

Agenda
T.E.A.C.H., Inc.
Board of Directors Meeting
TEACH Inc. Office
112 E. 2nd St.
Alturas, CA 96101

July 16, 2025
5:15 p.m.

1. CALL TO ORDER:

To Our Visitors:

Addressing Agenda Items:

Members of the public may place items on the agenda of any regular Board meeting. The items must be directly related to T.E.A.C.H., Inc.'s business. Requests for placement must be made in writing and delivered to the T.E.A.C.H., Inc. office no later than 12:00 noon on the ninth (9th) business day prior to the meeting. The placement of the item on the agenda will be determined by the Executive Director, who may consult with the Board Chairman on the matter. Items placed on the agenda by the public will be for information and discussion so that the Board may be advised of the views of the community. The Board Chairman reserves the right to place the item on the agenda (as an action item) on a subsequent meeting for action.

2. ROLL CALL:

Present: ___Cain ___Curtis ___Forrest ___Keostier ___ Shimamoto___ Yarberry

Staff: ___Madison___MacDonnell___Kates

Visitors: _____

3. POSTING OF AGENDA: Notice that the Agenda has been properly posted.

4. APPROVAL OF MINUTES:

The Board will review the minutes for the June 18th, 2025, meeting for approval.

Action Item.

5. REVIEW AND APPROVAL OF EXPENDITURES:

The Board will review for approval of the June 2025 expenditures. **Action Item.**

6. REVIEW OF YEAR-TO-DATE EXPENDITURES:

The Board will review year-to-date expenditures. **Information Item.**

7. PUBLIC INPUT:

PUBLIC COMMENTS:

Citizens may address the T.E.A.C.H., Inc. Board of Directors at this time on any items not on the agenda. Following recognition by the Chairman, each speaker may have the floor for two (2) minutes. Persons addressing the Board are requested to give their name, address, and the group organization they represent, if any, in order that an accurate record can be made in the minutes. If the Board desires action, the item can be put on the agenda of a future meeting *NOTE: Citizens should be aware that, in accordance with the Brown Act, the Board is not allowed to act on non-agenda items

8. STAFF REPORTS:

9. BOARD/COMMITTEE REPORTS:

10. OLD BUSINESS:

11. NEW BUSINESS:

- A. Resolution Number 25-06: Planning and Services Area 2 Area Agency on Aging Action Item
- B. Resolution Number 25-05: Low-Income Home Energy Assistance Action Item
- C. Modoc County CalWorks Housing Support Program (HSP) Policy Action Item

12. CORRESPONDENCE:

- A. Fiscal Year 2024-2025 program Self-Evaluation Survey for Child Care and Development Programs Information Item

13. NEXT MEETING:

14. CLOSED SESSION:

Anticipated litigation. The board will receive advice under the Authority of Government Code 54956.9 subdivision b, 1, a. The current number of cases is unknown but is estimated not to exceed one.

15. ADJOURNMENT:

T.E.A.C.H., INC.
Board of Directors
Regular Meeting Minutes
June 18th, 2025
5:40 p.m.

1. CALL TO ORDER:

Chairperson Keostier called the meeting to order at 5:40 p.m.

2. ROLL CALL:

PRESENT: Members Koetsier, Forrest, Shimamoto, and Yarberry

ABSENT: Member Curtis and Member Cain

STAFF: Madison, MacDonnell

VISITORS: Sarah Stockwell

3. POSTING OF AGENDA:

Member Koetsier noted that the agenda had been properly posted.

4. APPROVAL OF MINUTES:

The minutes from the May 14th, 2025, meeting were reviewed.

Member Yarberry made a motion to approve the minutes. Member Shimamoto seconded the motion. The motion carried with all ayes.

5. REVIEW AND APPROVAL OF EXPENDITURES:

Expenditures for the month of May 2025 were discussed. **Member Yarberry made a motion to approve the expenditures for the month of April. Member Forrest seconded the motion. Motion carried. All ayes.**

6. REVIEW YEAR-TO-DATE EXPENDITURES:

Year-to-date expenditures were reviewed.

7. PUBLIC INPUT: None

8. STAFF REPORTS:

Carol Madison made the following report:

- "I attended the Non-Profit of the Year Luncheon in Sacramento on Wednesday, May 21st. The recognition has generated significant positive publicity for TEACH.
- The Adult Education graduation ceremony took place on Thursday, May 29th. Twelve students earned their high school diplomas, and four students achieved U.S. citizenship.
- The Fiscal Office just closed the books for the 2019/2020 Fiscal Year. They should be closing 20/21, 21/22, 22/23, and 23/24 within the next couple of weeks.
- We have scheduled the independent audit for the week of September 8th.

- We received our contract award amounts for the 25/26 Fiscal Year. They are comparable to the current year's contract amounts.
- I have submitted the Contract Improvement Plan for our Child care contract. I received feedback from the state on in this afternoon, but I haven't read it completely.
- Kristen Schreder, a fellow member of the Executive Committee of the Nor Cal Continuum of Care (CoC), reached out to me regarding the opportunity to apply as the Administrative Agency for the seven-county CoC. We submitted our application last week and expect to receive a decision by the end of the month.
- Tiffany Gwinn resigned from the Senior Center. Noelle and Tia have been shadowing her for a couple of weeks. They will be taking over her workload.
- The sewer lines were collapsing at the apartments, so we replaced them and the water lines. We will start pouring the new sidewalks and driveway next week.
- Meeting with the Modoc Work Activity Center Board, they are asking to make the transition sooner rather than later.

9. BOARD REPORTS:

Member Yarberry made the following report:

- Thanked everyone for the opportunity to be on the board. Because June was her last meeting.

10. OLD BUSINESS: None.

11. NEW BUSINESS:

- a. **Lactation Accommodation Policy:** Member Shimamoto made a motion to approve the Lactation Accommodation Policy, and Member Forrest seconded the motion. Motion carried, all ayes.

12. CORRESPONDENCE:

- a. **Workers' Comp Assessment Visit:** The Board reviewed and discussed details regarding the Workers' Comp Assessment Visit.
- b. **Contract Award for Family Child Care Home Education Networks (CFCC) Funds for FY 2025-26:** The Board reviewed and discussed Contract Award for Family Child Care Home Education Networks (CFCC) Funds for FY 2025-26.
- c. **NorCal CoC Administrative Entity and NorCal CoC Operation Overview:** The Board reviewed and discussed details of the NorCal CoC Administrative Entity and NorCal CoC Operation Overview.

13. NEXT MEETING: July 16th, 2025, at TEACH INC Office at 5:15 p.m.

14. CLOSED SESSION:

15. ADJOURNMENT: The meeting was adjourned at 6:41 p.m.

Training, Employment and Community Help Inc.

Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
Rape Crisis 2123	1001	6/1/2025	Cory Yancey	700.00		SA Jun'25 Rent
Rape Crisis 2123	1001	6/12/2025	American Express	853.40		SA & DV Furniture
Rape Crisis 2123	1001	6/12/2025	American Express	65.08		SA Facebook Ad
Rape Crisis 2123	1001	6/12/2025	American Express	444.02		SA Furniture
Rape Crisis 2123	1001	6/12/2025	American Express	5,795.91		SA Promotional Materials & Supplies
Rape Crisis 2123	1001	6/12/2025	American Express	47.19		SA Twn Sheet
Rape Crisis 2123	1001	6/13/2025	Verizon	25.07		Cell & Ipad Lines May'25
Rape Crisis 2123	1001	6/20/2025	Ubeo Business Services	204.28		SA & DV Printer Maint. Contract
Rape Crisis 2123	1001	6/23/2025	American Express	1,336.72		SA Conference Easley & Bushey
Rape Crisis 2123	1001	6/24/2025	Frontier	20.01		SA & DV Telephone
Rape Crisis 2123	1001	6/25/2025	Tnet Broadband Internet LLC	33.00		Internet
Rape Crisis 2123	1001	6/27/2025	Modoc Media dba Modoc County Record	25.50		HELP WANTED Receptionist/ Data Entry Ad
Rape Crisis 2123	1001	6/27/2025	Modoc Media dba Modoc County Record	20.00		MCC Ad
Rape Crisis 2123	1001	6/30/2025	City Of Alturas	95.04		Sa Water
Rape Crisis 2123	1001	6/30/2025	Pacific Power And Light	167.81		Electricity
OES Domestic Violence	1200	6/1/2025	Charles D. Yancey	700.00		DV Jun'25 Rent
OES Domestic Violence	1200	6/1/2025	Teach Inc.	805.25		DV Jun'25 Rent
OES Domestic Violence	1200	6/9/2025	Holiday Market	194.85		DV Food
OES Domestic Violence	1200	6/9/2025	McCombs Electric Inc.	0.00		DV Dog Run Electrical
OES Domestic Violence	1200	6/10/2025	ACE / Four Seasons	47.16		DV Supplies
OES Domestic Violence	1200	6/10/2025	Frontier	165.00		Internet Access
OES Domestic Violence	1200	6/11/2025	American Express	24.99		Netflix Monthly Subscription
OES Domestic Violence	1200	6/12/2025	American Express	10.86		DV Facebook Ad
OES Domestic Violence	1200	6/12/2025	American Express	111.16		DV Office Supplies
OES Domestic Violence	1200	6/12/2025	American Express	5,887.11		DV Promotional Materials & Supplies
OES Domestic Violence	1200	6/12/2025	American Express	368.48		DV Room Voucher
OES Domestic Violence	1200	6/12/2025	American Express	1,394.20		DV Wireless Smart Security Camera
OES Domestic Violence	1200	6/12/2025	American Express	853.40		SA & DV Furniture
OES Domestic Violence	1200	6/13/2025	Holiday Market	168.28		DV Food
OES Domestic Violence	1200	6/13/2025	Verizon	25.07		Cell & Ipad Lines May'25
OES Domestic Violence	1200	6/16/2025	Frontier	105.91		DV Telephone
OES Domestic Violence	1200	6/16/2025	Holiday Market	215.33		DV Food
OES Domestic Violence	1200	6/17/2025	Staub & Sons Petroleum	80.04		Gas

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Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
OES Domestic Violence	1200	6/20/2025	ACE / Four Seasons	16.08		DV Deadlatch Door
OES Domestic Violence	1200	6/20/2025	Ubeo Business Services	204.27		SA & DV Printer Maint. Contract
OES Domestic Violence	1200	6/23/2025	American Express	359.59		DV Bedding Supplies
OES Domestic Violence	1200	6/23/2025	American Express	356.28		Dv Scentsy
OES Domestic Violence	1200	6/24/2025	Frontier	20.00		SA & DV Telephone
OES Domestic Violence	1200	6/24/2025	Holiday Market	289.98		DV Food
OES Domestic Violence	1200	6/25/2025	Tnet Broadband Internet LLC	66.00		Internet
OES Domestic Violence	1200	6/27/2025	American Express	308.35		DV DMV Fee
OES Domestic Violence	1200	6/27/2025	American Express	678.52		DV File Organizer
OES Domestic Violence	1200	6/27/2025	American Express	46.10		DV Self Defense Food
OES Domestic Violence	1200	6/27/2025	Modoc Media dba Modoc County Record	25.50		HELP WANTED Receptionist/ Data Entry Ad
OES Domestic Violence	1200	6/27/2025	Modoc Media dba Modoc County Record	20.00		MCC Ad
OES Domestic Violence	1200	6/30/2025	City Of Alturas	290.92		DV Water
OES Domestic Violence	1200	6/30/2025	Holiday Market	5.69		DV Crystal Water
OES Domestic Violence	1200	6/30/2025	Holiday Market	235.19		DV Food
OES Domestic Violence	1200	6/30/2025	Holiday Market	6.95		DV Supplies
OES Domestic Violence	1200	6/30/2025	Pacific Power And Light	369.16		Electricity
OES Domestic Violence	1200	6/30/2025	Spectrum	141.98		DV Cable
OES Domestic Violence	1200	6/30/2025	Staub & Sons Petroleum	44.08		Gas
OES Domestic Violence	1200	6/30/2025	Wayne C. Bethel Refrigeration & Heating	125.00		DV Repair Office AC
Red Rover	1201	6/9/2025	McCombs Electric Inc.	2,246.61		DV Dog Run Electrical
Eddingfield Apartments	1905	6/6/2025	John Wisser Construction	9,085.00		Eddingfield Apt. Replace Sewer & Water Lines
Eddingfield Apartments	1905	6/13/2025	ACE / Four Seasons	325.40		Eddingfield Apt. #5 Materials & Supplies
Eddingfield Apartments	1905	6/13/2025	TEACH Edding field apartment	210.00		BHBH Eddingfield Apt. #5 Jun'25 Rent
Eddingfield Apartments	1905	6/25/2025	Tnet Broadband Internet LLC	153.00		Internet
Eddingfield Apartments	1905	6/27/2025	American Express	365.86		Eddingfield Apt. Materials & Supplies
Eddingfield Apartments	1905	6/30/2025	City Of Alturas	687.28		Eddingfield Apt. Water
Eddingfield Apartments	1905	6/30/2025	Pacific Power And Light	96.39		Electricity
Eddingfield Apartments	1905	6/30/2025	Shawn's Locksmithing	181.50		Eddingfield Apt. Install New Card Control Lock
Eddingfield Apartments	1905	6/30/2025	Terminix Processing Center	142.00		Eddingfield Apt. Pest Control

Training, Employment and Community Help Inc.

Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
Eddingfield Apartments	1905	6/30/2025	Waste Management Of Nevada	17.00		Eddingfield Apt. Garbage
Parenting Education	2200	6/3/2025	Holiday Market	16.78		Parenting Food
Parenting Education	2200	6/10/2025	Holiday Market	26.72		Parenting Food
Parenting Education	2200	6/11/2025	American Express	118.93		Parenting Toner Cartridge
Parenting Education	2200	6/11/2025	American Express	12.99		Parenting Microsoft Monthly Renewals
Parenting Education	2200	6/11/2025	American Express	171.59		Parenting Desk Converter
Parenting Education	2200	6/11/2025	American Express	1,561.96		Parenting Kitchen Supplies
Parenting Education	2200	6/11/2025	American Express	38.56		Parenting Large River Rocks for Painting
Parenting Education	2200	6/11/2025	American Express	1,369.94		Parenting Supplies
Parenting Education	2200	6/11/2025	American Express	198.00		Parenting/ ENVATO Annual Subscription
Parenting Education	2200	6/13/2025	Verizon	69.81		Cell & Ipad Lines May'25
Parenting Education	2200	6/13/2025	Vermillion Oates Tanya L	0.00		Parenting Candles
Parenting Education	2200	6/16/2025	Fredrick, Jessica	90.60		Expense Reimbursement
Parenting Education	2200	6/16/2025	Holiday Market	39.35		Parenting Food
Parenting Education	2200	6/23/2025	American Express	500.31		Parenting Guide Assessments
Parenting Education	2200	6/23/2025	American Express	514.79		Parenting Bunnle Machine
Parenting Education	2200	6/23/2025	American Express	74.36		Parenting Color Custom
Parenting Education	2200	6/23/2025	American Express	1,021.04		Parenting Fabric Banners, Rope & Rack Cards
Parenting Education	2200	6/23/2025	American Express	143.38		Parenting Jersey Tee & Sweatshirt
Parenting Education	2200	6/23/2025	American Express	915.32		Parenting Kitchen Utensils
Parenting Education	2200	6/23/2025	American Express	254.69		Parenting Microwave
Parenting Education	2200	6/23/2025	American Express	205.41		Parenting Mini Books
Parenting Education	2200	6/23/2025	American Express	550.00		Parenting NNP Adolescent Training
Parenting Education	2200	6/23/2025	American Express	268.11		Parenting Storage Containers
Parenting Education	2200	6/23/2025	American Express	450.00		Parenting Training
Parenting Education	2200	6/23/2025	American Express	450.00		Parenting Virtual Class
Parenting Education	2200	6/24/2025	Holiday Market	15.08		Parenting Food
Parenting Education	2200	6/24/2025	Vermillion Oates Tanya L	184.00		Reissued Check #8091
Parenting Education	2200	6/27/2025	American Express	42.88		Parenting Baby Diaper Bags
Parenting Education	2200	6/27/2025	American Express	239.88		Parenting QRFY Subscription
BH Nurturing Families	2215	6/11/2025	American Express	2,193.59		BH Kids Materials & Supplies

Training, Employment and Community Help Inc.

Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
BH Nurturing Families	2215	6/11/2025	American Express	1,000.00		Life Skills Elearning Books
BH Nurturing Families	2215	6/23/2025	American Express	531.64		BH Nurturing Kitchen & Office Supplies
BH Nurturing Families	2215	6/23/2025	American Express	1,340.25		BH Nurturing Laptop
BH Nurturing Families	2215	6/23/2025	American Express	78.25		BH Nurturing Wall -Mounted
BH Nurturing Families	2215	6/23/2025	American Express	187.65		BH Nurturing Writing Bundle
BH Nurturing Families	2215	6/27/2025	American Express	2,510.00		BH Nurturing Gift Cards
BH Nurturing Families	2215	6/27/2025	American Express	55.74		BH Nurturing Plastic Storage Bins
CASA	2400	6/11/2025	American Express	9.99		SACA Mocrosoft Monthly Renewals
CASA	2400	6/13/2025	Verizon	21.06		Cell & Ipad Lines May'25
CASA	2400	6/16/2025	Fredrick, Jessica	8.50		Expense Reimbursement
CASA	2400	6/27/2025	American Express	9.99		CASA Microsoft Monthly Subscription
Drug Court	2407	6/5/2025	Clifford Fuenten	351.61		Drug Court/Expense Reimbursement
Drug Court	2407	6/17/2025	Staub & Sons Petroleum	111.94		Gas
Foster Family Agency	2800	6/2/2025	Quick Lube Plus	102.61		2022 Toyota Tacoma Oil Service
Foster Family Agency	2800	6/4/2025	Jeanie Romanoff	90.80		FFA Clothing Reimbursement Jun'25
Foster Family Agency	2800	6/4/2025	Rebecca Esch	50.00		FFA Clothing Reimbursement Jun'25
Foster Family Agency	2800	6/10/2025	Frontier	165.00		Internet Access
Foster Family Agency	2800	6/10/2025	Renae Sweet	300.00		FFA CPR/1st Aid for Foster Parent
Foster Family Agency	2800	6/11/2025	American Express	325.00		FFA Active Cases
Foster Family Agency	2800	6/17/2025	Staub & Sons Petroleum	71.92		Gas
Foster Family Agency	2800	6/18/2025	Evah Dixon	334.00		FFA Jun'25 B. Beavers
Foster Family Agency	2800	6/18/2025	Jeanie Romanoff	1,543.00		FFA Jun'25 K. Mesa
Foster Family Agency	2800	6/18/2025	Jeanie Romanoff	1,543.00		FFA Jun'25 S. Witzle
Foster Family Agency	2800	6/18/2025	Marcelina Bocanegra or Keith Temple	1,258.00		FFA Jun'25 H. Safreed
Foster Family Agency	2800	6/18/2025	Rebecca Esch	1,570.00		FFA Jun'25 L. Johnston-Jones
Foster Family Agency	2800	6/18/2025	Skylar Pina	1,258.00		FFA Jun'25 M. Parraz
Foster Family Agency	2800	6/18/2025	Tannith Martin	2,516.00		FFA Jun'25 D. Summy-Leahy
Foster Family Agency	2800	6/18/2025	Tannith Martin	1,258.00		FFA Jun'25 N. Escobar
Foster Family Agency	2800	6/18/2025	Tracy Moore	3,284.00		FFA Jun'25 S. Thompson
Foster Family Agency	2800	6/18/2025	Tracy Moore	3,284.00		FFA Jun'25 Z. Stewart
Foster Family Agency	2800	6/18/2025	Victoria L. Still	1,258.00		FFA Jun'25 R. Murrietta
Foster Family Agency	2800	6/18/2025	Victoria L. Still	1,258.00		FFA Jun'25 V. Murrietta
Foster Family Agency	2800	6/25/2025	Stephanie Larson	181.50		FFA Expense Reimbursement
Foster Family Agency	2800	6/26/2025	Stephanie Larson	220.00		FFA Expense Reimbursement
Foster Family Agency	2800	6/30/2025	Staub & Sons Petroleum	63.80		Gas

Training, Employment and Community Help Inc.

Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
IHSS	3000	6/3/2025	Excellesoft Partners, LLC	255.00		IHSS Nexus Registry Quarterly CMIPS Upload
IHSS	3000	6/10/2025	Frontier	165.00		Internet Access
IHSS	3000	6/11/2025	American Express	108.60		IHSS Vinyl Gloves
IHSS	3000	6/13/2025	Verizon	69.81		Cell & Ipad Lines May'25
IHSS	3000	6/20/2025	RB 9 Publishing	747.00		IHSS Summer AG Mag
IHSS	3000	6/23/2025	American Express	102.13		IHSS Office Supplies
IHSS	3000	6/27/2025	American Express	70.74		IHSS 4th of July Balloons
IHSS	3000	6/27/2025	American Express	499.99		IHSS Bodno ID Card Software Subscription
IHSS	3000	6/30/2025	Excellesoft Partners, LLC	16.00		IHSS REVA Per IP Fee Apr-Jun'25
AB 86 Consortium	3100	6/1/2025	HUE & CRY, INC. / AND	45.00		GED & K16 Security Service Jun'25
AB 86 Consortium	3100	6/1/2025	Robert or Dawn Baird	750.00		GED Jun'25 Rent
AB 86 Consortium	3100	6/1/2025	Sarah Merrick	361.74		GED CASAS Summer Summit/ Reimbursement
AB 86 Consortium	3100	6/6/2025	Janice Prince-Betian	192.00		GED Travel Request CASAS Summer Institute
AB 86 Consortium	3100	6/6/2025	Sarah Merrick	192.00		GED Travel Request CASAS Summer Institute
AB 86 Consortium	3100	6/10/2025	Frontier	178.01		GED Telephone
AB 86 Consortium	3100	6/11/2025	American Express	102.95		GED Helium Tank for Balloons
AB 86 Consortium	3100	6/11/2025	American Express	115.74		GED Laptop Case
AB 86 Consortium	3100	6/11/2025	American Express	17.41		GED Rechargeable Tap Light
AB 86 Consortium	3100	6/11/2025	American Express	65.00		Starlink Internet
AB 86 Consortium	3100	6/13/2025	Modoc County Office of Education	292.50		GED Technology & Services MOU
AB 86 Consortium	3100	6/16/2025	Alliance For Workforce Development, Inc.	380.36		GEC Copy Machine Usage May'25
AB 86 Consortium	3100	6/16/2025	Sarah Merrick	67.97		Expense Reimbursement
AB 86 Consortium	3100	6/17/2025	Staub & Sons Petroleum	33.35		Gas
AB 86 Consortium	3100	6/24/2025	Janice Prince-Betian	347.00		GED Expense Reimbursement
AB 86 Consortium	3100	6/25/2025	Tnet Broadband Internet LLC	68.00		Internet
AB 86 Consortium	3100	6/30/2025	City Of Alturas	88.52		GED Water
AB 86 Consortium	3100	6/30/2025	Pacific Power And Light	275.80		Electricity
WIOA Regular	3110	6/25/2025	Pioneer Auto Body, Inc.	100.00		GED Towing
WIOA Regular	3110	6/25/2025	Tnet Broadband Internet LLC	75.00		Internet

Training, Employment and Community Help Inc.

Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
K16 Collaboratives Grant	3300	6/1/2025	HUE & CRY, INC. / AND	45.00		GED & K16 Security Service Jun'25
K16 Collaboratives Grant	3300	6/3/2025	ECE	270.00		K16 Course Evaluation Report
K16 Collaboratives Grant	3300	6/13/2025	Frontier	105.91		K16 Telephone
K16 Collaboratives Grant	3300	6/16/2025	Joshua, Talbott	224.70		K16 WBL/Peer Tutor/Training Outreach
K16 Collaboratives Grant	3300	6/20/2025	Ubeo Business Services	56.81		K16 Printer Maint. Printer Contract
K16 Collaboratives Grant	3300	6/24/2025	Arthur Delgado	500.00		K16 Training & Outreach
K16 Collaboratives Grant	3300	6/24/2025	Benjamin Campos Gonzalez	1,400.00		K16 Training & Outreach
K16 Collaboratives Grant	3300	6/24/2025	Cayden D Balcer	500.00		K16 Training & Outreach
K16 Collaboratives Grant	3300	6/24/2025	Kaylee Marie Balcer	500.00		K16 Training & Outreach
K16 Collaboratives Grant	3300	6/24/2025	Morton Creative	1,164.00		K16 Postcard & Design
K16 Collaboratives Grant	3300	6/24/2025	Trevor Pratt	500.00		K16 Training & Outreach
K16 Collaboratives Grant	3300	6/25/2025	Tara Yarberry	807.50		K16 Expense Reimbursement
K16 Collaboratives Grant	3300	6/27/2025	American Express	19.99		K16 Acrobat Subscription
CalKIDS 2023-A-01	3350	6/3/2025	County of Modoc	5,000.00		CalKids Modoc CSA Program Outreach
CalKIDS 2023-A-01	3350	6/10/2025	ACT Niles Theater	3,900.00		CalKids Movie & Video Ad
Job First	3401	6/27/2025	American Express	2,197.98		Job's First Laptop & Supplies
Job First	3401	6/27/2025	American Express	1,504.12		Job's First Folding Table
Job First	3401	6/27/2025	American Express	760.72		Job's First Lenovo Laptop
Job First	3401	6/27/2025	American Express	1,122.91		Job's First/ 3 Ipad
Job First	3401	6/27/2025	American Express	2,032.40		Job's First/ 5 Apple Ipad
2025 MSCAA Food	4105	6/3/2025	Sherm's Thunderbird Market	1,170.84		MSCAA Food Bank
25B-3023 Li-Heap	4320	6/5/2025	Amerigas	1,000.00		Liheap 200787954 Propane
25B-3023 Li-Heap	4320	6/16/2025	Daniel Cramton	500.00		Liheap Firewood Voucher
25B-3023 Li-Heap	4320	6/24/2025	Ron Webber	500.00		Liheap Firewood Voucher
25B-3023 Li-Heap	4320	6/26/2025	Staub & Sons Petroleum	920.00		Liheap 100990 Kerosene
25B-3023 Li-Heap	4320	6/27/2025	Souza, Jacob	500.00		Liheap Firewood Voucher
25B-3023 Li-Heap	4320	6/30/2025	Cavasso, Clinton	1,000.00		Liheap Firewood Voucher
2025 MSCAA Housing	4505	6/1/2025	TEACH Edding field apartment	500.00		Eddingfield Apt. #2 Jun'25 Rent
2025 MSCAA Housing	4505	6/1/2025	TEACH Edding field apartment	200.00		Eddingfield Apt. #3 Jun'25 Rent
2025 MSCAA Housing	4505	6/1/2025	TEACH Edding field apartment	200.00		Eddingfield Apt. #4 Jun'25 Rent
2025 MSCAA Housing	4505	6/1/2025	TEACH Edding field apartment	200.00		Eddingfield Apt. #5 Jun'25 Rent
2025 MSCAA Housing	4505	6/1/2025	TEACH Edding field apartment	200.00		Eddingfield Apt. #6 Jun'25 Rent

Training, Employment and Community Help Inc.

Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
2025 MSCAA Housing	4505	6/1/2025	TEACH Edding field apartment	200.00		Eddingfield Apt. #7 Jun'25 Rent
CRRP-3036	5001	6/2/2025	Katelyn, Schoenauer	144.00		R&R Travel Request
CRRP-3036	5001	6/2/2025	Rocio Campos	144.00		R&R Travel Request
CRRP-3036	5001	6/5/2025	Triving Families CA Foundation	495.00		R & R Conference Travel Registration
CRRP-3036	5001	6/9/2025	Pepsi Cola Bottling	35.27		R & R Coffee & Products
CRRP-3036	5001	6/10/2025	Frontier	165.00		Internet Access
CRRP-3036	5001	6/11/2025	American Express	19.95		LiveBinders Monthly Subscription
CRRP-3036	5001	6/11/2025	American Express	636.43		R & R Cluster Training for New Contracts
CRRP-3036	5001	6/11/2025	American Express	70.82		R & R Office Supplies
CRRP-3036	5001	6/13/2025	Ubeo Business Services	108.61		R & R Printer Maint. Contract
CRRP-3036	5001	6/13/2025	Verizon	73.13		Cell & Ipad Lines May'25
CRRP-3036	5001	6/17/2025	Katelyn, Schoenauer	291.04		R & R Expense Reimbursement
CRRP-3036	5001	6/17/2025	Staub & Sons Petroleum	100.05		Gas
CRRP-3036	5001	6/23/2025	American Express	117.90		R & R 4th of July Supplies
CRRP-3036	5001	6/24/2025	Noelle MacDonnell	26.38		Expense Reimbursement
CRRP-3036	5001	6/24/2025	Pepsi Cola Bottling	25.51		R & R Coffee & Products
CRRP-3036	5001	6/25/2025	Pepsi Cola Bottling	76.47		R & R Coffee & Products
CRRP-3036	5001	6/27/2025	American Express	69.85		R & R 4th of July Supplies
CRRP-3036	5001	6/27/2025	American Express	186.49		R & R Office Supplies
CRRP-3036	5001	6/27/2025	American Express	1.07		R & R Tissue Paper
CRRP-3036	5001	6/27/2025	Modoc Media dba Modoc County Record	40.00		R & R Ad
CRRP-3036	5001	6/30/2025	Pacific Power And Light	581.39		Electricity
CRRP-3036	5001	6/30/2025	Staub & Sons Petroleum	0.58		Gas
CCPU Dues Deduct	5003	6/30/2025	Department of Human Resources	339.84		Union Dues Jun'25
CHST-4036 CCDF Healt...	5102	6/27/2025	American Express	909.03		CHST First 5 Modoc Child Proof Supplies
CHST-4036 CCDF Healt...	5102	6/27/2025	American Express	174.00		CHST First 5 Modoc Custom Fit Strap
Child/Adult Care Food ...	5201	6/30/2025	Minute Menu Systems, LLC	38.25		Food Program Jun'25
TEACH LATCHKEY	5850	6/9/2025	Ubeo Business Services	18.61		Latchkey Printer Maint. Contract
TEACH LATCHKEY	5850	6/13/2025	Grocery Outlet	26.88		Latchkey Food
TEACH LATCHKEY	5850	6/13/2025	Holiday Market	55.10		Latchkey Food
TEACH LATCHKEY	5850	6/16/2025	Grocery Outlet	32.89		Latchkey Food

Training, Employment and Community Help Inc.

Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
TEACH LATCHKEY	5850	6/16/2025	Holiday Market	57.20		Latchkey Food
TEACH LATCHKEY	5850	6/16/2025	K & K Distributing	269.34		Latchkey Food
TEACH LATCHKEY	5850	6/17/2025	Holiday Market	21.36		Latchkey Food
TEACH LATCHKEY	5850	6/24/2025	Holiday Market	35.01		Latchkey Food
TEACH LATCHKEY	5850	6/27/2025	American Express	5.99		Latchkey Amazon Kids+ Subscription
Budding Tree	5860	6/1/2025	St. Michael's Episcopal Church	1,250.00		Budding Tree Jun'25 Rent
Budding Tree	5860	6/10/2025	Frontier	145.91		Budding Tree Telephone
Budding Tree	5860	6/13/2025	Holiday Market	110.41		Budding Tree Food
Budding Tree	5860	6/16/2025	Grocery Outlet	161.83		Budding Tree Food
Budding Tree	5860	6/16/2025	Holiday Market	13.34		Budding Tree Food
Budding Tree	5860	6/20/2025	ACE / Four Seasons	43.25		Budding Tree Materials & Supplies
Budding Tree	5860	6/20/2025	ACE / Four Seasons	11.99		Budding Tree Supplies
Budding Tree	5860	6/20/2025	Holiday Market	102.56		Budding Tree Food May'25
Budding Tree	5860	6/24/2025	ACE / Four Seasons	11.99		Budding Tree Supplies
Budding Tree	5860	6/27/2025	American Express	25.41		Budding Tree Fly Trap
Budding Tree	5860	6/27/2025	American Express	422.95		Budding Tree Kids Games & Activities
Budding Tree	5860	6/30/2025	Pacific Power And Light	189.80		Electricity
Budding Tree	5860	6/30/2025	Staub & Sons Petroleum	223.66		Gas
First 5 Modoc	6200	6/27/2025	Jordan T Bechen	400.00		Relocation of First 5 Office
MHSA 2	6502	6/10/2025	Frontier	94.71		Wellness Center Telephone
MHSA 2	6502	6/11/2025	American Express	163.61		Wellness Center Extension Cord, Printer & Toner Cartridge
MHSA 2	6502	6/11/2025	American Express	314.43		Wellness Center Food & Supplies
MHSA 2	6502	6/11/2025	American Express	1,000.00		Wellness Center Gazebo
MHSA 2	6502	6/23/2025	American Express	33.98		Wellness Center Folger Coffee
MHSA 2	6502	6/23/2025	American Express	91.66		Wellness Center Paper Hand Towel
MHSA 2	6502	6/23/2025	American Express	33.00		Wellness Center Purified Drinking Water
MHSA 2	6502	6/27/2025	American Express	104.00		Wellness Center Picnic Table
MHSA 2	6502	6/30/2025	Pacific Power And Light	149.82		Electricity
MHSA Advocate Program	6504	6/13/2025	Verizon	78.94		Cell & Ipad Lines May'25
MHSA Advocate Program	6504	6/20/2025	Tatum Alhiser	0.00		Advocated Request Mileage Refund
MHSA Advocate Program	6504	6/24/2025	Tatum Alhiser	0.00		Advocated Request Mileage Refund
MHSA Advocate Program	6504	6/27/2025	Tatum Alhiser	25.27		Reissue Check #8110
Teach Senior Services	8000	6/11/2025	American Express	214.28		Senior Serv. Bingo Paper Game Cards
Teach Senior Services	8000	6/13/2025	Grocery Outlet	29.97		Senior Serv. Bingo Food
Teach Senior Services	8000	6/13/2025	Holiday Market	21.99		Senior Serv. Bingo Food
PSA 2 C-1 Congregate ...	8001	6/2/2025	Rebecca J. Howell	50.00		Senior Serv. Consulting Diatitian Apr'25

Training, Employment and Community Help Inc.

Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
PSA 2 C-1 Congregate ...	8001	6/5/2025	K & K Distributing	51.08		Senior Serv. Food & Supplies
PSA 2 C-1 Congregate ...	8001	6/9/2025	ACE / Four Seasons	25.13		Reissued Check #7876
PSA 2 C-1 Congregate ...	8001	6/11/2025	American Express	5.52		Senior Serv. Knife Sharpener
PSA 2 C-1 Congregate ...	8001	6/11/2025	American Express	59.47		Toner Cartridge
PSA 2 C-1 Congregate ...	8001	6/13/2025	Frontier	160.25		Senior Serv. Telephone
PSA 2 C-1 Congregate ...	8001	6/16/2025	Vestis	115.50		Senior Serv. Lndry
PSA 2 C-1 Congregate ...	8001	6/17/2025	K & K Distributing	57.38		Senior Serv. Food & Supplies
PSA 2 C-1 Congregate ...	8001	6/24/2025	K & K Distributing	41.23		Senior Serv. Food & Supplies
PSA 2 C-1 Congregate ...	8001	6/30/2025	Vestis	142.10		Senior Serv. Lndry
PSA2 C-2 Homebound ...	8002	6/2/2025	Rebecca J. Howell	50.00		Senior Serv. Consulting Diatitian Apr'25
PSA2 C-2 Homebound ...	8002	6/5/2025	K & K Distributing	51.08		Senior Serv. Food & Supplies
PSA2 C-2 Homebound ...	8002	6/9/2025	ACE / Four Seasons	25.13		Reissued Check #7876
PSA2 C-2 Homebound ...	8002	6/11/2025	American Express	5.52		Senior Serv. Knife Sharpener
PSA2 C-2 Homebound ...	8002	6/11/2025	American Express	59.46		Toner Cartridge
PSA2 C-2 Homebound ...	8002	6/13/2025	Frontier	160.24		Senior Serv. Telephone
PSA2 C-2 Homebound ...	8002	6/16/2025	Vestis	115.49		Senior Serv. Lndry
PSA2 C-2 Homebound ...	8002	6/17/2025	K & K Distributing	57.38		Senior Serv. Food & Supplies
PSA2 C-2 Homebound ...	8002	6/17/2025	Staub & Sons Petroleum	51.33		Gas
PSA2 C-2 Homebound ...	8002	6/24/2025	K & K Distributing	41.22		Senior Serv. Food & Supplies
PSA2 C-2 Homebound ...	8002	6/30/2025	Vestis	142.10		Senior Serv. Lndry
PSA2 Cedarville Expans...	8015	6/3/2025	Grocery Outlet	66.44		Senior Serv. Food
PSA2 Cedarville Expans...	8015	6/3/2025	K & K Distributing	598.94		Senior Serv. Food
PSA2 Cedarville Expans...	8015	6/5/2025	K & K Distributing	914.76		Senior Serv. Food & Supplies
PSA2 Cedarville Expans...	8015	6/13/2025	Grocery Outlet	95.34		Senior Serv. Food
PSA2 Cedarville Expans...	8015	6/13/2025	K & K Distributing	157.73		Sebior Serv. Food
PSA2 Cedarville Expans...	8015	6/13/2025	K & K Distributing	915.76		Senior Serv. Food
PSA2 Cedarville Expans...	8015	6/17/2025	Grocery Outlet	104.87		Senior Serv. Food
PSA2 Cedarville Expans...	8015	6/17/2025	K & K Distributing	212.10		Senior Serv. Food
PSA2 Cedarville Expans...	8015	6/17/2025	K & K Distributing	437.67		Senior Serv. Food & Supplies
PSA2 Cedarville Expans...	8015	6/20/2025	K & K Distributing	1,137.63		Senior Serv. Food
PSA2 Cedarville Expans...	8015	6/24/2025	Grocery Outlet	42.81		Senior Serv. Food
PSA2 Cedarville Expans...	8015	6/24/2025	K & K Distributing	398.48		Senior Serv. Food & Supplies
PSA2 Cedarville Expans...	8015	6/27/2025	K & K Distributing	774.44		Senior Serv. Food
PSA2 Cedarville Expans...	8015	6/30/2025	Grocery Outlet	42.79		Senior Serv. Food
PSA2 Cedarville Expans...	8015	6/30/2025	K & K Distributing	363.26		Senior Serv. Food

Training, Employment and Community Help Inc.

Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
PSA2 Cedarville Expans...	8015	6/30/2025	Staub & Sons Petroleum	67.86		Gas
Housing and Disability ...	9000	6/1/2025	Nifty Moblie Home & Rv Park	618.50		HDAP Jun'25 Rent
Housing and Disability ...	9000	6/5/2025	Nifty Moblie Home & Rv Park	469.50		HDAP Jun'25 Rent
Housing and Disability ...	9000	6/10/2025	Frontier	55.00		Internet Access
Housing and Disability ...	9000	6/13/2025	Verizon	162.09		Cell & Ipad Lines May'25
24-120 Bridge Housing...	9001	6/1/2025	Alan Botello	630.00		BHBH Jun'25 Rent
24-120 Bridge Housing...	9001	6/10/2025	Frontier	55.00		Internet Access
24-120 Bridge Housing...	9001	6/11/2025	American Express	25.73		BHBH LED Desk Lamp
24-120 Bridge Housing...	9001	6/11/2025	American Express	95.33		BHBH Microwave
24-120 Bridge Housing...	9001	6/16/2025	Alturas Mini Storage	150.00		BHBH Rent Unit #34
24-120 Bridge Housing...	9001	6/17/2025	Staub & Sons Petroleum	2.32		Gas
24-120 Bridge Housing...	9001	6/20/2025	Staub & Sons Petroleum	50.26		BHBH 100480 Propane
24-120 Bridge Housing...	9001	6/26/2025	Modoc Inn	2,214.00		BHBH Interim Housing Damages May'25
24-120 Bridge Housing...	9001	6/26/2025	Modoc Inn	1,707.20		BHBH Room Voucher May'25
Housing And Homeless...	9400	6/1/2025	Nifty Moblie Home & Rv Park	950.00		HHIP Jun'25 Rent
Housing And Homeless...	9400	6/13/2025	Verizon	63.81		Cell & Ipad Lines May'25
Housing And Homeless...	9400	6/30/2025	Staub & Sons Petroleum	20.30		Gas
Cal Works Housing Sup...	9405	6/1/2025	Nifty Moblie Home & Rv Park	136.50		HSP Jun'25 Rent
Cal Works Housing Sup...	9405	6/1/2025	Peggy Clevinger	1,000.00		HSP Jun'25 Rent
Cal Works Housing Sup...	9405	6/5/2025	Nifty Moblie Home & Rv Park	338.50		HSP Jun'25 Rent
Cal Works Housing Sup...	9405	6/6/2025	Nifty Moblie Home & Rv Park	45.00		HSP Jun'25 Rent
Cal Works Housing Sup...	9405	6/10/2025	Frontier	55.00		Internet Access
Cal Works Housing Sup...	9405	6/11/2025	American Express	250.00		HSP Room Voucher
Cal Works Housing Sup...	9405	6/13/2025	Verizon	39.47		Cell & Ipad Lines May'25
Cal Works Housing Sup...	9405	6/25/2025	Andres Zamora	437.50		HSP Jun'25 Rent
CAL-AIM	9500	6/17/2025	Change Healthcare	70.40		CAL-AIM RPA-Claims Monthly Fee
CAL-AIM	9500	6/26/2025	Modoc Inn	1,408.00		CAL-AIM Room Voucher May'253
Non-Resource Related	9999	6/1/2025	Buie, Sean	2,400.00		Services Contract Jun'25
Non-Resource Related	9999	6/9/2025	Les Schwab Tires	181.89		Rainier ST Trailer
Non-Resource Related	9999	6/9/2025	Waste Management Of Nevada	467.68		Garbage
Non-Resource Related	9999	6/10/2025	Frontier	165.00		Internet Access
Non-Resource Related	9999	6/11/2025	American Express	1,592.40		Abila

Training, Employment and Community Help Inc.

Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
Non-Resource Related	9999	6/11/2025	American Express	19.99		Acobat Subscription
Non-Resource Related	9999	6/11/2025	American Express	28.95		Admin Desk Calendar
Non-Resource Related	9999	6/11/2025	American Express	154.32		Admin Toner Cartridge
Non-Resource Related	9999	6/11/2025	American Express	30.60		CA DMV Fee
Non-Resource Related	9999	6/11/2025	American Express	26.26		Ceiling Decor
Non-Resource Related	9999	6/11/2025	American Express	377.44		Copy Printer Paper
Non-Resource Related	9999	6/11/2025	American Express	47.15		End of FY Party
Non-Resource Related	9999	6/11/2025	American Express	5.50		META AD
Non-Resource Related	9999	6/11/2025	American Express	201.35		R & R 4th of July Parade Decorations
Non-Resource Related	9999	6/11/2025	American Express	235.00		Rent Unit #66 & 144
Non-Resource Related	9999	6/11/2025	American Express	65.00		Starlink Internet
Non-Resource Related	9999	6/11/2025	American Express	118.93		Toner Cartridge
Non-Resource Related	9999	6/11/2025	American Express	33.24		Turkey Trot Standing Punching Bag
Non-Resource Related	9999	6/12/2025	American Express	46.08		Thrift Store Dot Stickers & Masking Tape
Non-Resource Related	9999	6/13/2025	Frontier	288.68		Telephone
Non-Resource Related	9999	6/13/2025	Grocery Outlet	69.11		End of FY Party Food
Non-Resource Related	9999	6/13/2025	Holiday Market	68.50		End of FY Party Food
Non-Resource Related	9999	6/13/2025	K & K Distributing	73.90		End of FY Party Food
Non-Resource Related	9999	6/13/2025	Maria A. Cervantes, Petty Cash Custodian	15.45		End of FY Party Food
Non-Resource Related	9999	6/13/2025	Modoc Martial Arts	60.00		Turkey Trot/ One Month Class
Non-Resource Related	9999	6/17/2025	Staub & Sons Petroleum	2.79		Gas
Non-Resource Related	9999	6/20/2025	Abila	750.00		MIP Consulting Services
Non-Resource Related	9999	6/20/2025	ADT Security Systems, Inc.	48.75		Security Services
Non-Resource Related	9999	6/20/2025	Antonio's	94.33		Board Meeting Food
Non-Resource Related	9999	6/20/2025	Carol Madison	54.85		Class C. Madison
Non-Resource Related	9999	6/20/2025	Swanson Law Office	55.00		Telephone Call With Client
Non-Resource Related	9999	6/23/2025	American Express	19.99		Acrobat Subscription
Non-Resource Related	9999	6/23/2025	American Express	35.18		CA Harassment Prevention Training
Non-Resource Related	9999	6/23/2025	American Express	97.54		End Of FY Party Supplies
Non-Resource Related	9999	6/24/2025	Purchase Power	502.25		Postage
Non-Resource Related	9999	6/25/2025	Grocery Outlet	74.00		End of FY Party!
Non-Resource Related	9999	6/25/2025	Holiday Market	38.05		Birthday Cake!
Non-Resource Related	9999	6/25/2025	Holiday Market	63.52		End of FY Party!

Training, Employment and Community Help Inc.

Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
Non-Resource Related	9999	6/25/2025	Pitney Bowes Global Financial	193.65		Postage
Non-Resource Related	9999	6/27/2025	Abila	1,592.40		Abila
Non-Resource Related	9999	6/27/2025	American Express	113.64		Color Bubble Juice
Non-Resource Related	9999	6/27/2025	American Express	266.56		Copy Paper & Paper Towels
Non-Resource Related	9999	6/27/2025	American Express	20.37		Manilla Envelopes
Non-Resource Related	9999	6/27/2025	American Express	129.99		Microsoft Renewal
Non-Resource Related	9999	6/27/2025	American Express	7.51		Paint & Brushes
Non-Resource Related	9999	6/27/2025	American Express	303.69		Pitney Bowes Postage Ink
Non-Resource Related	9999	6/30/2025	530 Video Production	200.00		Website Management Jun'25
Non-Resource Related	9999	6/30/2025	City Of Alturas	91.19		Water
Non-Resource Related	9999	6/30/2025	Modoc Steel & Supply	32.18		End Of FY Ballons
Non-Resource Related	9999	6/30/2025	Noelle MacDonnell	17.27		End of FY Food/ Expense Reimbursement
Non-Resource Related	9999	6/30/2025	Pacific Power And Light	581.40		Electricity
Report Total				155,351.24	0.00	

Training, Employment and Community Help Inc.
Statement of Revenues and Expenditures
From 7/1/2024 Through 6/30/2025

	Current Period Actual
Revenue	
Federal Revenue	157,859.22
State Revenue	3,680,762.34
Other Revenue	75,216.74
Family Fee	2,152.78
Other local income	1,969,512.11
Tuition	37,877.18
Apartment Rents	46,491.25
Total Revenue	<u>5,969,871.62</u>
Expenses	
Salaries	2,652,594.34
Benefits	623,895.23
Supplies	
Books & Reference Materials	11,582.92
Materials & Supplies	357,053.10
Food Supplies	138,465.28
Total Supplies	<u>507,101.30</u>
Operating	
Conference & Travel	90,188.04
Mileage, Fuel, Bus Passes	8,477.66
Dues & Memberships	112,999.25
License and taxes	12,958.49
Bank Service Fees	1,774.51
Insurance	64,151.54
Operating & Housekeeping	3,469.92
Electricity	38,986.19
Water & Sewer	17,066.30
Garbage	9,861.71
Liquid, Propane, Gas, Fuel Oil	22,467.31
Energy Asst./WPO	175,473.00
Other	3,129.40
Room Vouchers	69,248.87
Rentals, Leases Repair	171,265.30
Repairs/Maintenance	102,140.73
Maintenance Agreements	59,671.16
Advertising	53,838.21
Legal Services	3,836.39
Audit Services	31,700.00
Consultants, Trainers	11,614.85
Information Tech	82,443.59
Other operating	235,712.69
Communications	66,152.03
Postage	5,302.18
Total Operating	<u>1,453,929.32</u>
Equipment	40,555.05
Contract 1099 Services	1,408,587.80
Total Expenses	<u>6,686,663.04</u>
Revenue Over (Under) Expenses	<u><u>(716,791.42)</u></u>



112 East 2nd Street, Alturas, CA 96101 • (530) 233-3111 • FAX (530) 233-4744

RESOLUTION NUMBER 25-06

Planning and Service Area 2 Area Agency on Aging

WHEREAS, The Planning and Service Area 2 Area Agency on Aging has made available funds for: Congregate Meals, Home Delivered Meals and Transportation for Senior Citizens for fiscal year 2025/2026.

WHEREAS, The Planning and Service Area 2 Area Agency on Aging has offered a contract to Training, Employment and Community Help, Inc. (T.E.A.C.H., Inc.) and

WHEREAS, The T.E.A.C.H., Inc. Board of Directors has determined that there is need for senior services and is willing to accept the aforementioned contract,

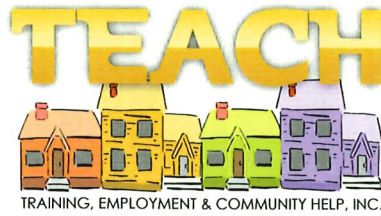
NOW THEREFORE, The Board of Directors hereby authorizes the Executive Director, Carol Madison, to act on behalf of T.E.A.C.H., Inc. to enter into contract #2002-2526-A12 and any amendment thereto, with the Planning and Service Area 2 Area Agency on Aging, and to perform any and all responsibilities in relationship to such contract.

I hereby certify that the foregoing is a true copy of the resolution adopted by the Board of Directors of T.E.A.C.H., Inc., in a meeting thereof held on the 16th day of July, 2025 by Bottom of Form 1
the following vote:

AYES _____ NOES _____ ABSENT _____

Danny Koetsier, Chairperson
Board of Directors

Sean Curtis, Secretary
Board of Directors



112 East 2nd Street, Alturas, CA 96101 • (530) 233-3111 • FAX (530) 233-4744

RESOLUTION NUMBER 25-05 Low-Income Home Energy Assistance

WHEREAS, The State of California Department of Community Services and Development has made available the Low-Income Energy Assistance Program (LIHEAP) funds for 2025, and

WHEREAS, The State of California Department of Community Services and Development has offered LIHEAP 25B-3023 to Training, Employment and Community Help, Inc. (T.E.A.C.H., Inc.) and

WHEREAS, The T.E.A.C.H., Inc. Board of Directors has determined that there is need for antipoverty programs and is willing to accept the aforementioned contract, and

WHEREAS, the T.E.A.C.H. Board of Directors has the authority to annually establish the benefit amount for the HEAP Wood, Propane and Oil (WPO) allocation.

NOW THEREFORE, we hereby set the 2025 Benefit amount as follows:

Poverty Group 1:	\$1,000.00
Poverty Group 2:	850.00
Poverty Group 3:	723.00
Poverty Group 4:	614.00

I hereby certify that the foregoing is a true copy of the resolution adopted by the Board of Directors of T.E.A.C.H., Inc., in a meeting thereof held on the 16th day of July, 2025 by Bottom of Form 1
the following vote:

AYES _____ NOES _____ ABSENT _____

Danny Koetsier, Chairperson
Board of Directors

Sean Curtis, Secretary
Board of Directors

Youth & Family Services
112 East 2nd Street
Alturas, CA 96101
(530) 233-4929

Modoc Crisis Center
112 East 2nd Street
Alturas, CA 96101
(530) 233-4575

Modoc Child Care R&R
112 East 2nd Street
Alturas, CA 96101
(530) 233-5437

T.E.A.C.H. Senior Services
906 W. 4th Street
Alturas, CA 96101
(530) 233-5556

Tulelake/Newell Family Center
P.O. Box 790
Tulelake, CA 96134
(530) 667-2147

Modoc County CalWORKs Housing Support Program (HSP) Policy

Last Updated: April 18, 2025

Overview of Services

The CalWORKs Housing Support Program (HSP) helps place CalWORKs families experiencing homelessness directly into permanent housing and connects them to services that will support their movement toward self-sufficiency. HSP tailors the level of rental assistance to each family's changing needs, using a Progressive Engagement approach, providing only the necessary assistance to stabilize the family into permanent housing.

CalWORKs contracts with TEACH, Inc. to administer the HSP and provide support and services directly to eligible households.

HSP Eligibility

- Living in Modoc County; and
- Receiving CalWORKs, or are eligible for CalWORKs if they do not currently receive it, or are likely eligible for CalWORKs
- Meets the revised U.S. Department of Housing and Urban Development (HUD) definition for Homeless Status with the priority on families who lack a fixed, regular and adequate nighttime residence followed by those who will imminently lose their primary nighttime residence.

For HSP, either:

1. Lacking a fixed, regular, and adequate nighttime residence meaning:
 - a. Residing in a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport or camping ground; or
 - b. Having a primary nighttime residence that is a supervised publicly or privately-operated shelter designed to provide temporary living accommodations, including shelters, transitional housing, hotels/motels paid for by charitable organizations or fed/state/local government programs; or
 - c. Residing in or exited an institution, where they resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution and there are no other resources available (community organizations, etc); or
2. At IMMINENT risk of losing primary nighttime residence
 - a. Within 14 days (of the date of application for HSP), and
 - b. No subsequent residence has been identified, and
 - c. There are no other resources (community organizations, etc) available.
3. In receipt of a judgment for eviction, as ordered by a court
4. Any individual fleeing, or attempting to flee; domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child.
 - a. Violence has either taken place within the individual's primary nighttime residence or has made the individual afraid to return to their primary nighttime residence, and
 - b. Has no other residence, and
 - c. Lacks the resources or support networks, i.e., family, friends, faith-based, or other social networks, to obtain other permanent housing.
5. Unaccompanied youth under 25 years of age or families with children and youth who do not otherwise qualify as homeless under this definition but who:
 - a. Are defined as homeless under the Runaway and Homeless Youth Act, Violence Against Women Act of 1994 or McKinney-Vento Homeless Assistance Act;

support network, family, or friends, and will become literally homeless if they are not approved for homelessness prevention services.	
The household has experienced any type of housing injustice or discrimination in the past.	
TOTAL	

Participant Conditions

HSP is a supportive housing program that operates with housing first philosophies, and all supportive services should be done in collaboration between the case manager and the program participant. Some households may be resistant to services when they first enter the program, and case managers should use a range of strategies to build trust with the household. It is the case manager's responsibility to reach out to households and continue to offer services. To the extent possible, each housing and services plan shall be developed collaboratively with participants, incorporate participant choice, and be tailored to the unique needs, goals, and strengths of each participant, with an overall end goal of achieving stable, permanent housing for participants.

According to ACL 24-88, supportive services are voluntary, but achieving housing stability requires a minimum level of engagement from each participant's household. Participants are required to meet the basic functions of the HSP, which include regular contact with case managers to confirm eligibility, gauge interest in housing assistance, and collect information to make prioritization and service delivery decisions.

Case managers will ensure that HSP participants are aware of these expectations before they agree to participate in the program. Case managers will then work with the household to establish an Individual Service Plan that will include when the case manager will be in contact and by what means (in-person visit, text check-in, phone call, etc.). Case managers will continue to develop and update the Individual Service Plan as they build relationships with the households.

Households that consistently refuse to engage in services will be evaluated by the Housing Support Services Program Director, who will review both the case manager's attempts at reaching the household and the household's response. The Housing Support Services Program Director will attempt to connect with the household to discuss the situation and find a resolution. The HSP administering agency will only terminate a household's assistance if the household refuses to develop and participate in a service plan after multiple attempts.

Availability of Resources

The HSP has a right to create a waitlist if funding is unavailable or if caseload capacity is not available.

Per California Code, Welfare and Institutions Code - WIC § 11330.5, Counties may continue to provide housing supports to a recipient who is discontinued because the recipient no longer meets the income eligibility requirements of Section 11450.12.

And per California Code, Welfare and Institutions Code - WIC § 11450.2:

- One-time payment of \$1,000 upon signing a lease with an HSP-approved family.

LANDLORD RISK MITIGATION (via HSP Risk Mitigation Fund Program)

- Covers unpaid rent and damages up to \$5,000
- Payments are typically paid as reimbursements, but in some situations an advance payment can be made to landlords with adequate estimates for repairs.
- See [Risk Mitigation Program Fund Policy and Procedures](#)

SUPPORTIVE SERVICES

- Intensive case management services include assessing and addressing housing barriers and developing an Individual Service Plan.
- Services offered to a household will address the unique barriers affecting the family and can include services such as employment, substance abuse, mental health, domestic violence, credit repair, budgeting/personal finance planning, etc.
- Some services will be provided directly by the HSP administering agency's staff, while other services will be provided via referral to other community resources, such as employment services through Welfare to Work and the Alliance For Workforce Development Inc.
- HSP will use a Continuum of Care approach: delivering coordinated services with other agencies that serve homeless families within Modoc County.

SECURITY DEPOSIT AND FIRST MONTH OF RENT for placements into Permanent Housing

- To be considered permanent housing, the household must enter a rental unit where they are on the lease as the tenants (i.e., the lease is between the landlord and the head(s) of the household). Transitional Housing and emergency shelters are not considered permanent housing.
- HSP will cover 100% of the first month of rent. Additional financial assistance is evaluated on a case-by-case basis under a progressive engagement framework.
- Families with a Section 8 voucher will be eligible for all HSP services and a single non-recurring rent payment if the family is unable to cover their rent upon move in. **HSP will pay the first month of rent, with the deposit, only if no other resources are available to help.**
- There is no cap on allowable rent, however the HSP case manager will work with the household to set a realistically sustainable rent limit that can be sustained (i.e., not to exceed 80% of the total monthly household income).

RENTAL ASSISTANCE - The length and amount of rental assistance beyond the first month's rent will be determined by the HSP case manager in collaboration with the family. Families may be eligible for additional rental assistance based on their level of need. HSP utilizes the [CalWORKS Housing Support Program Triage Tool](#) as a guide for assessment.

While rental assistance is determined on a case-by-case basis, the subsidy is designed to progress over time for 6-12 months using the following method:

- Months 1-2, 100% subsidy
- Months 3-4, 75% subsidy
- Month 5, 50% subsidy
- Month 6, 25% subsidy

INTERIM HOUSING

- Interim Housing in the form of a hotel/motel stay can be provided when a household has no immediate, safe, and appropriate place to sleep. Additional Interim Housing policies are outlined in the [Interim Housing Assistance](#) section of this document.
- All households approved for HSP interim housing must sign the [HSP Participant Agreement](#), which is included as an attachment to this document.

UTILITIES

- Households should exhaust other utility assistance programs before utilizing HSP funds for these expenses.

- Funding can be used for housing within Modoc County, outside of the County, and outside of the State of California. However, the HSP administering agency may only provide limited services to households that are placed outside of the County of Modoc, such as moving costs and some transportation. This will be assessed on a case-by-case basis. Households should be immediately connected to the HSP in their new respective county to determine eligibility for local support.
 - The HSP team may use the [HSP County Points of Contact list](#), available on the [CDSS HSP](#) webpage, to contact the receiving county and inform them of the family that is active in the Modoc HSP.
- Funding can be used for shared housing (room rental) or the family's own unit.
 - All families entering shared housing will have a formal sublease or shared housing agreement signed upon move-in and will also be subject to a home visit (or virtual home tour) upon move-in.

Interim Housing Assistance

The goal of the CalWORKs HSP is to provide permanent housing assistance to families so funds must be used for that purpose as the first priority. However, interim housing assistance can be provided only if funding allows and efforts to utilize other resources (Family Stabilization, Temporary Homeless Assistance, other community resources) must be exhausted before being approved for HSP interim housing. It is up to the discretion of the Housing Support Services Program Director whether Interim Housing can continue to be provided and may end at any time.

To be eligible for interim housing, the household must:

1. have exhausted their CalWORKs Temporary Homeless Assistance (THA), or not be eligible for THA; **and**
2. have secured a lease and be awaiting a move-in date; **or**
For voucher holders, an RFTA and letter/statement from a landlord confirming that a household has been approved for a unit will suffice.
3. be actively fleeing domestic violence; **or**
4. be directly impacted by a State or Federal declared natural disaster or extenuating circumstances; **or**
5. have a Housing Choice Vouchers (HCV), otherwise known as Section 8 Housing voucher in hand and be actively searching for housing; **or**
6. be actively searching for housing on their own and can provide a housing search form.

Intake Process:

Modoc County Department of Social Services will make interim housing referrals to the HSP administering agency via fax or email. The HSP staff will review referrals and connect with the head of household within 48 hours. If deemed eligible and necessary, interim housing will be provided via a hotel/motel placement. The HSP administering agency will reserve the hotel/motel stay and make payments directly to the hotel/motel.

All households approved for interim housing will be required to sign an HSP Interim Housing Participant Agreement before checking into a hotel. Self-declaration over the phone will be accepted in lieu of a signature for the Interim Housing Participant Agreement (and any other HSP required documents). Forms will be read to the heads of household and documentation of self-attestation will be journaled in the HMIS system. All agreements (verbal declarations and those updated with a wet signature) will be uploaded to HMIS.

Housing & Service Philosophies

While supportive services are voluntary, achieving housing stability does require a minimum level of engagement from program recipients. The steps involved in achieving housing stability cannot move forward without such engagement. Basic program functions include, but are not limited to, requiring applicants and recipients to contact, engage with, and provide information to the grantee to confirm eligibility, gauge interest in housing assistance, and collect information to make prioritization and service delivery decisions. These expectations and responsibilities are necessary to enable recipients to achieve housing stability.

Housing First

HSP will work to remove any arbitrary programmatic requirements to ensure meaningful engagement with households that leads to permanent housing. The housing program will:

- Honor people's choices
- Eliminate requirements for entry (sobriety, mental health treatment, too little income)
- Eliminate participation requirements once housed (sobriety, medication or treatment compliance, services)
- Move people into housing first and then provide them the services they want/need
- Provide encouragement and engagement to households but does not require services

The program does not screen out for:

- Having too little or no income
- Active substance abuse or history of substance abuse
- Having a criminal record
- History of domestic violence (e.g., lack of protective order, or separation from abuser, or law enforcement involvement)

Participants are not terminated from the program for the following reasons:

- Failure to participate in supportive services
- Failure to make progress on a service plan
- Loss of income or failure to improve income
- Domestic violence
- Any other activity not covered in a lease agreement typically found in California
- Failure to maintain recovery

Engagement and Voluntary Services

Following a Housing First model, HSP services are voluntary, and a household cannot be terminated from the program for rejecting services. Case managers will focus on engaging households to develop a strong partnership in creating an Individual Service Plan (I.S.P.)

Households will lead the case planning and goal setting based on what they want from the program and services. Case managers will ensure that they provide information about the array of services available to the households to develop a comprehensive Individual Service Plan. Each household will receive different types of services based on their needs and preferences.

2. **Scenario 2:** Three-bedroom house, only one bedroom occupied by a housing program household. The participant's allowable FMR is the total FMR divided by 3. The participant's utility allowance is the three-bedroom utility allowance divided by 3.

SRO Shared Housing

In limited circumstances, a shared housing situation may use the Single Room Occupancy (SRO) FMR instead. To qualify as an SRO, the shared housing situation must have the following characteristics:

- There is only one person per bedroom.
- Each household holds a separate lease.
- All bedrooms in the housing unit must qualify as SROs. E.g., There's a four-bedroom house in which one household holds a separate lease but two households share leases for multiple bedrooms, none of the units qualify as SROs. Or if one bedroom has multiple people living in it, none of the bedrooms qualify as SROs.

The SRO FMR is 75% of the efficiency (aka zero bedroom) FMR, and the utility allowance is 75% of the efficiency (0 bedroom) utility allowance.

Making Home Habitable Goods

HSP can provide furniture and necessary household items to families newly housed in permanent housing by the HSP. Making home habitable goods are supplied to ensure the family's health, safety, and ability to maintain their new residence appropriately.

The [Making Home Habitable Good Needs Assessment Checklist](#) can be used to determine needs based on family size, access to basic household needs, etc. The goal is to ensure the home is habitable, not fully furnished. Total and/or cumulative costs for these items is \$2000 per. HSP family. Any cost exceeding this amount will require supervisor review and approval.

The following should be considered when purchasing furniture and household items:

- Items will only be provided to families that have been newly placed in permanent housing by the HSP.
- All family needs will be determined on a case-by-case basis; purchases will require a home visit or video call (as appropriate) for a thorough assessment of needs and preferences of items based on availability.
- Families are encouraged to shop at the TEACH, Inc. thrift store for items to use in their homes.
- Items will be purchased by the HSP administering agency from Amazon.com and using Amazon Prime to ensure the quickest delivery date possible. If possible, items will be delivered directly to the family's new address; if this is not possible, items may be delivered to the HSP administering agency's office.
- HSP will utilize the standard items for purchase list (included in the policy) to identify approved items.
- Miscellaneous items requested by the family (and not included on the standard items list) will be considered case-by-case.
- If a household requests medical/special needs equipment, the case manager will first work with the household to locate resources in the community to get the equipment. If that is not possible, requests will be reviewed on a case-by-case basis and require documentation of need from a medical professional.
- Case managers will meet with each household to determine their needs and compile an order for all items; the order should be reviewed for accuracy before submission. Case managers should not feel pressured to place the order while the family is present but should prioritize finalizing the order shortly after the meeting and/or home visit is complete.

[Twin, Black](#)

Full Bed

[ZINUS Mia Metal Platform Bed Frame with Headboard, Wood Slat Support, No Box Spring Needed, Easy Assembly, Full](#)

[ZINUS Santiago Wood Platform Bed Frame, Wood Slat Support, No Box Spring Needed, Easy Assembly, Twin, Black](#)

Bunk Bed (Twin over Full)

[Amazon.com: DHP Dusty Metal Bunk Bed Frame for Kids, Teens, and Adults, With Angled Ladder, High Full Length Guardrail, Smooth Rounded Edges, No Boxspring Required, For Small Spaces, Twin-Over-Full, Black](#)

[Amazon.com: DHP Dusty Metal Bunk Bed Frame for Kids, Teens, and Adults, With Angled Ladder, High Full Length Guardrail, Smooth Rounded Edges, No Boxspring Required, For Small Spaces, Twin-Over-Full, Black](#)

Trundle Bed

[Amazon.com: ZINUS Eden Metal Daybed with Trundle, Mattress Foundation with Steel Slat Support, Easy Assembly, Twin](#)

[Amazon.com: DHP Manila Metal Twin Size Daybed and Twin Size Trundle \(Bronze\)](#)

Bedding

[Amazon.com: 1500 Supreme Collection Queen Sheet Sets Gray - Luxury Hotel Bed Sheets and Pillowcase Set for Queen Mattress - Extra Soft, Elastic Corner Straps, Deep Pocket Sheets, Queen Gray](#)

[Amazon.com: Sweet Home Collection Luxury 5 Piece Bed-In-A-Bag Solid Color Comforter and Sheet Set, Queen, Gray](#)

Crib

[DaVinci Union 4-in-1 Convertible Crib in Ebony, Greenguard Gold Certified](#)

With mattress - [Delta Children Folding Portable Mini Baby Crib with 1.5-inch Mattress - Greenguard Gold Certified, White](#)

Crib Mattress

[Dream On Me Honeycomb Orthopedic Firm Fiber Standard Baby Crib Mattress, Greenguard Gold and JPMA Certified, 5" Fiber Core Optimum Support, Fits Crib and Toddler Bed, Waterproof Vinyl Cover](#)

Pack and Play

[Amazon.com : Graco® Pack 'n Play® Simple Solutions™ Playard, Cam : Baby](#)

Knife Set (8 pieces)

[McCook MC55 Steak Knives - 8 Pieces Full Tang Serrated Stainless Steel Steak Knife Set, Black](#)

[Amazon Basics 8-Piece Kitchen Steak Knife Set, 4.5", Black](#)

Kitchen Utensil Set (6 pieces)

[Cooking Utensil Set](#)

Microwave

[COMFEE' EM720CPL-PM Countertop Microwave Oven with Sound On/Off, ECO Mode and Easy One-Touch Buttons, 0.7 Cu Ft/700W, Pearl White](#)

Bath Towels (2, 4, or 6)

[amazon basics Fade-Resistant Cotton Bath Towel - 2-Pack, Crimson](#)

Outdoor Security Camera

https://www.amazon.com/GMK-Security-Detection-Weatherproof-Spotlight/dp/B0B3RMQGKP/ref=sr_1_9

Lamps

Desk - [Simple Designs LT2024-GRY Brushed Steel Stick Table Desk Lamp with Charging Outlet and Drum Fabric Shade, Gray](#)

Floor - [LED Floor Lamp, Modern Reading Floor Lamp with Flexible Gooseneck, Adjustable Standing Height Lamp Work Lamp with Metal Base for Office, Living Room, Bedroom, Black \(LED Bulb Included\)](#)

Shower Curtain

[N&Y HOME Extra Long Waffle Weave Shower Curtain with Snap-in Fabric Liner Set, 12 White Hooks Included - 71" x 84", Hotel Style & Mesh Top, Machine Washable & Water-Repellent - 71x84, White](#)

Affirmatively Furthering Fair Housing

Fair housing means all persons have equal opportunity to be considered for rental units, purchase of property, housing loans, and property insurance.

California fair housing laws make it illegal to discriminate in housing because of race, color, religion, sex, national origin, disability, family status (families with children), source of income, sexual orientation, marital status, age, arbitrary characteristics, gender identity and gender expression, citizenship and immigration status, primary language, genetic information, and military or veteran status.

Anyone who has control over residential property and real estate financing must obey the law. This includes landlords, real estate agents, home sellers, builders, mortgage lenders, and others engaging in the housing business.

List of Attachments:

- HSP intake flow chart
- Modoc County Referral Form
- Mutual Expectations Agreement
- Declaration Form
- Participant Agreement for Motel Stays
- CalWORKs Housing Support Program Triage Tool
- Individual Service Plan
- Making Home Habitable Good Needs Assessment Checklist
- Move In/Move Out Walk-through Checklist
- Daily Cleaning Schedule Form
- Program Status Change Form
- HSP Denial of Services Form
- HPS Grievance Form
- CA Residential Lease/Rental Agreement
- Sample Lease Addendum
- Risk Mitigation Program Fund Policy and Procedures

TEACH



112 E 2nd Street
Alturas, CA 96101
PHONE (530) 233-3111 x1025 FAX: (530) 233-4744

Modoc County HSP Referral Form



Date: _____

Referring Person: _____ Phone: _____

Is there a CalWorks Household member in the assistance unit: _____ Yes _____ No

Case Number: _____ Case Name: _____ CW Aid Code: _____

Head of Household Name: _____ Date of Birth: _____

Phone/Contact #: _____

Spouse/Other Adult Name: _____ Date of Birth: _____

Phone/Contact #: _____

Current Address: _____

Primary Language in Household: _____

Total # of Persons in Household: _____ # of Children in Home: _____

Names & Ages of Children: _____

Is the Head of Household Homeless or at Imminent Risk of Homelessness?

_____ Homelessness _____ At Risk

Describe the current Situation: _____

- ☐ Code 0893 - Non-MOE (Safety Net, drug felon, fleeing felon) (Aid Codes K1, 3F)
- ☐ Code 0894 - Non-Federally Eligible Families (recent non-citizen entrants, TANF timed-out) (Aid Code 32)
- ☐ Code 0895 - Federally Eligible Cal Works Families (Aid Codes 30,33,35,3R)

Referral to: T.E.A.C.H., Inc. 112 E2nd, St. Alturas, CA 96101; 530-233-3111

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Alturas, CA 96101
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CASE NAME: _____

CASE NUMBER: _____

Declaration

I, _____, DECLARE AND SAY _____

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

EXECUTED AT: _____ DATE: _____

SIGNATURE: _____

WITNESS: _____ DATE: _____

responsible for other incidentals such as phone, movies, and WIFI. Contact the front desk at the Hotel/Motel about these incidental charges before using them
G. Participants are responsible for notifying TEACH and the Hotel/Motel if any other guests and/or pets are staying in the room and if any damages have occurred.
H. I agree to notify my HSP case manager if there are any changes to my housing needs or circumstances.
I. I agree to notify my HSP case manager AND the motel at least 24 hours before permanently leaving or checking out of the hotel.

HSP Interim Stay Exit Guidelines
<p>The length of stay for which the program will pay depends on the totality of the circumstances. Funding for a motel stay may be terminated for several reasons, including, but not limited to:</p> <p style="text-align: center;"><i>Discontinuance of services and exit can be immediate.</i></p>
1. Not following the documented housing plan.
2. Multiple attempts to contact the family have been unsuccessful.
3. The family declines housing assistance through shelters, other homeless prevention agencies, or offers of stable housing.
4. The family is no longer receiving CalWORKs cash aid.
5. The family has exhausted the maximum duration of assistance available.
6. The family has requested to exit from the CalWORKS HSP.
7. Allowing unauthorized guests, including pets to be present or sheltering other individual(s).
8. Motel rooms are vandalized and/or damaged.
9. Family activities during the hotel/motel stay are not compliant with local and state laws and/or reports of disruptive behavior at a motel that jeopardizes the safety of motel guests.
10. Threats of violence to HSP staff, hotel/motel staff, hotel/motel guests, or others associated with the program or location of the interim housing services.
11. The participant has the financial means to pay for a continued motel stay.
12. Availability of funding.

Names of approved family members that will stay with you, including pets:

1.
2.
3.
4.

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CalWORKS Housing Support Program Triage Tool

Level of Housing Support	Housing Barriers
Level One	
<p>The CalWORKs <u>household</u> will need minimal assistance to obtain and retain housing. HSP offers the following for most Level 1 households:</p> <ul style="list-style-type: none"> • Initial consultation related to housing search. • Home visit/check-in after move-in <p><u>Landlord</u> assistance will likely include only program contact information for tenancy concerns.</p>	<p><u>Barriers to Obtaining Housing:</u></p> <ul style="list-style-type: none"> • Household has no criminal history. • Rental history: an established local rental history. No evictions, landlord references are good to fair. • Credit history is good, with the exception of a few late utility and credit card payments. <p><u>Barriers to Retaining Housing:</u></p> <ul style="list-style-type: none"> • No significant barriers except financial: very low income and insufficient emergency reserves.
Level Two	
<p>The CalWORKs <u>household</u> will need routine assistance to obtain and retain housing. The HSP offers the following for most Level 2 households:</p> <ul style="list-style-type: none"> • Financial assistance for housing start-up. • Initial consultation and ongoing assistance with housing search, including bus tickets as needed. • Home visit/check-in before and after move-in and when necessary during housing search. • Services available for up to 6 months, depending on housing problems and the program toward FS Plan goals. <p><u>Landlord</u> assistance:</p> <ul style="list-style-type: none"> • 6-month availability: landlord can call with tenancy issues, and the program will respond. 	<p><u>Barriers to Obtaining Housing:</u></p> <ul style="list-style-type: none"> • Household has no serious criminal history but may have a few offenses such as moving violations, DUI, or misdemeanor. • Rental history is limited or out-of-state. • May have 1-2 explainable evictions for non-payment. Prior landlords may report a problem with timely rent. • Credit history shows a pattern of late or missed payments. <p><u>Barriers to Retaining Housing:</u></p> <ul style="list-style-type: none"> • Financial barriers include very low income, inconsistent employment, and poor budgeting skills. • No serious mental illness or chemical dependency that affects housing retention. May have depression or anxiety or problems responding to conflict. • May lack awareness of landlord-tenant rights/responsibilities. • May have minor problems meeting basic household care/cleaning. • May have been homeless before.

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Individual Service Plan

Participant Name:		Date of Intake:	
Case Manager:		Participant Date of Birth:	

Part 1: Health and Wellness

Goal	Strategies/Steps	Target Date	Date Achieved	Next Contact (in-person, text, phone call)	Notes
1. Maintain Sobriety	1.				
	2.				
	3.				
	4.				
	5.				
2. Mental Health	1.				
	2.				
	3.				
	4.				
	5.				
3. Family Reunification	1.				
	2.				
	3.				
	4.				
	5.				

Participant Strengths: _____

Participant Strengths: _____

Participant Obstacles: _____

Progress Summary: _____

Part 3: Housing Stability

Goal	Strategies/Steps	Target Date	Date Achieved	Next Contact (in-person, text, phone call)	Notes
1. Rebuild Housing History	1.				
	2.				
	3.				
	4.				
	5.				
2. Permanent Housing	1.				
	2.				
	3.				
	4.				
	5.				

Participant Strengths: _____

Participant Obstacles: _____

Progress Summary: _____

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Making Home Habitable Goods

Needs Assessment Checklist

Participant Name		Move In Date	
Family Size		Case Manager	

Does the Family Already Own:	Yes/No	Description of Items Needed (set for a large family, color preference, etc.)	Date Ordered	Purchase Order Number	Total \$
Beds					
Bedding					
Towels (1 per hh member)					
Kitchen Table					
Chairs for Kitchen Table					
Basic pots/pans					
Plates					
Cups					
Cutlery					
Dresser					

MOVE-IN/MOVE-OUT WALK-THROUGH CHECKLIST

Tenants:

Leased Premises:

Room/Item	Move-In Condition DATE:	Move-Out Condition DATE:	Other Notes
LIVING ROOM/AREA			
DOOR & LOCKS			
WINDOWS & SCREENS			
CARPET OR FLOORING			
WALLS			
CEILING/FAN			
LIGHTS & SWITCHES			
Other			
DINING ROOM/AREA			
DOOR & LOCKS			
WINDOWS & SCREENS			
CARPET OR FLOORING			
WALLS			
CEILING/FAN			
LIGHTS & SWITCHES			
Other			
HALLWAY			
CARPET OR FLOORING			
WALLS			
CEILING			
LIGHTS & SWITCHES			
KITCHEN Stove/Refrig			
REFRIGERATOR			
SINK-CABINETS-COUNTERS			
WINDOWS & SCREENS			
DISHWASHER			
CARPET OR FLOORING			
WALLS			
CEILING/FAN			
LIGHTS & SWITCHES			
OTHER			

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Program Status Change Form

Participant Name		Case Number	
Mailing Address		Date	

As of _____, your status for the CalWORKs Housing Support Program (HSP) **and/or** Interim

Housing assistance has changed for the following reasons:

- ☐ You are no longer eligible to the CalWORKs program and will be removed from the HSP
- ☐ You no longer meet the criteria for the HSP and will be removed from interim housing
- ☐ We have been unable to make contact with you and you did not respond to our request for you to contact us, and will be removed from the HSP
- ☐ You have exceeded the maximum stay allowable in HSP interim housing assistance
- ☐ Other reason: _____

If you are currently receiving interim housing, your last day in the hotel will be _____.

Please call Nikki Kates (530) 233-3111 x107 if you have any questions.

If you disagree with the change in your HSP status, you may file a written complaint and mail it to T.E.A.C.H., Inc. (address on top of this form).

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PHONE (530) 233-3111 x1025 FAX: (530) 233-4744

HPS Grievance Form

The CalWorks Housing Support Program is offered to eligible Modoc residents, but is not a program that residents are entitled to and therefore is not open to a hearing process. We would like for everyone to be treated fairly, equitably, and with dignity, and that our program procedures, expectations and rules are clearly explained.

If an issue arises between a client and a T.E.A.C.H Inc. Housing Case Manager that has not been and cannot be successfully resolved between the two parties, the client has the right to involve the Housing Support Services Program Director. The Program Director will use his or her discretion in settling the complaint within 10 business days. If the matter is not resolved at this level, or if the Program Director is acting as the client's case manager, then the issue will be brought to the attention of the T.E.A.C.H Inc. Executive Director. The Executive Director will resolve the complaint within 10 business days. If additional time is needed, all parties will be notified of the anticipated resolution date. The say of this person will be final.

If you have been exited from the program or any of your services have been terminated, they will remain terminated until the concern is reviewed by management.

HSP Grievance Form

Client Name: _____

Client Phone Number: _____

Client Email Address: _____

State your concern:

What do you believe is the best way to resolve this concern?

By signing, I certify that the above statement and facts are true and correct to the best of my knowledge.

Client Signature: _____

Date: _____

TENANT may not assign, sublot, or allow any other person to use this space. The TENANT uses this space exclusively for parking of passenger automobiles. No other type of vehicle or item may be stored in this space without prior written consent of LANDLORD. TENANT may not wash, repair, or paint in this space or at any other common area on the premises. Only vehicles that are operational and currently registered in the State of California may park in this space. Any vehicle that is leaking any substance must not be parked anywhere on the premises.

9. CONDITION OF PREMISES: TENANT acknowledges that the premises have been inspected. Tenant acknowledges that said premises have been cleaned and all items, fixtures, appliances, and appurtenances are in complete working order. TENANT promises to keep the premises in a neat and sanitary condition and to immediately reimburse landlord for any sums necessary to repair any item, fixture or appurtenance that needed service due to TENANT'S, or TENANT'S invitee, misuse or negligence.

TENANT shall be responsible for the cleaning or repair to any plumbing fixture where a stoppage has occurred.

TENANT shall also be responsible for repair or replacement of the garbage disposal where the cause has been a result of bones, grease, pits, or any other item that normally causes blockage of the mechanism.

10. ALTERATIONS: TENANT shall not make any alterations to the premises, including but not limited to installing aerials, lighting fixtures, dishwashers, washing machines, dryers or other items without first obtaining written permission from LANDLORD. TENANT shall not change or install locks, paint, or wallpaper said premises without LANDLORD'S prior written consent, TENANT shall not place placards, signs, or other exhibits in a window or any other place where they can be viewed by other residents or by the general public.

11. LATE CHARGE/BAD CHECKS: A late charge of 6% of the current rental amount shall be incurred if rent is not paid when due. If rent is not paid when due and landlord issues a 'Notice To Pay Rent Or Quit', TENANT must tender cash or cashier's check only. If TENANT tenders a check, which is dishonored by a banking institution, then TENANT shall only tender cash or cashier's check for all future payments. This shall continue until such time as written consent is obtained from LANDLORD. In addition, TENANT shall be liable in the sum of \$10 for each check that is returned to LANDLORD because the check has been dishonored.

12. NOISE AND DISRUPTIVE ACTIVITIES: TENANT or his/her guests and invitees shall not disturb, annoy, endanger or inconvenience other tenants of the building, neighbors, the LANDLORD or his agents, or workmen nor violate any law, nor commit or permit waste or nuisance in or about the premises. Further, TENANT shall not do or keep anything in or about the premises that will obstruct the public spaces available to other residents. Lounging or unnecessary loitering on the front steps, public balconies or the common hallways that interferes with the convenience of other residents is prohibited.

13. LANDLORD'S RIGHT OF ENTRY: LANDLORD may enter and inspect the premises during normal business hours and upon reasonable advance notice of at least 24 hours to TENANT. LANDLORD is permitted to make all alterations, repairs and maintenance that in LANDLORD'S judgment is necessary to perform. In addition LANDLORD has all right to enter pursuant to Civil Code Section 1954. If the work performed requires that TENANT temporarily vacate the unit, then TENANT shall vacate for this temporary period upon being served a 7 days notice by LANDLORD. TENANT agrees that in such event that TENANT will be solely compensated by a corresponding reduction in rent for those many days that TENANT was temporarily displaced.

If the work to be performed requires the cooperation of TENANT to perform certain tasks, then those tasks shall be performed upon serving 24 hours written notice by LANDLORD. (EXAMPLE -removing food items from cabinets so that the unit may be sprayed for pests)

14. REPAIRS BY LANDLORD: Where a repair is the responsibility of the LANDLORD, TENANT must notify LANDLORD with a written notice stating what item needs servicing or repair. TENANT must give LANDLORD

affect the validity or enforceability of any other provision of this agreement.

23. ATTORNEY FEES: In the event action is brought by any party to enforce any terms of this agreement or to recover possession of the premises, the prevailing party shall recover from the other party reasonable attorney fees.

It is acknowledged, between the parties, that jury trials significantly increase the costs of any litigation between the parties. It is also acknowledged that jury trials require a longer length of time to adjudicate the controversy. On this basis, all parties waive their rights to have any matter settled by jury trial.

24. NOTICES: All notices to the tenant shall be deemed served upon mailing by first class mail, addressed to the tenant, at the subject premises or upon personal delivery to the premises whether or not TENANT is actually present at the time of said delivery. All notices to the landlord shall be served by mailing first class mail or by personal delivery to the manager's apartment or to:

25. PERSONAL PROPERTY OF TENANT: Once TENANT vacates the premises, the LANDLORD shall store all personal property left in the unit for 18 days. If within that time period, TENANT does not claim said property, LANDLORD may dispose of said items in any manner LANDLORD chooses.

26. ADDITIONAL RENT: All items owed under this lease shall be deemed additional rent.

27. APPLICATION: All statements in TENANT'S application must be true or this will constitute a material breach of this lease.

28. ADDITIONAL TERMS:

Notice: The California Department of Justice, sheriff's departments, police departments serving jurisdictions of 200,000 or more and many other local law enforcement authorities maintain for public access a data base of the locations of persons required to register pursuant to paragraph (1) of subdivision (a) of Section 290.4 of the Penal Code. The database is updated on a quarterly basis and a source of information about the presence of these individuals in any neighborhood. The Department of Justice also maintains a Sex Offender Identification Line through which inquiries about individuals may be made. This is a "900" telephone service. Callers must have specific information about individuals they are checking. Information regarding neighborhoods is not available through the "900" telephone service.

29. ENTIRE AGREEMENT: The foregoing agreement, including any attachments incorporated by reference, constitute the entire agreement between the parties and supersedes any oral or written representations or agreements that may have been made by either party. Further, TENANT represents that TENANT has relied solely on TENANT'S judgment in entering into this agreement. TENANT acknowledges having been advised to consult with independent legal counsel before entering into this Agreement and has decided to waive such representation and advice. TENANT acknowledges that TENANT has read and understood this agreement and has been furnished a duplicate original.

_____ LANDLORD/AGENT	_____ DATE
_____ TENANT	_____ DATE
_____ TENANT	_____ DATE

For use in the State of California

TEACH



112 E 2nd Street
Alturas, CA 96101
PHONE (530) 233-3111 x1025 FAX: (530) 233-4744

Risk Mitigation Fund Policies and Procedures

Risk Mitigation Funds

As a part of Landlord Outreach, Housing Support Program (HSP) has made funds available for a Risk Mitigation Fund (RMF). The intent of these funds is to ensure participating landlords do not incur additional and unreasonable costs for renting to HSP participants. The Program Administrator will oversee the Mitigation Fund, covering unpaid rent and damages by tenants housed under this program up to \$5,000 per household.

Landlord Eligibility

All HSP Participating landlords are potentially eligible for Risk Mitigation Funds. Approval/denial will be decided by T.E.A.C.H. Inc. Executive Director. Participating landlords may only access these funds for costs in excess of HSP tenant's security deposit and for costs that are not eligible under any State Landlord Mitigation Program. The participating landlord must have a Certificate of Legal Ownership of Property form on file and a signed rental lease with the program participant to be eligible to request RMF reimbursement.

Eligible Costs Include:

1. Reimbursement for repairs made to the unit due to damage caused by the tenant.
2. An insurance deductible for covered damages.
3. Court fees and court costs associated with an eviction process action or other action to enforce Landlord's rights under the lease agreement.

Additional Information:

1. Excessive Damage is considered property damage to a single unit in which the costs to repair the unit to its previous state exceeds the security deposit amount.
2. Such requests shall not exceed \$5,000 for a studio or one-bedroom unit or a multi-bedroom unit.
3. Costs will only be paid as a reimbursement and shall not be issued prior to completion of work.
4. Requests must be made within 30 days of the completion of work, unless the landlord can demonstrate that reasonable steps were taken to access other funds first and that effort was incomplete or unsuccessful.
5. Documentation of completed work and eligibility of damage costs must be provided at the time of request for reimbursement.
6. Failure to provide satisfactory documentation may result in the denial of reimbursement.
7. Reimbursement may not be requested to upgrade or improve a unit or its contents; all costs must be for like replacement.
8. Costs to bring a unit up to the HUD HQS are not eligible for reimbursement.

The following costs or losses are not included:

1. Normal wear and tear (See Appendix 1).

7. The Housing Support Services Program Director will verify the claim and may request additional documents to support the claim. The landlord must submit additional documents within 14 business days. The Program Administrator reserves the right to perform an inspection of the unit. Inaccurate or falsified information will be grounds for denial of a Mitigation Fund claim.
8. The Risk Mitigation Fund will not reimburse for tools needed to repair damages, Landlord's personal time to repair damages or other activities related to the claim, items allegedly stolen, or damages not represented in the move-in/out condition report.
9. The Executive Director will facilitate issuing approved claims for payment to the Landlord within 30 days.

Methods of Disbursement

All funds will be distributed via check from TEACH, Inc. the Housing Support Services Program Director will first review the check request and ensure that appropriate backup documentation is attached. Once he/she has approved the expenditure, it will be reviewed for approval by the Executive Director. The Executive Director will facilitate the issuance of an approved claim, forward a check request to the fiscal office who verifies the amount of the request, and issues a check within 30 business days.

TEACH



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Mitigation Claim Form

Date Submitted:	
Tenant Name:	
Property Address:	

APPROVED CLAIM MADE PAYABLE TO (must match W-9 on file): ____Agency Pay ____Landlord Pay

Landlord:		
Company Name:		
Street Address:		
City:	State:	Zip Code:
Telephone Number:		

CLAIM INFORMATION:

Category	Requested Amount	Description
Unit Damages		
Lost Rent		
Court Costs		
Other		
Total		

All costs summarized above have been incurred by the Landlord during the tenancy of the above-named tenant, and documentation of costs has been provided with this claim form.

Signature Printed Name Date _____Landlord

Fiscal Year 2024-2025 Program Self-Evaluation Survey for Child Care and Development Programs

2. Contractor Information

1. Contractor name:

Training, Employment and Community Help, Inc.

2. Contractor vendor number:

N984

3. Program Director name:

Carol Madison

4. Program Director email:

cmadison@teachinc.org

5. Select all contract types held:

Alternative Payment Programs (CAPP)
California Work Opportunity and Responsibility to Kids (CalWORKs) Stage Two (C2AP)
CalWORKs Stage Three (C3AP)

6. One or more of the direct contracts held by the agency provide services through a Family Child Care Home Education Network. (CCTR, CMIG, or CFCC)

No

7. Select all age groups served:

Infant (birth to 18 months)
Toddler (18 to 36 months)
Preschool (3 years old to enrollment in transitional kindergarten or kindergarten)
School age (transitional kindergarten or kindergarten to 13 years old, or children with exceptional needs up to 21 years of age)

8. Name of staff completing the survey:

Carol Madison

9. Email of staff completing the survey:

cmadison@teachinc.org

10. Are you a contractor that serves in Los Angeles or Ventura County that has been impacted by the state of emergency related to the wildfires? Impacted is defined as contractors who were subject to the evacuation orders or warnings, and/or experienced a complete loss or significant damage to property as a result of the fire.

No

3. Dimension I: Family Files

11. Agency has completed a file review from each contract type held. If any of the files reviewed were missing eligibility or need criteria, the program shall include within their program action plan steps to adjust practices to ensure all documentation collected meets eligibility and need requirements. Has the contractor met this requirement?

Yes

12. Describe the agency's internal procedures to review family data files continuously to ensure all documentation needed to certify families for services is collected and verified.

When the Program Specialist has completed the file, the Executive Director reviews it and checks for errors. If no errors are found the Executive Director signs off on the file and returns to the Program Specialist.

4. Dimension I: Family Files

13. Self-Certification. Contractor has implemented internal procedures to ensure that payments to providers are made within 21 days of receipt of a complete and accurate record. Complete record contains name of the child receiving services, actual times child entered and left daily, and signatures of the provider and the parent at the end of the month attesting under penalty of perjury that the information provided on the attendance record or invoice is accurate.

Has the contractor met this requirement?

Yes

8. Dimension III. Program Quality

14. Written information for families: Program has provided written policies to child's parents or legal guardians of the limitations on disenrollment, including suspension and expulsion. This notification shall be in writing and shall inform parents on how they may file an appeal, to the department, in the event of the suspension or expulsion of a child. Has the contractor met this requirement

Yes

15. Program has documentation of policies and procedures outlining suspension and expulsion and as to which behaviors would warrant an expulsion that meet the requirements outlined in the Child Care Bulletins for Expulsion And Suspension Procedures In Child Care And Development Programs

Has the contractor met this requirement?

Yes

16. Describe the training and resources provided to children, families, and providers (if applicable) to support the social emotional development of children in the program and inclusive practices used to help children exhibiting serious and persistent challenging behaviors.

Does not apply to these contracts

9. Dimension III: Program Quality

17. Each site/home has a current license issued by Community Care Licensing or Classroom/Family Childcare Home meets Criteria of License Exempt Status per Health & Safety Code Section 1596.792.

Has the contractor met this requirement?

Yes

15. Dimension III. Program Quality

18. Describe some of the staff development opportunities provided to staff/providers. Include the process for using data to identify the training opportunities provided to staff and/or providers. In the response include how Program Self-Evaluation and other data sources are used to determine the training needs of staff and/or providers.

While training has been provided to staff, we do not have a written staff development plan. This was noted in our recent Contract Monitoring and will be addressed in our Continuous Improvement plan.

19. Program has a process for orienting new staff. Documentation is maintained on the training and resources provided to new staff and/or providers.

No

20. Describe a plan to resolve and meet this requirement.

We do not have a written process for orienting staff. This was noted in our recent contract monitoring and will be addressed in our Continuous Improvement Plan.

16. Dimension IV. Administrative

21. Contractor has a current inventory containing all the required elements listed in Funding Terms & Conditions (FT&Cs):

Description

Serial number or other identification number

The source of funding

The acquisition date

The cost

The location, use and condition

Any ultimate disposition date including date of disposal and sale price if applicable

Has the contractor met this requirement?

Yes

22. Program maintains documentation of most recent physical check of the inventory. If no purchases were made it is documented on the inventory form. An authorized representative signs the inventory record at least once every two years.

Has the contractor met this requirement?

Yes

23. For non-Local Education Agency (LEA): contractor has a procedure for competitive purchases of equipment and services.

Yes

17. Dimension IV. Administrative

24. Describe two goals for your program. Include in your response; the data collected to identify the goal, and the action steps to be taken to improve the practice or program requirement.

Our first goal is to enhance staff qualifications and training

Goal: Increase the number of staff members with relevant certifications (e.g., CDA – Child Development Associate) or higher education degrees in early childhood education by 25% over the next 12 months.

We believe that well-trained staff better developmental support for children. Ongoing professional development ensures staff remain informed about best practices and evolving standards in early childhood education.

Our second goal is to reduce our error rate: We intend to do this with the implementation of a paperless system. Time sheets will be automatically calculated by our data base. Automating invoice calculations reduces manual data entry and eliminates repetitive tasks, speeding up the invoicing process and freeing up staff time for other responsibilities. This will also result in cost savings by reducing the need for physical supplies (paper, ink, postage).

25. Parent Survey: Describe the results of the parent survey and the action plans to address the feedback received from parents.

Parents were generally very satisfied with their child care! One parent had suggestions for better snacks at a provider, and one requested more resources, (mom's groups and dad's groups and play groups) These resources are available through collaborative partnerships with other agencies, we will provide more information in our parent packets.

26. Briefly describe how staff and board members were a part of the self-evaluation process.

The Program Staff collected the surveys and reviewed them with the Program Director/Executive Director. The Executive Director reviewed with the Board of Directors.

21. Dimension V. Fiscal/Audit

27. The program has submitted a report for each contract that is consistent with the laws for state and federal fiscal reporting.

Has the contractor met this requirement?

Resource: [Fiscal Resources](#)

Yes

28. How will the program continue to maximize enrollment to meet the child care needs of the community? Describe the procedures in place to increase enrollment in the program.

We will continue to actively advertise our program as well as the income eligibility amounts. Flyers will be distributed to local employers, (Federal Government, Modoc County, Hospital, etc.)

22. Dimension V. Fiscal/Audit

29. The program has submitted an acceptable financial and compliance audit within the required timelines. Has the contractor met this requirement?

Resource: [Contracting Agencies Audit Guidelines & Resources](#)

Yes

30. If findings were identified through the annual audit process how is the program adjusting practices and processes to resolve the findings? If no findings were identified, please write N/A.

N/A

23. CCD 23 Child Development Reporting Data

31. Contractor has notified their assigned consultant of any changes to the Executive Director, Program Director, Site Supervisor(s), headquarter address or sites. Sites includes any sub contracted facilities. Alternative Payment contracts do not include sites in CDMIS. Contracts operated through Family Child Care Home Education Networks have added all providers into their CDMIS profile.

Yes

32. Describe your plan to resolve and meet this requirement.

24. Optional: Celebrating Promising Practices

33. Share your promising practices: Narrative

Our most promising practice is the implementation of a fully paperless system. We have equipped all providers with tablets, allowing parents to sign children in and out electronically. Attendance data will be automatically uploaded to our database at the end of each month, and timesheets will be calculated based on this data. This transition is expected to significantly reduce our error rate and improve overall efficiency.

34. Upload your files here, if applicable.