Eastern region of Ohio.

5 Day Care Centers were reimbursed a total of $97,262 for providing nutritious meals and snacks to 302 children.

75 Home Day Care Providers were reimbursed a total of $407,860 for providing nutritious meals and snacks to 866 children.

CACFP Staff provided 15 Day Care Center Visits and 225 Home Day Care Visits to provide support and guidance.

5 Day Care Centers received 15 hours Training from CACFP Staff.

75 Home Day Care Providers received 225 hours Training from CACFP Staff.

CACFP Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.
The Senior Nutrition Program (SNP) provides nutritious meals to people over 60 years of age. SNP meals offer one-third of daily nutritional requirements as determined by the USDA. Participants enjoy home delivered meals or attend a congregate site where other activities are available. Transportation is provided in Harrison County for special events, doctor appointments, grocery shopping, and to the Cadiz Senior Center for meals.

15,205 Meals delivered to 98 Senior Citizens
9,638 Meals served to local Senior Citizens at 3 Congregate Sites

The Haman Foundation generously granted over $5,000 to purchase a new convection oven in the fall of 2019.

Transportation was provided on 450 occasions to take clients to attend meals at congregate sites, for special events, doctor appointments, and grocery shopping.

Seniors eligible under Medicaid and in need of care that is provided in their home

50,599 meals were delivered to 193 clients

Ohio Home Care Waiver
Homebound individuals under the age of 60 meeting Medicaid eligibility

1,388 meals delivered to 7 clients
HARCATUS Youth Employment Services (YES) provides a Comprehensive Case Management Program (CCMEP) to Tuscarawas County residents ages 16 through 24 who meet income guidelines and/or have specific barriers to employment.

HARCATUS has operated a CCMEP out-of-school program since 2016. In July of 2019, HARCATUS received additional funding from the Stark Tuscarawas Workforce Development Board to begin operating an in-school program. In School participants must also meet income guidelines and/or have specific barriers as well as being actively enrolled in secondary school.

CCMEP programs include the following core elements:

- Leadership Development including citizenship, decision-making, civic engagement, teamwork, positive relationships, diversity, and healthy lifestyle choices.
- Transition to post-secondary training including career exploration, career path development & exposure to post-secondary opportunities and financial aid resources.
- Financial Literacy including budgeting, money management, saving and risk management.
- Work experience opportunities are developed with participants to assist with career exploration, job readiness, and job skills.

YES participants receive an hourly wage. Participants are also assisted with supportive service needs such as transportation and appropriate work clothing.

YES participants must commit to entering post-secondary training or unsubsidized employment upon completion of the program.

The YES classroom is located in New Philadelphia but many services are provided out in the community.

14 Unduplicated participants were enrolled in the Out-of-School Program from July 1, 2018 to June 30, 2019.

9 New participants have enrolled in the Out-of-School Program from July 1, 2019 to date.

11 Unduplicated participants have enrolled in the In-School Program from July 1, 2019 to date.
Volunteers with HARCATUS Retired Senior Volunteer Program serve their communities by preparing, serving and delivering meals, distributing food at food pantries across the tri-county area, and reading with children at a local elementary school.

RSVP volunteers contribute many hours with the Tuscarawas and Carroll County Anti-Drug Coalitions. During 2019, eight volunteers served over 170 hours assisting the Tuscarawas/Carroll County Anti-Drug Coalitions. These volunteers assembled over 500 educational handouts for distribution to parents and youth at local county fairs. These volunteers also assembled educational packets to be distributed to local churches for a “Hope Sunday” event.

25 RSVP volunteers regularly delivered meals through Mobile Meals. Receiving the meals allows seniors to remain in their own homes as long as possible. It also provides daily social interaction and a safety check for vulnerable seniors. RSVP volunteers are trained to look for anything that might indicate that the recipient may be in distress or in need of immediate medical attention. RSVP volunteers also prepared and served meals at the local Salvation Army.

Tuscarawas and Carroll County Family and Children First Councils (FCFC) and the United Way of Tuscarawas County were added as new volunteer stations. RSVP volunteers assembled training materials for FCFC’s PAX training.

Unified Bank donated $4,200 to the RSVP Files of Life program over a three-year period. File of Life is a voluntary program designed to help local first responders quickly obtain necessary medical history, support needs, and contact information when an emergency occurs.
HARCATUS Housing & Weatherization seeks to assist customers with services that will make safe, decent and affordable housing attainable. The Home Weatherization Assistance Program (HWAP) is available to help low income residents use less energy while increasing the comfort of their homes.

Our endeavors were made possible through partnership with the Corporation for Appalachian Development (COAD) and the following funding sources: Department of Energy, Department of Health and Human Services, Warm Choice/Columbia Gas, American Electric Power/CAP, and Energy Partnership Program. 2019 brought new funding from the Cleveland Housing Network (CHN) to provide the Dominion Housewarming Program.

- **259** Homes serviced
- **551** Individuals impacted
- **186** owned homes
- **73** rental homes
- **122** senior clients
- **61** disabled clients

- **5** hot water tanks installed
- **12** hot water tanks insulated
- **185** inefficient refrigerator/freezers replaced
- **8** heating units installed
- **191** low flow showerheads installed
- **64** houses insulated
- **5** clients on wait list
- **$6,659** average amount awarded per home

The HARCATUS warehouse on Grant Street now features artwork from local artist Teresa Prince as a part of the Dennison Railroad Depot’s “Dennison World War II Poster Mural Project: A Downtown Beatification Project.”
Winter Crisis Program

The HARCATUS Winter Crisis Program provides short-term financial assistance to low-income households threatened with disconnection of their heating source, already disconnected, or those with less than a ten day supply of bulk fuel (such as propane, coal, fuel oil, or wood).

$579,564 disbursed to 1,335 households, impacting

602 Seniors,

Summer Crisis Program

The HARCATUS Summer Crisis Program provides air conditioners, fans, and/or a minimum payment on an electric bill for low income applicants meeting strict eligibility guidelines. This program is typically limited to households with a member who has a physician-documented health concern or those who are 60 years or older.

163 Air Conditioners

$ 89,541 Electric Bill Payments

215 Fans

403 Households received assistance, impacting:

372 Seniors,
Regular Home Energy Assistance Program

The Home Energy Assistance Program is designed to assist eligible low income households with a percentage of the cost of home heating during the winter months. Assistance is provided for only the primary heat source and may be paid directly to the energy provider for all types of heat. Applications are generally available from late summer until early spring.

3,565 Qualifying applications resulted in

$703,514 paid to energy providers to help keep local families warm

Percentage of Income Payment Plan Plus (PIPP PLUS)

PIPP Plus is available for low income customers of regulated utilities, such as American Electric Power, Columbia Gas, and Dominion East Ohio Gas. This is only one of several payment plans a customer can access year-round based on their income, arrearage, or actual usage.

1,522 New applications completed

2,032 Reverifications completed

3,554 Total qualifying applications
Harrison County Food Pantry
The Food Pantry and Taxable Item program was created to aid in providing non-perishable food items and taxable items on an emergency basis to income-eligible Harrison County residents in response to community need. The Food Pantry relies heavily on cash donations and Emergency Food & Shelter Program Funding and has a group of dedicated volunteers.

Families received produce, meat, frozen vegetables, non-perishables, and some taxable items

445

Boxes distributed

845

Carroll County Community Clothes Closet
The Carroll County Community Clothes Closet was created to provide clothing, miscellaneous food items, and holiday items to families in response to a community need. The Clothes Closet relies heavily on cash donations and donations of product and also has a dedicated group of volunteers.

Blankets disbursed

160

Families received holiday/school supply assistance

144

Community members received clothing

308

St. Elizabeth Mobile Dental appointments scheduled

68

New Philadelphia Community Nest & Dennison Cubby
The New Philadelphia Community Nest & Cubby provide non-taxable items such as deodorant, laundry, dish soap, diapers, and pet food to families in need who meet guidelines. The Community Nest r& Cubby rely heavily on the donations of product and/or money. Several volunteers assist with these projects as well.

Families received assistance

59
Friendly Visitor Program

The Senior Outreach/Friendly Visitor program lost funding and ceased operations in September of 2019. The program provided home visits to older adults in Carroll County through funding from the Carroll County Job & Family Services. The home visitor assessed the resources and needs of at-risk older adults with a goal of providing information and referrals that help the individual stay in their home, maintain quality of life, and improve well-being.

Referrals included, but were not limited to; home-delivered meals, food banks, clothing banks, chore/housekeeping services, hospice care, home health services, the senior center, home energy assistance, weatherization and adult protective services.

Ohio Benefits Bank Tax Clinic

The Ohio Benefits Bank was a web-based program where trained volunteer counselors were recruited to assist eligible clients with filing their State and Federal Tax Returns. The Ohio Benefit Bank ceased operations in 2019.

HARCATUS has entered into a new community partnership with the United Way of Tuscarawas County's VITA program to continue this much needed service.
Head Start

Mission Statement

Through enhancing strengths, enriching experiences, and active parent involvement, HARCATUS Head Start is dedicated to positive learning opportunities which help children and families realize their personal best
Revenues

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Grant Revenues</td>
<td>3,197,425</td>
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<tr>
<td>State Grant Revenues</td>
<td>40,000</td>
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<tr>
<td>USDA</td>
<td>181,985</td>
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<tr>
<td>In-Kind Contributions</td>
<td>887,581</td>
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<tr>
<td>Other Income</td>
<td>11,402</td>
</tr>
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Total Revenues: 4,318,393

Line Item Expense

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>1,574,084</td>
</tr>
<tr>
<td>Fringes</td>
<td>780,107</td>
</tr>
<tr>
<td>Travel</td>
<td>24,281</td>
</tr>
<tr>
<td>Equipment</td>
<td>74,970</td>
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<tr>
<td>Facility</td>
<td>226,932</td>
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<tr>
<td>Supplies</td>
<td>149,977</td>
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<tr>
<td>Parent Services</td>
<td>4,705</td>
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<tr>
<td>Contractual</td>
<td>39,244</td>
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<tr>
<td>Transportation</td>
<td>136,590</td>
</tr>
<tr>
<td>In-Kind</td>
<td>887,581</td>
</tr>
<tr>
<td>Donation</td>
<td>312,507</td>
</tr>
<tr>
<td>Other</td>
<td>107,415</td>
</tr>
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</table>

Total Expense: 4,318,393

Functional Expenses

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative</td>
<td>465,781</td>
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<tr>
<td>Operating</td>
<td>475,514</td>
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<tr>
<td>Training</td>
<td>38,181</td>
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<tr>
<td>Education</td>
<td>1,567,145</td>
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<tr>
<td>Family and Community</td>
<td>322,436</td>
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<tr>
<td>Transportation</td>
<td>218,974</td>
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<tr>
<td>Nutrition</td>
<td>342,781</td>
</tr>
<tr>
<td>In-Kind</td>
<td>887,581</td>
</tr>
</tbody>
</table>

Total Expense: 4,318,393
HARCATUS Head Start completed a comprehensive Community Assessment in 2019.

Based on the knowledge gained during this assessment, several key recommendations and next steps for HARCATUS Tri-County Community Action can be made:

- **Report demonstrates that our current programs are focused on the most pressing needs of individuals, families and communities experiencing poverty.** Survey respondents indicated a high need for continuation of services currently provided by HARCATUS and the Head Start Program.

- **Report also points to substance abuse, counseling, healthcare, public transportation, and internet access as community needs outside the agency’s current core services.** Partnerships should be developed and/or expanded to increase HARCATUS’ understanding of, and explore community and/or agency capacity for, assisting low-income families with these issues.

- **HARCATUS should explore ways to further assist our participants with their career path both internally and through community partnerships.**

- **HARCATUS realizes there are families with cultural and language differences (i.e. limited English proficiency) that may present additional barriers to achieving self-sufficiency.** This needs further assessment.

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**MONITORING RESULTS**

AFC conducted a Focus Area Two Monitoring Review from April 2-6, 2018. Based on the information gathered during the review, our program was found to have met the requirements of all applicable Head Start Program Performance Standards, laws, regulations, and policy requirements.
ENROLLMENT

Total Number of Children and Families Served – 437

Average Monthly Enrollment – 99%

Percentage of Eligible Children Served – 63%

HEALTH SERVICES

95% of enrolled children received Medical Examinations

83% of enrolled children received Dental Examinations

33% of children receiving a Dental Examination needed Dental Treatment
Parents are such an important part of HARCATUS Head Start. A variety of educational, decision-making, and family oriented activities were offered to parents in our program.

<table>
<thead>
<tr>
<th>Policy Council</th>
<th>Parent Club</th>
<th>Parent Conferences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent In-Services</td>
<td>Parent Activity Days</td>
<td>Learning Genie Activities</td>
</tr>
<tr>
<td>Dad's Days</td>
<td>Active Parenting NOW</td>
<td>Parent Ambassador</td>
</tr>
<tr>
<td>Classroom Volunteers</td>
<td>Field Trip Volunteers</td>
<td>Office Volunteers</td>
</tr>
<tr>
<td>Play &amp; Learn - Educational Activities</td>
<td>Triple P - Parenting Education</td>
<td>Educational School Readiness Goal Setting</td>
</tr>
<tr>
<td>Child Development Trainings</td>
<td>Family Goal Setting</td>
<td>First Aid, CPR Trainings</td>
</tr>
</tbody>
</table>

"At the end of the day, the most overwhelming key to a child's success is the positive involvement of parents."

Jane D. Hull
Children made great gains in all areas since our fall assessment. Our strongest areas included Language and Literacy, Mathematics, and Social Emotional Development. Our children continue to struggle with science goals.

We will support growth with staff training, materials, and continued feedback on staff practices.

In order to prepare children for Kindergarten, HARCATUS Head Start provided Transition Activities, Kindergarten Transition Packets, and gave Transition Kits to children going to Kindergarten.
Head Start thanks the St. Martin Lutheran Church for the wonderful donation of the Malvern facility to HARCATUS!

The United Way of Tuscarawas County & their sponsors collected $3,000 in cash donations and school supplies valued at $15,923 in August, 2019.

HARCATUS is a United Way Partner Agency
GOVERNANCE

HARCATUS 2019 BOARD OF DIRECTORS

Robert Baker, President, Public Sector
Commissioner Lewis Mickley, Vice President, Public Sector
Elmer Leeper, Treasurer, Private Sector
Bryan Bartimus, Secretary, Community Representative
Commissioner Paul Coffland, Public Sector
Commissioner Al Landis, Public Sector*
Ruth Ann Tinlin, Public Sector
Debra Knight, Public Sector
Chris Morris, Community Representative
Karla Armstrong, Community Representative
Ronnie Shockley, Community Representative
C. Rodger Barto, Community Representative*
Margaret "Peggy" Messer, Community Representative
Pam Parrish, Private Sector
Albert "Andy" Atkins, Private Sector
Mary Ellen Richards, Private Sector
Hwa Y. Lumley, Private Sector
Helen Leeper, Private Sector

• Appointment changes in 2019:
  Mayor Joel Day, Public Sector
  Bennie Boggess, Community Representative

HEAD START POLICY COUNCIL

Cindy Hilbish, Chair
Stephanie Sabo, Vice Chair
Betty Wilson, Secretary
Angela Dennison, Treasurer
Margarita Perez, OHSAl Representative
Kaitey Warren
Amber Wiley
Cassie Yosick
Abbie Winkler
Tiffany Ash
Connie Griffith
Kiris Murray
Elizabeth Cartwright
Nequilla Jackson
Faye Seagraves
Levi Kaser
The work HARCATUS does would not be possible without the generous support of countless volunteers on our Board of Directors, Head Start Policy Council, Policy Advisory Committees and in our programs.

We salute all of our volunteers, community partners, stakeholders, funders, board members and employees for their valuable contribution to our mission.

We salute each and every HARCATUS participant who embraced an opportunity for change.—Thank you!

225 Fair Ave NE
New Philadelphia, OH 44663
740-922-0933 (Phone)
740-922-4128 (Fax)
www.harcatus.org

This report, published June 2020 is prepared to comply with the Ohio Community Action Organizational Standards and Head Start Reauthorization Act of 2007, Administrative Requirements and Standards Sec. 644 [42 U.S.C.9839 (a) (2)].