



Families in Partnership, Inc.  
Grantee #: 08CH011637-02  
Annual Report

Families in Partnership, Inc. is a non-profit, 501(c)(3) corporation, serving Lincoln County. The Early Head Start program serves the Libby Public School System #4. Our EHS program serves pregnant women and infants and toddlers age zero to three.

Our annual report follows our fiscal year which runs from 01 July, through 30 June, each year. The program runs continuously throughout the year and does not follow the local school district calendar. We operate for twelve months, offering home based services. Our funded enrollment is 48, all of which are served in a home-based capacity.

**Vision**

Strong families in a strong community able to meet the physical, cognitive, and emotional needs of all its members.

**Mission**

Families in Partnership, Inc. is committed to promoting and developing the potential of families, and improving the community through effective action and leadership. Its purpose is exclusively educational and charitable.

**Board of Directors Member Roster**

Shirley Chase, Chairperson, Education and Administration  
Sandra Fulgham, Fiscal  
Ann German, Vice Chairperson, Attorney  
Kristen Moniz, Past Parent  
One open seat to be filled.

**Policy Council Member Roster**

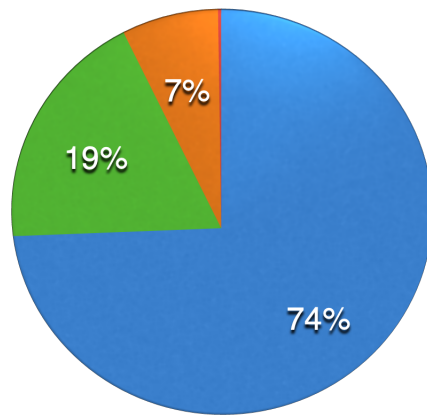
Teresa McLeod, Secretary/Chairperson, Community Representative  
Kodi Huller, Vice Chairperson, Parent Representative  
Alexyss Camen, Secretary/Treasurer, Parent Representative  
Shane Ellison, Parent Representative  
Ashlee Ellsworth, Parent Representative  
Randy Holm, Community Representative  
Kristin Moniz, Board of Directors Liaison  
Mandie Cox, FIP EHS Staff Liaison

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**A. Funding**

Families in Partnership Early Head Start received \$465,447, through ACF, Office of Head Start, with an In-Kind contribution of \$116,362. CACFP \$9. Claims reflect snack reimbursement. The Administration for Children and Families also allocated COLA Funds: \$5,556, with an In-Kind contribution of \$1,389. . These additional funds brought our total to \$471,003, with a total In-Kind contribution of \$117,751.

● EHS      ● EHS In-Kind      ● CACFP  
● COLA      ● COLA In-Kind



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**B. FIPINC Statements of Financial Position as of 30 June 2022**

**ASSETS**

Current Assets

Cash and Cash Equivalent	\$300,408
Construction in Process	\$33,845
Equipment and Vehicle	\$98,341
Building Improvements	\$118,743
Buildings	\$208,550
Land	\$74,504
Accumulated Depreciation	(\$96,104)
Total Assets	\$762,226

**LIABILITIES**

Current Liabilities

Accounts Payable	\$3,964
Payroll Liabilities	\$93
Deferred Revenue	\$0
Total Current Liabilities	\$3,562

**NET ASSETS**

Without Donor Restrictions	\$752,365
With Donor Restrictions	\$6,299
Total Net Assets	\$78,664

Total Liabilities and Net Assets \$762,226

**FIP Early Head Start Schedule of Revenue, Expenses, and Changes in Net Assets**

**REVENUES**

Grant Revenue	\$471,003
In-Kind	\$117,751
Total Revenue	\$588,754

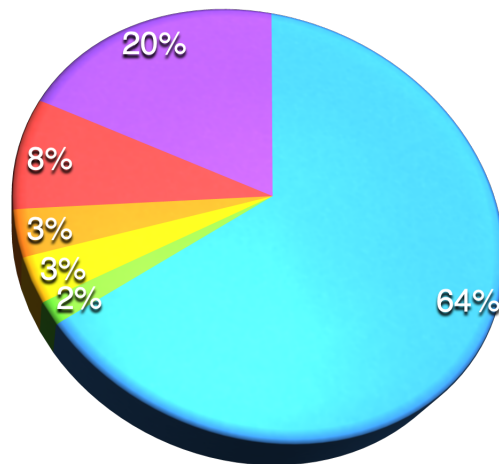
**EXPENSES**

Personnel and Fringe Benefits	\$376,744
Travel and Training	\$9,000
Supplies	\$17,700
Contractual	\$19,000
Other	\$48,559
In-Kind	\$117,751
Total Expenses	\$588,754

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REVENUE OVER EXPENSE	-
NET ASSETS, July 1, 2019	-
NET ASSETS, June 30, 2020	-

● Personnel & Fringe	● Travel & Training	● Supplies
● Contractual	● Other	● In-Kind



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**Proposed Budget for 2022-2023**

<b>Personnel</b>				<b>Total</b>
<b>TOTAL PERSONNEL</b>				\$331,763.00
<b>Budget Category</b>				<b>Total</b>
Unemployment .13%				\$431.00
Payroll Taxes – SS 6.2%				\$20,569.00
Payroll Taxes – Medicare 1.45%				\$4,810.00
Worker's Compensation				\$2,900.00
Insurance-Dental/Health				\$18,000.00
<b>Total Fringe</b>				\$46,710.00
<b>Supplies</b>				
Office Supplies				\$5,430.00
Child & Family Service Supplies				\$4,600.00
Diapers				\$400.00
<b>Total Supplies</b>				\$10,430.00
<b>Contractual</b>				
Audit/Legal				\$11,000
Mental Health				\$2,000.00
Nutritionist				\$1,000.00
<b>Total Contractual</b>				\$14,000.00
<b>Other</b>				
Utilities/Telephone				\$15,000.00
Building Maintenance /Repair/Occupancy				\$18,000.00
General/Auto/Building & Child Liability Insurance				\$10,200.00
D & O Insurance				\$1,700.00

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Travel – Home Visitor Mileage	\$3,000.00
Local Travel	\$2,500.00
Parent Services/Activity Fund	\$200.00
Professional Development – Includes Travel	\$4,000.00
Professional Fees and Dues	\$1,500.00
Other Personnel Expenses	\$500.00
Vehicle Expenses	\$1,500.00
<b>Total Other Budget</b>	\$58,100.00
<b>Base Funding</b>	\$461,003.00
PA21 – Includes Travel	\$10,000.00
<b>Total Grant Budget</b>	\$471,003.00
Non-Federal Share	\$117,751.00

### C. Financial Audit Findings

A financial audit was conducted by Carver Florek & James, LLC, with a noted concern about the lack of expertise and fiscal personnel. Some adjustments were made to close accounts in line with the GAAP. The Executive Director was able to identify these issues, but a qualified fiscal officer with expertise in non-profit accounting is needed. The audited financial statements included an Independent Auditor's Report, Financial Statements, (Statements of Financial Position, Activity, Functional Expenses, Cash Flows, and Notes), Supplemental Schedules including and explanation and a Statement of Revenues, Expenses, and Change in Net Assets – Early Head Start. A new fiscal officer was hired just prior to the financial audit and participated in the audit as part of training and orientation.

### D. Enrollment

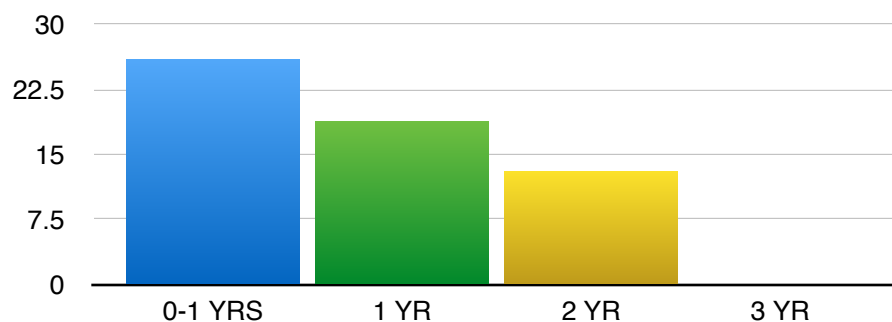
The total number of children and pregnant women served during 2021-2022 was 68. There were 58 children and 10 pregnant women. The average monthly enrollment was 48, 100% of funded enrollment slots. There were 26 children under age one, 19 children 1 year old, 13 children 2 years old, and 0 children 3 years old. We had 25 children in their second year, and 13 children enrolled for three or more years. There were 44 enrollees who were eligible at an income level below 100% of the federal poverty line, 2 enrolled as TANF or SSI, 3 foster children, 10 with a status of homeless, and 3 between 100%-130%, and 6 over-income. Four families reported their race as American Indian or Alaska Native, 50 as White Non-Hispanic, and 5 as White Hispanic. Nine families reported their race as Non-Hispanic biracial.

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FIPEHS served 83% of all known eligible children in our service area. There are several eligible children who would qualify for services, but are part of our local Amish community and chose not to enroll.

Age of Enrolled Children



**E. Medical/Dental Exams.**

During the 2021-2022 year, at enrollment, 58 children had health insurance, 57 children had it at the end of enrollment, (one qualified for health insurance at the beginning of the year, then had an increase in income and no longer qualified and couldn't afford insurance), 522 children were up-to-date on immunizations, and 58 enrolled children had a dental home. Five of ten pregnant women received a professional dental examination and/or treatment. Of the five who did not see a dentist, concerns about COVID was the most common reason. One local dentist stopped accepting medicaid and the local community health center lost a dentist. Throughout the program year, per Section 644(2), 100% of children received medical exams, and 89.7% of children received dental exams. Children who did not have a medical or dental home received services at the Northwest Community Health Center.

**F. Parent Engagement**

Parent involvement activities offered by our Early Head Start program include Policy Council, Parent Committees, volunteering at various local events hosted by Families in Partnership Early Head Start, Socialization planning and preparation, training opportunities offered by the

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program, Health Advisory Committee, Zero to Five activities, Healthy Mothers Healthy Babies, and a parent education class using The Nurturing Parenting curriculum, an evidenced based curriculum. This parent education opportunity utilizes the Adverse Childhood Experience screener, involves an intake and exit interview, and engages parents in active participation.

Parents participate in curriculum activities throughout the week. These activities are provided by the Home Visitor and are curriculum activities to foster parent and child engagement in the home. These activities work on developmental domains and are individualized for each child's development. They are a continuation of work toward school readiness goals.

FIPEHS hosts a number of additional training opportunities through the year. Topics include: financial literacy, fuel assistance, crisis prevention, child abuse and neglect, transitions, health and dental information, mental health services, literacy, child development, and parenting education.

Family engagement is an intentional, ongoing partnership to which all parties contribute. When we offer activities and socializations in collaboration with parents, it promotes parenting growth as well as children's development, learning, and wellness.

We are still dealing with COVID related issues and are ensuring our staff, as well as the children and families we serve, are safe. FIP COVID protocols and a health questionnaire are being used prior to each visit to determine if a visit will be in-person, or virtual. Families in Partnership, Inc. Board of Directors and Policy Council continue to support offering virtual services to families who have been exposed, or have an exclusion policy illness, but are well enough to participate in a virtual visit. This allows us to continue to serve children and families, while ensuring everyone's safety.

### **G. School Readiness**

Families in Partnership, Inc. puts books into the hands of babies, through our Literacy Project and books from the HOPA Mountain StoryMakers program. Literacy is one of the first goals for our families. This establishes early on that literacy is a very important part of life. Babies "read" by touching, mouthing, and feeling books. They also read along when other individuals read to baby.

Families in Partnership Early Head Start offers early intervention screenings that result in Individual Family Service Plans. We work directly with CDC, our Part C provider, to offer these services. We also work with the Early Intervention Pre-school to ensure we are all working toward the same goals for children and families. There were 6 children enrolled in the program who had an Individualized Family Service Plan, which indicated they had been determined eligible by the Part C Agency to receive early intervention services under the Individuals with Disabilities Education Act. Of these 6 children, 1 was determined eligible to receive early intervention services prior to enrollment, and 5 during the enrollment year.



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Our evidence based curriculum, Parents As Teachers, is in line with the Early Learning Outcomes Framework.

## **5 Domains of School Readiness Goals**

### **Physical Well-Being and Motor Development**

- I. Children will begin to demonstrate control of movement and balance.
- II. Children will be able to manipulate small objects and tools.
- III. Children will learn, and begin to participate in healthy and safe habits.

### **Social and Emotional Development**

- I. Children will engage in warm, nurturing relationships, demonstrating self-control, and emergent control of their bodies and emotions.
- II. Children will engage in play, socialization, and positive peer interactions.
- III. Children will express concern for others, through positive peer relationships.
- IV. Children will sit still, engage in classroom activities, and pay attention for short periods of time.

### **Approaches to Learning**

- I. Children will demonstrate inquisitiveness, by asking questions about different topics.
- II. Children will show persistence in mastering new materials.
- III. Children will use appropriate language to define actions.
- IV. Children will demonstrate an enthusiasm for books.

### **Language Development**

- I. Children will speak in short sentences, be able to communicate, and be understood by others.
- II. Children will use and understand varied vocabulary, including prepositional phrases.
- III. Children will be able to use oral, and when appropriate, sign language, to communicate.

### **Cognition and General Knowledge**

- I. Children will be able to express their basic needs.
- II. Children will be able to follow simple directions and follow a simple routine.
- III. Children will be able to demonstrate a knowledge of one to one correspondence.
- IV. Children will demonstrate a readiness to toilet train.

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## **H. Monitoring**

From June 6, 2022 to June 9, 2022, the Administration for Children and Families (ACF) conducted a Focus Area One (FA1) monitoring review of the Families In Partnership, Inc. Early Head Start program. This report contains information about the recipient's performance and compliance with the requirements of the Head Start Program Performance Standards (HSPPS) or Public Law 110-134, *Improving Head Start for School Readiness Act of 2007*.

Families in Partnership, Inc. had been without a qualified Fiscal Officer and did not have one in place at the time of the review. We were issued a noncompliance, 1302.91(c), and were required to develop a corrective action plan. We completed our corrective action plan and hired a qualified fiscal officer. The issue was closed by the Region VIII office after a follow-up on 15 December 2022.