Agenda
T.E.A.C.H., Inc.
Board of Directors Meeting
The Brass Rail
Alturas, CA 96101

March 18, 2026
5:30 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___ Stockwell___ Wayne

   Staff: ___Madison___MacDonnell

   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 January 15th, 2026, meeting for approval.
   Action Item.

5. **REVIEW AND APPROVAL OF EXPENDITURES:**
   The Board will review for approval of the January and February 2026 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. 2025/2026 Family Handbook for Family Child Care Home Education Network** **Action Item**
    - **B. Addition to Fiscal Policy Manual** **Action Item**

12. **CORRESPONDENCE:**
    - **a. Resource and Referral Program Contract Monitoring Report** ***Information Item.***
    - **b. Cal OES Payment Grant Monitoring Report** ***Information Item.***
    - **c. BSCC Youth Center/ Youth Shelter Program** ***Information Item.***
    - **d. CDSS Audit Transmittal Report 25/004** ***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
January 15th, 2025
5:30 p.m.

1. **CALL TO ORDER:**
   Chairperson Keostier called the meeting to order at 5:55 p.m.

2. **ROLL CALL:**
   PRESENT: Members Koetsier, Forrest, Shimamoto, Wayne, and Stockwell
   ABSENT: Members Cain and Curtis
   STAFF: Madison and MacDonnell
   VISITORS:

3. **POSTING OF AGENDA:**
   Member Koetsier noted that the agenda had been properly posted.

4. **APPROVAL OF MINUTES:**
   The minutes from the November 12th, 2025, meeting were reviewed.
   Member Stockwell made a motion to approve the minutes. Member Wayne seconded the motion. The motion carried with all ayes.

5. **REVIEW AND APPROVAL OF EXPENDITURES:**
   Expenditures for the months of November and December 2025 were discussed. **Member Shimamoto made a motion to approve the expenditures for the months of November and December 2025. Member Stockwell 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:

-The Foster Family Agency audit was conducted during the week of November 17, 2025. The audit resulted in no cost findings; however, several recommendations were issued, primarily related to fiscal policies. The formal exit report is expected to be received within the next few months.

-During the same week, the California Department of Social Services (CDSS) conducted a site visit for the Child Care Resource and Referral Program. At this time, we have not received any formal feedback from the Department regarding this visit.

-The 2024–2025 Rape Crisis Grant is currently under audit. This audit began in July 2025 and remains ongoing.

-The Department of Social Services Subsidized Child Care program staff will be returning for another site visit the week of March 9th.

-The Child and Adult Care Food Program (CACFP) audit is scheduled for the week of March 16, 2026.

-In November, we opened a sweep account with Plumas Bank. Between November 20 and December 31, 2025, the account earned $7,621.04 in interest, with rates ranging from 1.35% to 1.5%. The balance in the sweep account as of December 31, 2025, was $4,397,728.46. We are still awaiting an additional transfer of approximately $2.5 million from the City of Redding related to the NorCal Continuum of Care Program.

-Although I was unable to attend due to illness, the annual Christmas Party was well attended and successful. Noelle graciously stepped in as host, assisted by Jessica Fredrick.

-We are currently in the process of contracting with Modoc County for two additional housing grants. Concurrently, we are working with County Administration on plans to relocate the housing department to the former hospital facility, where it would be co-located with other county programs.

-We are nearing completion of the transfer of the Modoc Harvest program. This week, I met with two of the program's grantors, and we are in the process of formally transferring the associated grants to T.E.A.C.H., Inc. I also met with Ary West yesterday, who will serve as the Project Coordinator. She will begin in this role immediately and will support the continued implementation and coordination of program activities during the transition.

9. BOARD REPORTS:

10. OLD BUSINESS: None.

11. NEW BUSINESS:

a) **Acceptance of June 30, 2025, Audit** Member Shimamoto made a motion to approve the June 30, 2025, Audit, and Member Forrest seconded the motion. Motion carried, all ayes.

b) **Acceptance of June 30, 2025, tax return.** Member Shimamoto made a motion to approve the June 30, 2025, Tax Return, and Member Forrest seconded the motion. Motion carried, all ayes.

c) **Approval of Resolution 26-04 Authorizing Executive Director to sign FY26-27 continued Funding application documents for Child Development Programs.** Member Wayne made a motion to approve the Resolution 26-04 Authorizing Executive Director to sign FY26-27 continued Funding application documents for Child Development Programs, and Member Shimamoto seconded the motion. Motion carried, all ayes.

d) **Approval of Resolution 26-05 Low Income Home Energy Assistance Program LIHEAP 26B-4023** Member Wayne made a motion to approve the Resolution 26-05 Low Income Home Energy Assistance Program LIHEAP 26B-4023, and Member Forrest seconded the motion. Motion carried, all ayes.

e) **Approval of Resolution 26-06 Low-Income Home Energy Assistance Income Level** Member Shimamoto made a motion to approve the Resolution 26-06 Low-Income Home Energy Assistance Income Level, and Member Stockwell seconded the motion. Motion carried, all ayes.

a. **Election of Officers.** Member Forrest made a motion to approve the election of Member Koetsier as chair and Member Curtis as Secretary, and Member Wayne seconded the motion. Motion carried, all ayes.

f) **Approval of T.E.A.C.H. Inc., Senior Services Program Procedure Manual.** Member Stockwell made a motion to approve the T.E.A.C.H. Inc., Senior Services Program Procedure Manual, and Member Forrest seconded the motion. Motion carried, all ayes.

12. CORRESPONDENCE:

a. **PSA 2 Area Agency on Aging FY 24/25 Monitoring/Assessment** The Board reviewed and discussed details regarding the PSA 2 Area Agency on Aging FY 24/25 Monitoring/Assessment.

13. NEXT MEETING: March 18th, 2026, at The Brass Rail, 5:30 p.m.

14. CLOSED SESSION: None

15. ADJOURNMENT: The meeting was adjourned at 7:41 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	1/1/2026	Cory Yancey	700.00		SA Jan'26 Rent
Rape Crisis 2123	1001	1/9/2026	Buie, Sean	327.83		SA & DV New Computer & Switch
Rape Crisis 2123	1001	1/13/2026	Verizon	25.23		Cell & Ipad Lines Dec'25
Rape Crisis 2123	1001	1/13/2026	Waste Management Of Nevada	65.46		SA Garbage
Rape Crisis 2123	1001	1/21/2026	Frontier	20.06		SA & DV Telephone
Rape Crisis 2123	1001	1/22/2026	American Express	150.00		SA VALORUS Member Renewal
Rape Crisis 2123	1001	1/23/2026	Ubeo Business Services	34.29		SA & DV Printer Maint. Contract
Rape Crisis 2123	1001	1/26/2026	Tnet Broadband Internet LLC	33.00		Internet
Rape Crisis 2123	1001	1/31/2026	American Express	93.83		SA & DV Car Seat
Rape Crisis 2123	1001	1/31/2026	City Of Alturas	98.14		SA Water
Rape Crisis 2123	1001	1/31/2026	Modoc Media dba Modoc County Record	25.00		SA & DV Monthly Ad
Rape Crisis 2123	1001	1/31/2026	Modoc Media dba Modoc County Record	670.00		SA Hidden In Plain Sight Ad
Rape Crisis 2123	1001	1/31/2026	Modoc Media dba Modoc County Record	670.00		SA Trafficking Awareness Ad
Rape Crisis 2123	1001	1/31/2026	Modoc Mini Mart 2	45.00		SA Gas Transportation Voucher
Rape Crisis 2123	1001	1/31/2026	Pacific Power And Light	407.62		Electricity
Rape Crisis 2123	1001	1/31/2026	Spectrum	160.05		SA Cable
Rape Crisis 2123	1001	1/31/2026	Verizon	25.23		Cell & Ipad Lines
Rape Crisis 2123	1001	2/1/2026	Cory Yancey	700.00		SA Feb'26 Rent
Rape Crisis 2123	1001	2/20/2026	ACE / Four Seasons	26.80		SA & DV Ice Melt
Rape Crisis 2123	1001	2/24/2026	American Express	89.95		SA & DV Tracfone Cards
Rape Crisis 2123	1001	2/24/2026	American Express	115.90		SA & DV Tracfone Cell Phones & Office Supplies
Rape Crisis 2123	1001	2/24/2026	American Express	106.15		SA Community Outreach Supplies
Rape Crisis 2123	1001	2/24/2026	Frontier	20.68		SA & DV Telephone
Rape Crisis 2123	1001	2/24/2026	Ubeo Business Services	34.29		SA & DV Printer Maint. Contract
Rape Crisis 2123	1001	2/27/2026	Tnet Broadband Internet LLC	33.00		Internet
Rape Crisis 2123	1001	2/28/2026	Modoc Media dba Modoc County Record	20.00		SA & DV Monthly Ad
Rape Crisis 2123	1001	2/28/2026	Verizon	25.23		Cellphone & Ipad Lines
OES Domestic Violence	1200	1/1/2026	Charles D. Yancey	700.00		DV Jan'25 Rent
OES Domestic Violence	1200	1/1/2026	Teach Inc.	805.25		Dv Jan'26 Rent
OES Domestic Violence	1200	1/7/2026	Holiday Market	140.59		DV Food
OES Domestic Violence	1200	1/9/2026	Buie, Sean	983.48		SA & DV New Computer & Switch
OES Domestic Violence	1200	1/13/2026	ACE / Four Seasons	9.64		DV Plug Clean Out
OES Domestic Violence	1200	1/13/2026	Frontier	165.00		Internet Access

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OES Domestic Violence	1200	1/13/2026	Verizon	25.23		Cell & Ipad Lines Dec'25
OES Domestic Violence	1200	1/13/2026	Waste Management Of Nevada	149.01		DV Garbage
OES Domestic Violence	1200	1/16/2026	Department Of Motor Vehicles	218.00		Vehivle registration Rreenewal LP 7XTX687
OES Domestic Violence	1200	1/16/2026	Frontier	14.98		DV Telephone
OES Domestic Violence	1200	1/21/2026	Frontier	20.06		SA & DV Telephone
OES Domestic Violence	1200	1/21/2026	Holiday Market	20.97		DV Food
OES Domestic Violence	1200	1/21/2026	Staub & Sons Petroleum	100.38		Gas
OES Domestic Violence	1200	1/22/2026	American Express	895.00		DV EVAWI Conference
OES Domestic Violence	1200	1/22/2026	American Express	1,510.14		DV EVAWI Conference Travel
OES Domestic Violence	1200	1/22/2026	American Express	24.99		DV Netflix Monthly Subscription
OES Domestic Violence	1200	1/23/2026	Ubeo Business Services	34.28		SA & DV Printer Maint. Contract
OES Domestic Violence	1200	1/26/2026	Staub & Sons Petroleum	362.81		100480 DV DYE KERO
OES Domestic Violence	1200	1/26/2026	Tnet Broadband Internet LLC	66.00		Internet
OES Domestic Violence	1200	1/31/2026	American Express	11.11		DV Hershey Kisses
OES Domestic Violence	1200	1/31/2026	American Express	7.35		DV Large Safety Pins
OES Domestic Violence	1200	1/31/2026	American Express	82.50		DV Unit #9 Rent
OES Domestic Violence	1200	1/31/2026	American Express	15.00		DV Wireless Mouse
OES Domestic Violence	1200	1/31/2026	City Of Alturas	287.49		DV Water
OES Domestic Violence	1200	1/31/2026	Modoc Media dba Modoc County Record	670.00		DV National Stalking Awareness Month
OES Domestic Violence	1200	1/31/2026	Modoc Media dba Modoc County Record	670.00		DV What Remained Ad
OES Domestic Violence	1200	1/31/2026	Modoc Media dba Modoc County Record	25.00		SA & DV Monthly Ad
OES Domestic Violence	1200	1/31/2026	Modoc Mini Mart 2	45.00		DV Gas Transportation Voucher
OES Domestic Violence	1200	1/31/2026	Pacific Power And Light	225.43		Electricity
OES Domestic Violence	1200	1/31/2026	Spectrum	164.80		DV Cable
OES Domestic Violence	1200	1/31/2026	Staub & Sons Petroleum	113.70		Gas
OES Domestic Violence	1200	1/31/2026	Verizon	25.23		Cell & Ipad Lines
OES Domestic Violence	1200	1/31/2026	Wayne C. Bethel Refrigeration & Heating	125.00		DV Kids Room HP Oct'25
OES Domestic Violence	1200	2/1/2026	Charles D. Yancey	700.00		DV Feb'26 Rent
OES Domestic Violence	1200	2/1/2026	Teach Inc.	805.25		Dv Feb'26 Rent

Training, Employment and Community Help Inc.

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OES Domestic Violence	1200	2/3/2026	ACE / Four Seasons	69.25		DV Cleaning Supplies
OES Domestic Violence	1200	2/3/2026	Get Her Done Construction	3,589.79		DV Repairs to Home
OES Domestic Violence	1200	2/4/2026	Holiday Market	170.85		DV Food
OES Domestic Violence	1200	2/6/2026	Alturas Garden Apartments	128.00		DV Partial Rent Feb'26
OES Domestic Violence	1200	2/10/2026	Frontier	165.00		Internet Access
OES Domestic Violence	1200	2/18/2026	ACE / Four Seasons	85.79		Dv New Heater
OES Domestic Violence	1200	2/18/2026	Frontier	58.94		DV Telephone
OES Domestic Violence	1200	2/18/2026	Holiday Market	178.63		DV Food
OES Domestic Violence	1200	2/18/2026	Staub & Sons Petroleum	58.14		Gas
OES Domestic Violence	1200	2/20/2026	ACE / Four Seasons	80.40		SA & DV Ice Melt
OES Domestic Violence	1200	2/24/2026	ADT Security Systems, Inc.	147.21		DV Security System
OES Domestic Violence	1200	2/24/2026	American Express	24.99		DV Netflix Monthly Subscription
OES Domestic Violence	1200	2/24/2026	American Express	7.50		DV Wall Calendar
OES Domestic Violence	1200	2/24/2026	American Express	93.82		SA & DV Car Seat
OES Domestic Violence	1200	2/24/2026	American Express	269.85		SA & DV Tracfone Cards
OES Domestic Violence	1200	2/24/2026	American Express	249.92		SA & DV Tracfone Cell Phones & Office Supplies
OES Domestic Violence	1200	2/24/2026	Frontier	20.68		SA & DV Telephone
OES Domestic Violence	1200	2/24/2026	Holiday Market	81.03		DV Food
OES Domestic Violence	1200	2/24/2026	Ubeo Business Services	34.28		SA & DV Printer Maint. Contract
OES Domestic Violence	1200	2/27/2026	RB 9 Publishing	1,645.00		DV Spring CATTLE Mag Ad
OES Domestic Violence	1200	2/27/2026	Tnet Broadband Internet LLC	66.00		Internet
OES Domestic Violence	1200	2/28/2026	City Of Alturas	287.49		DV Water
OES Domestic Violence	1200	2/28/2026	Holiday Market	17.06		DV Food
OES Domestic Violence	1200	2/28/2026	Modoc Media dba Modoc County Record	670.00		DV Support Ad
OES Domestic Violence	1200	2/28/2026	Modoc Media dba Modoc County Record	670.00		DV Digital Abuse Ad
OES Domestic Violence	1200	2/28/2026	Modoc Media dba Modoc County Record	670.00		DV Red Flags Ad
OES Domestic Violence	1200	2/28/2026	Modoc Media dba Modoc County Record	670.00		DV Teen Dating Ad
OES Domestic Violence	1200	2/28/2026	Modoc Media dba Modoc County Record	670.00		Dv Teen Violence Ad
OES Domestic Violence	1200	2/28/2026	Modoc Media dba Modoc County Record	20.00		SA & DV Monthly Ad
OES Domestic Violence	1200	2/28/2026	Spectrum	160.05		DV Cable

Training, Employment and Community Help Inc.

Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
OES Domestic Violence	1200	2/28/2026	Staub & Sons Petroleum	72.85		Gas
OES Domestic Violence	1200	2/28/2026	Verizon	25.23		Cellphone & Ipad Lines
Partnership Health Plan	1900	2/28/2026	City Of Alturas	419.40		Eddingfield Apt. Water
Eddingfield Apartments	1905	1/7/2026	Modoc County Tax Collector	537.04		Eddingfield Apts. Tax Year 2024/Land Structural Improvements
Eddingfield Apartments	1905	1/8/2026	ACE / Four Seasons	30.02		Ice Melt
Eddingfield Apartments	1905	1/13/2026	ACE / Four Seasons	37.52		Eddingfield Apt. Materials & Supplies
Eddingfield Apartments	1905	1/13/2026	Waste Management Of Nevada	215.85		Eddingfield Apts. Garbage
Eddingfield Apartments	1905	1/15/2026	ACE / Four Seasons	43.53		Materials & Supplies
Eddingfield Apartments	1905	1/16/2026	ACE / Four Seasons	10.70		Eddingfield pt. Materials & Supplies With Credit
Eddingfield Apartments	1905	1/21/2026	Staub & Sons Petroleum	42.53		Gas
Eddingfield Apartments	1905	1/23/2026	ACE / Four Seasons	20.35		Materials & Supplies
Eddingfield Apartments	1905	1/26/2026	Tnet Broadband Internet LLC	153.00		Internet
Eddingfield Apartments	1905	1/29/2026	ACE / Four Seasons	7.07		Eddingfield Apt. Bug Stop Rtu
Eddingfield Apartments	1905	1/31/2026	City Of Alturas	686.98		Eddingfield Apt. Water
Eddingfield Apartments	1905	1/31/2026	NDG Construction	2,346.60		Eddingfield Apt. Laundry Room New Door
Eddingfield Apartments	1905	1/31/2026	Pacific Power And Light	670.08		Electricity
Eddingfield Apartments	1905	1/31/2026	Staub & Sons Petroleum	45.15		Gas
Eddingfield Apartments	1905	1/31/2026	Terminix Processing Center	153.00		Eddingfield Apt. Pest Control
Eddingfield Apartments	1905	2/3/2026	City Of Alturas	160.00		Eddingfield Apt. Annual Registration Fees
Eddingfield Apartments	1905	2/10/2026	Shawn's Locksmithing	50.00		Eddingfield Apt. #6 Adjust Strike Plate
Eddingfield Apartments	1905	2/18/2026	NDG Construction	2,222.57		Eddingfield Aots/ New Windows in Lndry Room
Eddingfield Apartments	1905	2/18/2026	Staub & Sons Petroleum	44.46		Gas
Eddingfield Apartments	1905	2/24/2026	American Express	100.83		Wellness Center Cleaning Supplies
Eddingfield Apartments	1905	2/24/2026	American Express	83.86		WEllness Center Paper Hand Towel
Eddingfield Apartments	1905	2/27/2026	Tnet Broadband Internet LLC	153.00		Internet
Eddingfield Apartments	1905	2/28/2026	City Of Alturas	295.74		Eddingfield Apt. Water
Eddingfield Apartments	1905	2/28/2026	Staub & Sons Petroleum	52.64		Gas
Eddingfield Apartments	1905	2/28/2026	Terminix Processing Center	153.00		Eddingfield Apt. Pest Control

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Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
Eddingfield Apartments	1905	2/28/2026	Waste Management Of Nevada	109.00		Eddingfield Apt. Garbage
Parenting Education	2200	1/7/2026	530 Video Production	150.00		Webside Managment for Dec'25
Parenting Education	2200	1/7/2026	Holiday Market	24.78		Parenting Food
Parenting Education	2200	1/13/2026	Verizon	71.67		Cell & Ipad Lines Dec'25
Parenting Education	2200	1/15/2026	Holiday Market	39.16		Parenting Food
Parenting Education	2200	1/22/2026	American Express	12.99		Parenting Microsoft Monthly Renews
Parenting Education	2200	1/27/2026	Holiday Market	4.52		Parenting Food WITH CREDIT
Parenting Education	2200	1/31/2026	Verizon	71.67		Cell & Ipad Lines
Parenting Education	2200	2/3/2026	Holiday Market	20.48		Parenting Food
Parenting Education	2200	2/10/2026	Holiday Market	22.59		Parenting Food
Parenting Education	2200	2/18/2026	Ubeo Business Services	191.85		Printer Maint. Contract
Parenting Education	2200	2/24/2026	American Express	12.99		Perenting Microsoft Monthly Renewal
Parenting Education	2200	2/24/2026	Holiday Market	32.28		Parenting Food
Parenting Education	2200	2/28/2026	Holiday Market	35.75		Parenting Food
Parenting Education	2200	2/28/2026	Verizon	71.67		Cellphone & Ipad Lines
CASA	2400	1/13/2026	Verizon	22.60		Cell & Ipad Lines Dec'25
CASA	2400	1/22/2026	American Express	9.99		CASA Microsoft Monthly Renews
CASA	2400	1/31/2026	Verizon	22.60		Cell & Ipad Lines
CASA	2400	2/18/2026	Ubeo Business Services	21.09		Printer Maint. Contract
CASA	2400	2/24/2026	American Express	725.00		CA Foster Youth Education Summit/ H. Holt
CASA	2400	2/24/2026	American Express	595.00		CA Foster Youth Education Summit/ J Fredrick
CASA	2400	2/24/2026	American Express	9.99		CASA Microsoft Monthly Renewal
CASA	2400	2/28/2026	Verizon	22.60		Cellphone & Ipad Lines
California CASA	2406	1/31/2026	American Express	275.00		CA CASA 2026 Membership
Foster Family Agency	2800	1/7/2026	Department Of Motor Vehicles	174.00		Vehicle Registration Renewal LP 7RWS673
Foster Family Agency	2800	1/7/2026	Modoc County Sheriff	178.00		FFA Livescan
Foster Family Agency	2800	1/9/2026	City Of Alturas	158.00		FFA Livescan
Foster Family Agency	2800	1/9/2026	Modoc Steel & Supply	40.77		2022 Toyota Tacoma New Wipers
Foster Family Agency	2800	1/13/2026	Frontier	165.00		Internet Access
Foster Family Agency	2800	1/16/2026	Nationwide	100.00		FFA Surety Bond Renewal Insurance
Foster Family Agency	2800	1/22/2026	American Express	250.00		FFA Essential Base Fee
Foster Family Agency	2800	1/29/2026	Scenario Learning, LLC	551.25		FFA Annually Vector Training K-12 Edition Cybersecurity
Foster Family Agency	2800	1/31/2026	American Express	2,160.00		FFA Survey Monkey
Foster Family Agency	2800	1/31/2026	Carmen Stra	3,396.00		FFA Jan'26 J. Wright-Bowles
Foster Family Agency	2800	1/31/2026	Evah Dixon	1,596.00		FFA Jan'26 K. Mesa
Foster Family Agency	2800	1/31/2026	Evah Dixon	1,596.00		FFA Jan'26 S. Wirzle Jr
Foster Family Agency	2800	1/31/2026	Janet Barnes	1,301.00		FFA Jan'26 T. Lemonds
Foster Family Agency	2800	1/31/2026	Robert Esparza	3,396.00		FFA Jan'26 X. Avila
Foster Family Agency	2800	1/31/2026	Skylar Pina	1,596.00		FFA Jan'26 M. Parraz

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Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
Foster Family Agency	2800	1/31/2026	Staub & Sons Petroleum	94.80		Gas
Foster Family Agency	2800	1/31/2026	Tannith Martin	1,596.00		FFA Jan'26 D. Summy-Leahy
Foster Family Agency	2800	1/31/2026	Tannith Martin	1,596.00		FFA Jan'26 N. Escobar
Foster Family Agency	2800	1/31/2026	Tannith Martin	1,596.00		FFA Jan'26 R. Summy-Leahy
Foster Family Agency	2800	1/31/2026	Tracy Moore	74.00		FFA Expense Reimbursement
Foster Family Agency	2800	1/31/2026	Tracy Moore	3,396.00		FFA Jan'26 S. Thompson
Foster Family Agency	2800	1/31/2026	Tracy Moore	2,738.00		FFA Jan'26 Z. Stewart
Foster Family Agency	2800	2/10/2026	Frontier	165.00		Internet Access
Foster Family Agency	2800	2/18/2026	Staub & Sons Petroleum	44.64		Gas
Foster Family Agency	2800	2/18/2026	Ubeo Business Services	19.56		Printer Maint. Contract
Foster Family Agency	2800	2/24/2026	American Express	255.00		FFA Active Cases Essential Base Fee
Foster Family Agency	2800	2/28/2026	Carmen Stra	3,396.00		FFA Feb'26 J. Wright-Bowles
Foster Family Agency	2800	2/28/2026	Evah Dixon	1,596.00		FFA Feb'26 K. Mesa
Foster Family Agency	2800	2/28/2026	Evah Dixon	1,596.00		FFA Feb'26 S. Witzle
Foster Family Agency	2800	2/28/2026	Evah Dixon	789.00		FFA Frb'26 L. Hayes
Foster Family Agency	2800	2/28/2026	Evah Dixon	789.00		FFA Frb'26 N. Hayes
Foster Family Agency	2800	2/28/2026	Janet Barnes	1,301.00		FFA Feb'26 T. Lemonds
Foster Family Agency	2800	2/28/2026	Robert Esparza	3,396.00		FFA Feb;26 X. Avila
Foster Family Agency	2800	2/28/2026	Skylar Pina	1,596.00		FFA Feb'26 M. Parraz
Foster Family Agency	2800	2/28/2026	Staub & Sons Petroleum	100.11		Gas
Foster Family Agency	2800	2/28/2026	Tannith Martin	1,596.00		FFA Feb'26 D. Summy-Leahy
Foster Family Agency	2800	2/28/2026	Tannith Martin	1,596.00		FFA Feb'26 N. Escobar
Foster Family Agency	2800	2/28/2026	Tannith Martin	1,596.00		FFA Feb'26 R. Summy-Leahy
Foster Family Agency	2800	2/28/2026	Tracy Moore	3,396.00		FFA Feb'26 S. Thompson
Foster Family Agency	2800	2/28/2026	Tracy Moore	3,396.00		FFA Feb'26 Z. Stewart
IHSS	3000	1/7/2026	530 Video Production	50.00		Webside Managment for Dec'25
IHSS	3000	1/13/2026	Frontier	165.00		Internet Access
IHSS	3000	1/13/2026	Verizon	71.67		Cell & Ipad Lines Dec'25
IHSS	3000	1/22/2026	American Express	139.17		IHSS Exam Gloves
IHSS	3000	1/22/2026	American Express	585.58		IHSS Office Supplies & Gloves
IHSS	3000	1/31/2026	Verizon	71.67		Cell & Ipad Lines
IHSS	3000	2/10/2026	Frontier	165.00		Internet Access
IHSS	3000	2/18/2026	Ubeo Business Services	304.69		Printer Maint. Contract
IHSS	3000	2/24/2026	American Express	469.88		IHSS CAPPA Board Meeting With Credit $26.97
IHSS	3000	2/27/2026	RB 9 Publishing	795.00		IHSS Spring CATTLE Mag Ad
IHSS	3000	2/28/2026	530 Video Production	50.00		Webside Management for Feb'26
IHSS	3000	2/28/2026	Verizon	71.67		Cellphone & Ipad Lines
AB 86 Consortium	3100	1/1/2026	HUE & CRY, INC. / AND	45.00		GED & K16 Security System
AB 86 Consortium	3100	1/1/2026	Robert or Dawn Baird	750.00		GED Jan'26 Rent
AB 86 Consortium	3100	1/9/2026	Frontier	193.43		GED Telephone
AB 86 Consortium	3100	1/22/2026	American Express	109.98		GED ESET Security Essential Renews
AB 86 Consortium	3100	1/22/2026	American Express	65.00		STARLINK Internet

Training, Employment and Community Help Inc.

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Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
AB 86 Consortium	3100	1/26/2026	Tnet Broadband Internet LLC	68.00		Internet
AB 86 Consortium	3100	1/31/2026	Alliance For Workforce Development, Inc.	183.81		GED Copy Machine Usage Jan'26
AB 86 Consortium	3100	1/31/2026	City Of Alturas	91.21		GED Water
AB 86 Consortium	3100	1/31/2026	Pacific Power And Light	637.24		Electricity
AB 86 Consortium	3100	1/31/2026	Sarah Merrick	16.99		GED Expense Reimbursement
AB 86 Consortium	3100	1/31/2026	Senior Citizens Valley 50 Club	175.00		GED SVSC Rental
AB 86 Consortium	3100	1/31/2026	Staub & Sons Petroleum	147.30		Gas
AB 86 Consortium	3100	2/1/2026	HUE & CRY, INC. / AND	45.00		GED & K16 Security Services
AB 86 Consortium	3100	2/1/2026	Robert or Dawn Baird	750.00		GED Feb'26 Rent
AB 86 Consortium	3100	2/10/2026	Frontier	207.68		GED Telephone
AB 86 Consortium	3100	2/13/2026	Aztec Software, LLC	740.48		GED Digital Literacy English Books
AB 86 Consortium	3100	2/18/2026	Ubeo Business Services	15.89		Printer Maint. Contract
AB 86 Consortium	3100	2/24/2026	American Express	65.00		GED & Admin Starlink Internet
AB 86 Consortium	3100	2/24/2026	American Express	178.28		GED CASAS Summer Institute
AB 86 Consortium	3100	2/24/2026	American Express	875.00		GED CASAS Summer Institute
AB 86 Consortium	3100	2/24/2026	American Express	189.99		GED Exam Vouchers
AB 86 Consortium	3100	2/24/2026	Modoc County Office Of Administration	125.00		GED Graduation Rent & Cleaning Deposit
AB 86 Consortium	3100	2/27/2026	Tnet Broadband Internet LLC	68.00		Internet
AB 86 Consortium	3100	2/28/2026	Alliance For Workforce Development, Inc.	206.97		GED Copy machine Usage Feb'26
AB 86 Consortium	3100	2/28/2026	City Of Alturas	90.26		GED Water
Advancing Modoc Youth	3150	2/28/2026	Tara Yarberry	677.22		AMY Travel Expense Reimbursement
K16 Collaboratives Grant	3300	1/1/2026	HUE & CRY, INC. / AND	45.00		GED & K16 Security System
K16 Collaboratives Grant	3300	1/9/2026	Arthur Delgado	272.00		K16 Trainig & Outreach May-Dec'25
K16 Collaboratives Grant	3300	1/9/2026	Iiyan Poatu Sooban Nabahe Henry	374.00		K16 Training & Outreach Apr-Dec'25
K16 Collaboratives Grant	3300	1/9/2026	Kaylin Jacobs	85.00		K16 Training & Outreach Dec'25
K16 Collaboratives Grant	3300	1/9/2026	Sarah Merrick	60.00		K16 Expense Reimbursement
K16 Collaboratives Grant	3300	1/9/2026	Zoey Curran	306.00		K16 Training & Outreach Sep-Oct'25
K16 Collaboratives Grant	3300	1/13/2026	Alliance For Workforce Development, Inc.	224.52		GED Copy Machine Usage Dec'25
K16 Collaboratives Grant	3300	1/13/2026	Frontier	106.07		K-16 Telephone
K16 Collaboratives Grant	3300	1/15/2026	Brady Linton	340.00		K16 Training & Outreach Apr-Dec'25

Training, Employment and Community Help Inc.

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K16 Collaboratives Grant	3300	1/22/2026	American Express	19.99		K16 Acrobat Monthly Subscription
K16 Collaboratives Grant	3300	1/22/2026	American Express	127.58		K16 Portales Introductory Spanish
K16 Collaboratives Grant	3300	1/23/2026	Janice Prince-Betian	343.00		K16 Request Mileage Refund
K16 Collaboratives Grant	3300	1/23/2026	Ubeo Business Services	56.81		K16 Printer Maint. Contract
K16 Collaboratives Grant	3300	1/31/2026	American Express	76.66		K16 Race & Racismis
K16 Collaboratives Grant	3300	1/31/2026	American Express	57.59		K16 Book
K16 Collaboratives Grant	3300	1/31/2026	American Express	313.14		K16 Books
K16 Collaboratives Grant	3300	1/31/2026	American Express	51.07		K16 Carrection Tape & Child groth & Development Book
K16 Collaboratives Grant	3300	1/31/2026	American Express	115.83		K16 Mass Communication Book
K16 Collaboratives Grant	3300	1/31/2026	American Express	209.19		K16 Physical Geography Book
K16 Collaboratives Grant	3300	1/31/2026	American Express	223.10		K16 Visual Basic Book
K16 Collaboratives Grant	3300	1/31/2026	Mieke M Henriquez	2,000.00		K16 Training & Outreach
K16 Collaboratives Grant	3300	2/1/2026	HUE & CRY, INC. / AND	45.00		GED & K16 Security Services
K16 Collaboratives Grant	3300	2/3/2026	Tianna Horse	340.00		K16 Training & Outreach
K16 Collaboratives Grant	3300	2/3/2026	Xia Murrow	663.00		K16 Training & Outreach
K16 Collaboratives Grant	3300	2/13/2026	Frontier	106.07		K16 Telephone
K16 Collaboratives Grant	3300	2/13/2026	HUE & CRY, INC. / AND	60.00		K16 Programming Replacement Key Fob
K16 Collaboratives Grant	3300	2/24/2026	American Express	19.99		K16 Adobe Acrobat
K16 Collaboratives Grant	3300	2/24/2026	American Express	127.58		K16 Book
K16 Collaboratives Grant	3300	2/24/2026	American Express	274.35		K16 Books
K16 Collaboratives Grant	3300	2/24/2026	American Express	276.00		K16 Squarespace Annual Subscription
K16 Collaboratives Grant	3300	2/24/2026	Ubeo Business Services	129.76		K16 Printer Maint. Contract
K16 Collaboratives Grant	3300	2/27/2026	Sarah Merrick	30.00		K16 Sage Stage Voucher/Expense Reimbursement
K16 Collaboratives Grant	3300	2/28/2026	Keegan's IT Services, LLC	75.00		K16 Contracted Tech Support Dec'25
K16 Collaboratives Grant	3300	2/28/2026	Lotus Auldridge	629.00		K16 Training & Outreach
Job First	3401	1/13/2026	Tara Yarberry	99.40		Job's First Mileage Refund
Job First	3401	1/22/2026	American Express	176.95		Job's First Storage Cabinet
Job First	3401	2/13/2026	Christina Bond	100.00		Job's First Training & Outreach
Job First	3401	2/13/2026	Maria E Hernandez	100.00		Job's First Training & Outreach
Job First	3401	2/24/2026	American Express	19.95		Job's First PARCELQUEST History Report
Job First	3401	2/28/2026	Emily Steele	100.00		Job's First training & Outreach
SCAILE	3402	1/9/2026	Carol Madison	353.91		Expense Reimbursement
2025 MSCAA Food	4105	1/22/2026	American Express	49.50		MSCAA Food Bank Chef Craft Can Opener

Training, Employment and Community Help Inc.

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2025 MSCAA Food	4105	1/23/2026	Grocery Outlet	37.25		MSCAA Food Bank
2025 MSCAA Food	4105	1/31/2026	Sherm's Thunderbird Market	1,620.19		MSCAA Food Bank
26F-5026-M2 Food Bank	4106	1/31/2026	Sherm's Thunderbird Market	415.33		MSCAA Food Bank
26F-5026-M2 Food Bank	4106	2/27/2026	Grocery Outlet	44.70		MSCAA Food Bank
25B-3023 Li-Heap	4320	1/13/2026	Ashley Pratt	500.00		Liheap Firewood Voucher
25B-3023 Li-Heap	4320	1/23/2026	Daniel Taylor	500.00		Liheap Firewood Voucher
26B-4023 LiHEAP	4321	1/1/2026	Hancock Software Inc	12,300.00		Liheap 2026 Software
26B-4023 LiHEAP	4321	1/31/2026	530 Video Production	100.00		NorCall CoC & Liheap Webside Management Jan'26
26B-4023 LiHEAP	4321	2/9/2026	ACE / Four Seasons	1,000.00		Liheap Pellets
26B-4023 LiHEAP	4321	2/9/2026	Amerigas	1,000.00		Liheap 202573981 Propane
26B-4023 LiHEAP	4321	2/9/2026	Amerigas	1,000.00		Liheap 203235689 Propane
26B-4023 LiHEAP	4321	2/9/2026	Don Harbert Oil	1,000.00		Liheap 12040430 Kerosene
26B-4023 LiHEAP	4321	2/9/2026	Don Harbert Oil	990.00		Liheap 9040406 Kerosene
26B-4023 LiHEAP	4321	2/9/2026	Staub & Sons Petroleum	1,000.00		Liheap 100083 Propane
26B-4023 LiHEAP	4321	2/9/2026	Staub & Sons Petroleum	1,000.00		Liheap 100411 Propane
26B-4023 LiHEAP	4321	2/9/2026	Staub & Sons Petroleum	955.00		Liheap 100990 Kerosene
26B-4023 LiHEAP	4321	2/9/2026	Staub & Sons Petroleum	1,000.00		Liheap 101108 Kerosene
26B-4023 LiHEAP	4321	2/9/2026	Staub & Sons Petroleum	869.00		Liheap 101537 Kerosene
26B-4023 LiHEAP	4321	2/9/2026	Staub & Sons Petroleum	1,000.00		Liheap 101541 Heating Oil
26B-4023 LiHEAP	4321	2/9/2026	Staub & Sons Petroleum	1,000.00		Liheap 128252 Kerosene
26B-4023 LiHEAP	4321	2/9/2026	Staub & Sons Petroleum	1,000.00		Liheap 129329 Propane
26B-4023 LiHEAP	4321	2/9/2026	Staub & Sons Petroleum	1,000.00		Liheap 132142 Propane
26B-4023 LiHEAP	4321	2/9/2026	Staub & Sons Petroleum	1,000.00		Liheap 230770 Kerosene
26B-4023 LiHEAP	4321	2/9/2026	Staub & Sons Petroleum	869.00		Liheap 255868 Kerosene
26B-4023 LiHEAP	4321	2/9/2026	Staub & Sons Petroleum	850.00		Liheap 257963 Kerosene
26B-4023 LiHEAP	4321	2/9/2026	Staub & Sons Petroleum	812.00		Liheap 268493 Propane
26B-4023 LiHEAP	4321	2/9/2026	Staub Petroleum - Tulelake	850.00		Liheap 130996 Kerosene
26B-4023 LiHEAP	4321	2/13/2026	ACE / Four Seasons	1,000.00		Liheap Pellets
26B-4023 LiHEAP	4321	2/13/2026	Don Harbert Oil	793.00		Liheap 40630112 Kerosene
26B-4023 LiHEAP	4321	2/13/2026	Don Harbert Oil	1,000.00		Liheap 77320020 Kerosene
26B-4023 LiHEAP	4321	2/13/2026	Enoch Wood	500.00		Liheap Firewood Voucher
26B-4023 LiHEAP	4321	2/13/2026	Hunter Hill	1,000.00		Liheap Firewood Voucher

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
26B-4023 LiHEAP	4321	2/13/2026	Jesus Gonzalez	1,000.00		Liheap Firewood Voucher
26B-4023 LiHEAP	4321	2/13/2026	Paul Chappell	1,000.00		Liheap Firewood Voucher
26B-4023 LiHEAP	4321	2/13/2026	Ronald Lee Lafferty, II	1,000.00		Liheap Firewood Voucher
26B-4023 LiHEAP	4321	2/13/2026	Staub & Sons Petroleum	898.00		LIheap 100448 Kerosene
26B-4023 LiHEAP	4321	2/13/2026	Staub & Sons Petroleum	1,000.00		Liheap 100586 Propane
26B-4023 LiHEAP	4321	2/13/2026	Staub & Sons Petroleum	1,000.00		Liheap 100707 Propane
26B-4023 LiHEAP	4321	2/13/2026	Staub & Sons Petroleum	793.00		Liheap 100715 Propane
26B-4023 LiHEAP	4321	2/13/2026	Staub & Sons Petroleum	1,000.00		Liheap 127125 Heating Oil
26B-4023 LiHEAP	4321	2/13/2026	Staub & Sons Petroleum	863.00		Liheap 231121 Propane
26B-4023 LiHEAP	4321	2/13/2026	Staub & Sons Petroleum	812.00		Liheap 263899 Propane
26B-4023 LiHEAP	4321	2/13/2026	Staub & Sons Petroleum	898.00		Liheap 278379 Propane
26B-4023 LiHEAP	4321	2/13/2026	Staub & Sons Petroleum	1,000.00		Liheap 278995 Kerosene
26B-4023 LiHEAP	4321	2/13/2026	Staub & Sons Petroleum	990.00		Liheap 281539 Propane
26B-4023 LiHEAP	4321	2/13/2026	Staub & Sons Petroleum	1,000.00		Liheap 288305 Propane
26B-4023 LiHEAP	4321	2/13/2026	Staub & Sons Petroleum	831.00		Liheap 293992 Kerosene
26B-4023 LiHEAP	4321	2/13/2026	Staub Petroleum - Tulelake	1,000.00		Liheap 284140 Kerosene
26B-4023 LiHEAP	4321	2/18/2026	Rex Kunert	1,000.00		Liheap Firewood Voucher
26B-4023 LiHEAP	4321	2/18/2026	Ubeo Business Services	733.41		Printer Maint. Contract
26B-4023 LiHEAP	4321	2/20/2026	Don Harbert Oil	1,000.00		Liheap 40490073 Kerosene
26B-4023 LiHEAP	4321	2/20/2026	Don Harbert Oil	1,000.00		Liheap 46120421 Kerosene
26B-4023 LiHEAP	4321	2/20/2026	John T. Berry	500.00		Liheap Firewood Voucher
26B-4023 LiHEAP	4321	2/20/2026	John T. Berry	500.00		Liheap Firewoos Voucher
26B-4023 LiHEAP	4321	2/20/2026	Luc Niles	500.00		Liheap Firewood Voucher
26B-4023 LiHEAP	4321	2/20/2026	Staub & Sons Petroleum	1,000.00		Liheap 100267 Propane
26B-4023 LiHEAP	4321	2/20/2026	Staub & Sons Petroleum	847.00		Liheap 100995 Kerosene
26B-4023 LiHEAP	4321	2/20/2026	Staub & Sons Petroleum	1,000.00		Liheap 101127 Kerosene
26B-4023 LiHEAP	4321	2/20/2026	Staub & Sons Petroleum	993.00		Liheap 101156 Kerosene
26B-4023 LiHEAP	4321	2/20/2026	Staub & Sons Petroleum	974.00		Liheap 101453 Kerosene
26B-4023 LiHEAP	4321	2/20/2026	Staub & Sons Petroleum	974.00		Liheap 101556 Kerosene
26B-4023 LiHEAP	4321	2/20/2026	Staub & Sons Petroleum	1,000.00		Liheap 101629 Kerosene
26B-4023 LiHEAP	4321	2/20/2026	Staub & Sons Petroleum	1,000.00		LIheap 129267 Kerosene
26B-4023 LiHEAP	4321	2/20/2026	Staub & Sons Petroleum	1,000.00		Liheap 129595 Kerosene

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26B-4023 LiHEAP	4321	2/20/2026	Staub & Sons Petroleum	882.00		Liheap 267977 Kerosene
26B-4023 LiHEAP	4321	2/20/2026	Staub & Sons Petroleum	1,000.00		Liheap 268268 Propane
26B-4023 LiHEAP	4321	2/20/2026	Staub & Sons Petroleum	955.00		Liheap 270346 Propane
26B-4023 LiHEAP	4321	2/20/2026	Staub & Sons Petroleum	1,000.00		Liheap 280129 Kerosene
26B-4023 LiHEAP	4321	2/20/2026	Staub Petroleum - Tulelake	1,000.00		:iheap 130694 Kerosene
26B-4023 LiHEAP	4321	2/20/2026	Staub Petroleum - Tulelake	955.00		Liheap 131060 Kerosene
26B-4023 LiHEAP	4321	2/27/2026	Don Harbert Oil	812.00		Liheap 71630138 Kerosene
26B-4023 LiHEAP	4321	2/27/2026	Paul Chappell	500.00		Liheap Firewood Voucher
26B-4023 LiHEAP	4321	2/27/2026	Scofield, Curt	500.00		Liheap Firewood Voucher
26B-4023 LiHEAP	4321	2/27/2026	Staub & Sons Petroleum	1,000.00		Liheap 100196 Propane
26B-4023 LiHEAP	4321	2/27/2026	Staub & Sons Petroleum	1,000.00		Liheap 101190 Kerosene
26B-4023 LiHEAP	4321	2/27/2026	Staub & Sons Petroleum	1,000.00		Liheap 259706 Propane
26B-4023 LiHEAP	4321	2/27/2026	Staub & Sons Petroleum	1,000.00		Liheap 267012 Kerosene
26B-4023 LiHEAP	4321	2/27/2026	Staub & Sons Petroleum	863.00		Liheap 269150 Kerosene
26B-4023 LiHEAP	4321	2/27/2026	Staub & Sons Petroleum	1,000.00		Liheap 277170 Propane
26B-4023 LiHEAP	4321	2/27/2026	Staub & Sons Petroleum	1,000.00		Liheap 278251 Propane
26B-4023 LiHEAP	4321	2/27/2026	Staub & Sons Petroleum	831.00		Liheap 289572 Propane
26B-4023 LiHEAP	4321	2/27/2026	Staub Petroleum - Tulelake	974.00		Liheap 107971 Propane
26B-4023 LiHEAP	4321	2/27/2026	Staub Petroleum - Tulelake	975.00		Liheap 130547 Kerosene
26B-4023 LiHEAP	4321	2/27/2026	Staub Petroleum - Tulelake	812.00		Liheap 231270 Kerosene
2025 MSCAA Housing	4505	1/1/2026	TEACH Edding field apartment	1,500.00		Reissue Check #10093
2025 MSCAA Housing	4505	1/1/2026	Teach Inc.	0.00		Eddingfield Apt. #2 Jan'26 Rent
2025 MSCAA Housing	4505	1/1/2026	Teach Inc.	0.00		Eddingfield Apt. #3 Jan'26 Rent
2025 MSCAA Housing	4505	1/1/2026	Teach Inc.	0.00		Eddingfield Apt. #4 Jan'26 Rent
2025 MSCAA Housing	4505	1/1/2026	Teach Inc.	0.00		Eddingfield Apt. #5 Jan'26 Rent
2025 MSCAA Housing	4505	1/1/2026	Teach Inc.	0.00		Eddingfield Apt. #6 Jan'26 Rent
2025 MSCAA Housing	4505	1/1/2026	Teach Inc.	0.00		Eddingfield Apt. #7 Jan'26 Rent
2025 MSCAA Housing	4505	2/1/2026	TEACH Edding field apartment	500.00		Eddingfield Apt. #2 Feb'26 Rent
2025 MSCAA Housing	4505	2/1/2026	TEACH Edding field apartment	200.00		Eddingfield Apt. #3 Jan'26 Rent
2025 MSCAA Housing	4505	2/1/2026	TEACH Edding field apartment	200.00		Eddingfield Apt. #4 Feb'26 Rent
2025 MSCAA Housing	4505	2/1/2026	TEACH Edding field apartment	200.00		Eddingfield Apt. #5 Feb'26 Rent

Training, Employment and Community Help Inc.

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Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
2025 MSCAA Housing	4505	2/1/2026	TEACH Edding field apartment	200.00		Eddingfield Apt. #6 Feb'26 Rent
2025 MSCAA Housing	4505	2/1/2026	TEACH Edding field apartment	200.00		Eddingfield Apt. #7 Feb'26 Rent
CRRP-3036	5001	1/9/2026	Carol Madison	96.48		Expense Reimbursement
CRRP-3036	5001	1/13/2026	Frontier	165.00		Internet Access
CRRP-3036	5001	1/16/2026	Thriving Families CA (TFC) Foundation	75.00		R & R 2026 Fiscal & Audit Training R. Campos
CRRP-3036	5001	1/22/2026	American Express	55.00		R & R Day at the Capitol
CRRP-3036	5001	1/31/2026	Carol Madison	208.83		Expense Reimbursement
CRRP-3036	5001	1/31/2026	Modoc Media dba Modoc County Record	50.00		R & R Monthly Ad
CRRP-3036	5001	1/31/2026	Pacific Power And Light	778.68		Electricity
CRRP-3036	5001	2/10/2026	Concept Envy, LLC	10,800.00		Development Server Hosting
CRRP-3036	5001	2/10/2026	Frontier	165.00		Internet Access
CRRP-3036	5001	2/18/2026	Ubeo Business Services	278.03		Printer Maint. Contract
CRRP-3036	5001	2/24/2026	American Express	35.00		R & R 2026 Northem Regional Meeting
CRRP-3036	5001	2/24/2026	American Express	7.50		R & R Desk Calendar
CRRP-3036	5001	2/24/2026	American Express	10.71		R & R Desk Pad Protector
CRRP-3036	5001	2/24/2026	American Express	257.38		R & R Office Desk
CRRP-3036	5001	2/24/2026	American Express	129.72		R & R Wireless Keyboard & Mouse
CRRP-3036	5001	2/28/2026	Modoc Media dba Modoc County Record	40.00		R & R Monthly Ad
CRRP-3036	5001	2/28/2026	Staub & Sons Petroleum	0.47		Gas
CCPU Dues Deduct	5003	1/12/2026	Department of Human Resources	329.77		Union Dues Jan'26
CCPU Dues Deduct	5003	1/31/2026	Department of Human Resources	332.54		Union Dues Jan'26
CCPU Dues Deduct	5003	2/28/2026	Department of Human Resources	361.19		Union Dues Feb'26
Child/Adult Care Food ...	5201	1/1/2026	Arien Church	393.69		Provider Paymnents & Food Program Jan'26
Child/Adult Care Food ...	5201	1/1/2026	Autumn Sky Fieguth	156.67		Provider Paymnents & Food Program Jan'26
Child/Adult Care Food ...	5201	1/1/2026	Correa, Martha	278.94		Provider Paymnents & Food Program Jan'26
Child/Adult Care Food ...	5201	1/1/2026	Farmer, Kelly	1,055.57		Provider Paymnents & Food Program Jan'26
Child/Adult Care Food ...	5201	1/1/2026	Hall, Heidi	970.31		Provider Paymnents & Food Program Jan'26
Child/Adult Care Food ...	5201	1/1/2026	Kuhn, Sheryl	200.14		Provider Paymnents & Food Program Jan'26

Training, Employment and Community Help Inc.

Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
Child/Adult Care Food ...	5201	1/31/2026	Arien Church	478.22		Provider Payments & Food Program Jan'26
Child/Adult Care Food ...	5201	1/31/2026	Autumn Sky Fieguth	98.71		Provider Payments & Food Program Jan'26
Child/Adult Care Food ...	5201	1/31/2026	Correa, Martha	687.83		Provider Payments & Food Program Jan'26
Child/Adult Care Food ...	5201	1/31/2026	Farmer, Kelly	1,062.77		Provider Payments & Food Program Jan'26
Child/Adult Care Food ...	5201	1/31/2026	Hall, Heidi	954.26		Provider Payments & Food Program Jan'26
Child/Adult Care Food ...	5201	1/31/2026	Kuhn, Sheryl	229.74		Provider Payments & Food Program Jan'26
Child/Adult Care Food ...	5201	1/31/2026	Minute Menu Systems, LLC	39.40		Food Program Jan'26
Child/Adult Care Food ...	5201	1/31/2026	Samantha Harer	722.07		Provider Payments & Food Program Jan'26
Child/Adult Care Food ...	5201	2/28/2026	Minute Menu Systems, LLC	47.28		Food Program Feb'26
CAPP-4037 Alternative ...	5408	1/1/2026	Ada, Duarte	871.63		Provider Paymnents & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/1/2026	Alvin Brown	951.42		Provider Paymnents & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/1/2026	Amanda Lee Betancourt	155.73		Provider Paymnents & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/1/2026	Amber Leigh Marie Anderson	3,026.79		Provider Paymnents & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/1/2026	Amber Lynn Provart	373.16		Provider Paymnents & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/1/2026	Ananda Rabor	1,044.54		Provider Paymnents & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/1/2026	Arien Church	1,366.41		Provider Paymnents & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/1/2026	Autumn Sky Fieguth	750.12		Provider Paymnents & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/1/2026	Bailey Randall	1,352.12		Provider Paymnents & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/1/2026	Correa, Martha	5,405.21		Provider Paymnents & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/1/2026	Emily Allert	572.24		Provider Paymnents & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/1/2026	Farmer, Kelly	5,171.36		Provider Paymnents & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/1/2026	Hall, Heidi	6,474.81		Provider Paymnents & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/1/2026	Jenna L Warren	2,775.95		Provider Paymnents & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/1/2026	Jodie Phillips	348.18		Provider Paymnents & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/1/2026	Kimberly Colt	1,044.54		Provider Paymnents & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/1/2026	Kuhn, Sheryl	3,321.37		Provider Paymnents & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/1/2026	Lala L. Parrish	721.34		Provider Paymnents & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/1/2026	Lydia Townsend	473.24		Provider Paymnents & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/1/2026	Minnie J. Reid	1,424.66		Provider Paymnents & Food Program Jan'26

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
CAPP-4037 Alternative ...	5408	1/1/2026	Nessling, Stephanie	4,668.61		Provider Paymnents & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/1/2026	Patricia Perez Carrillo	1,422.19		Provider Paymnents & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/1/2026	Samantha Harer	2,650.15		Provider Paymnents & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/1/2026	Susan Perales	1,289.44		Provider Paymnents & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/1/2026	T.E.A.C.H. Budding Tree	4,500.00		Provider Paymnents & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/1/2026	TEACH, Latchkey	8,456.84		Provider Paymnents & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/1/2026	Victoria L. Still	1,169.60		Provider Paymnents & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/31/2026	Ada, Duarte	1,029.35		Provider Payments & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/31/2026	Alvin Brown	951.42		Provider Payments & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/31/2026	Amanda Lee Betancourt	131.63		Provider Payments & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/31/2026	Amber Leigh Marie Anderson	2,194.26		Provider Payments & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/31/2026	Amber Lynn Provart	373.16		Provider Payments & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/31/2026	Ananda Rabor	1,044.54		Provider Payments & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/31/2026	Arien Church	1,678.36		Provider Payments & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/31/2026	Bailey Randall	1,352.12		Provider Payments & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/31/2026	Correa, Martha	5,089.13		Provider Payments & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/31/2026	Emily Allert	473.24		Provider Payments & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/31/2026	Farmer, Kelly	5,380.13		Provider Payments & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/31/2026	Hall, Heidi	6,832.35		Provider Payments & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/31/2026	Jenna L Warren	2,775.95		Provider Payments & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/31/2026	Jodie Phillips	348.18		Provider Payments & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/31/2026	Kimberly Colt	1,044.54		Provider Payments & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/31/2026	Kuhn, Sheryl	3,145.26		Provider Payments & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/31/2026	Lala L. Parrish	721.34		Provider Payments & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/31/2026	Lydia Townsend	373.16		Provider Payments & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/31/2026	Minnie J. Reid	1,427.13		Provider Payments & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/31/2026	Nessling, Stephanie	4,668.61		Provider Payments & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/31/2026	Patricia Perez Carrillo	1,422.19		Provider Payments & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/31/2026	Samantha Harer	2,650.15		Provider Payments & Food Program Jan'26

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
CAPP-4037 Alternative ...	5408	1/31/2026	Sierra Ann Preston	401.44		Provider Payments & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/31/2026	Susan Perales	1,289.44		Provider Payments & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/31/2026	T.E.A.C.H. Budding Tree	4,772.02		Provider Payments & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/31/2026	TEACH, Latchkey	7,182.29		Provider Payments & Food Program Jan'26
CAPP-4037 Alternative ...	5408	1/31/2026	Victoria L. Still	1,273.56		Provider Payments & Food Program Jan'26
C2AP - 3036	5501	1/1/2026	Autumn Sky Fieguth	1,040.87		Provider Paymnents & Food Program Jan'26
C2AP - 3036	5501	1/1/2026	Correa, Martha	497.40		Provider Paymnents & Food Program Jan'26
C2AP - 3036	5501	1/1/2026	Kayla Derner	1,169.60		Provider Paymnents & Food Program Jan'26
C2AP - 3036	5501	1/1/2026	TEACH, Latchkey	1,673.74		Provider Paymnents & Food Program Jan'26
C2AP - 3036	5501	1/31/2026	Autumn Sky Fieguth	1,466.97		Provider Payments & Food Program Jan'26
C2AP - 3036	5501	1/31/2026	Correa, Martha	497.40		Provider Payments & Food Program Jan'26
C2AP - 3036	5501	1/31/2026	Kayla Derner	1,169.60		Provider Payments & Food Program Jan'26
C2AP - 3036	5501	1/31/2026	TEACH, Latchkey	1,515.86		Provider Payments & Food Program Jan'26
CFCC	5701	1/1/2026	Amber Leigh Marie Anderson	2,850.62		Provider Paymnents & Food Program Jan'26
CFCC	5701	1/1/2026	Arien Church	790.91		Provider Paymnents & Food Program Jan'26
CFCC	5701	1/1/2026	Autumn Sky Fieguth	790.91		Provider Paymnents & Food Program Jan'26
CFCC	5701	1/1/2026	Bailey Randall	835.85		Provider Paymnents & Food Program Jan'26
CFCC	5701	1/1/2026	Correa, Martha	676.06		Provider Paymnents & Food Program Jan'26
CFCC	5701	1/1/2026	Farmer, Kelly	3,608.18		Provider Paymnents & Food Program Jan'26
CFCC	5701	1/1/2026	Hall, Heidi	902.00		Provider Paymnents & Food Program Jan'26
CFCC	5701	1/1/2026	Kuhn, Sheryl	182.16		Provider Paymnents & Food Program Jan'26
CFCC	5701	1/1/2026	Nessling, Stephanie	790.91		Provider Paymnents & Food Program Jan'26
CFCC	5701	1/1/2026	Samantha Harer	790.91		Provider Paymnents & Food Program Jan'26
CFCC	5701	1/31/2026	Amber Leigh Marie Anderson	2,364.88		Provider Payments & Food Program Jan'26
CFCC	5701	1/31/2026	Arien Church	790.91		Provider Payments & Food Program Jan'26
CFCC	5701	1/31/2026	Autumn Sky Fieguth	864.97		Provider Payments & Food Program Jan'26
CFCC	5701	1/31/2026	Bailey Randall	90.68		Provider Payments & Food Program Jan'26
CFCC	5701	1/31/2026	Correa, Martha	676.06		Provider Payments & Food Program Jan'26

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
CFCC	5701	1/31/2026	Farmer, Kelly	3,494.24		Provider Payments & Food Program Jan'26
CFCC	5701	1/31/2026	Hall, Heidi	1,423.67		Provider Payments & Food Program Jan'26
CFCC	5701	1/31/2026	Nessling, Stephanie	790.91		Provider Payments & Food Program Jan'26
CFCC	5701	1/31/2026	Samantha Harer	1,445.40		Provider Payments & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/1/2026	Ada, Duarte	198.00		Provider Paymnents & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/1/2026	Alvin Brown	198.00		Provider Paymnents & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/1/2026	Amanda Lee Betancourt	198.00		Provider Paymnents & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/1/2026	Amber Leigh Marie Anderson	1,692.00		Provider Paymnents & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/1/2026	Amber Lynn Provart	99.00		Provider Paymnents & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/1/2026	Ananda Rabor	297.00		Provider Paymnents & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/1/2026	Arien Church	705.00		Provider Paymnents & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/1/2026	Autumn Sky Fieguth	846.00		Provider Paymnents & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/1/2026	Bailey Randall	564.00		Provider Paymnents & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/1/2026	Correa, Martha	1,410.00		Provider Paymnents & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/1/2026	Farmer, Kelly	2,679.00		Provider Paymnents & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/1/2026	Hall, Heidi	3,102.00		Provider Paymnents & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/1/2026	Jenna L Warren	564.00		Provider Paymnents & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/1/2026	Jodie Phillips	99.00		Provider Paymnents & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/1/2026	Kayla Derner	297.00		Provider Paymnents & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/1/2026	Kimberly Colt	297.00		Provider Paymnents & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/1/2026	Kuhn, Sheryl	1,128.00		Provider Paymnents & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/1/2026	Lala L. Parrish	198.00		Provider Paymnents & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/1/2026	Lydia Townsend	99.00		Provider Paymnents & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/1/2026	Minnie J. Reid	297.00		Provider Paymnents & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/1/2026	Nessling, Stephanie	1,128.00		Provider Paymnents & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/1/2026	Patricia Perez Carrillo	297.00		Provider Paymnents & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/1/2026	Samantha Harer	705.00		Provider Paymnents & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/1/2026	Susan Perales	297.00		Provider Paymnents & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/1/2026	T.E.A.C.H. Budding Tree	1,386.00		Provider Paymnents & Food Program Jan'26

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
Child Care Bulletin 23-37	5802	1/1/2026	TEACH, Latchkey	8,778.00		Provider Paymnents & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/1/2026	Victoria L. Still	297.00		Provider Paymnents & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/31/2026	Ada, Duarte	216.00		Provider Payments & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/31/2026	Alvin Brown	216.00		Provider Payments & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/31/2026	Amanda Lee Betancourt	216.00		Provider Payments & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/31/2026	Amber Leigh Marie Anderson	1,848.00		Provider Payments & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/31/2026	Amber Lynn Provart	108.00		Provider Payments & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/31/2026	Ananda Rabor	324.00		Provider Payments & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/31/2026	Arien Church	924.00		Provider Payments & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/31/2026	Autumn Sky Fieguth	616.00		Provider Payments & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/31/2026	Bailey Randall	462.00		Provider Payments & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/31/2026	Correa, Martha	1,848.00		Provider Payments & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/31/2026	Emily Allert	108.00		Provider Payments & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/31/2026	Farmer, Kelly	2,156.00		Provider Payments & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/31/2026	Hall, Heidi	2,926.00		Provider Payments & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/31/2026	Jenna L Warren	616.00		Provider Payments & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/31/2026	Jodie Phillips	108.00		Provider Payments & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/31/2026	Kayla Derner	324.00		Provider Payments & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/31/2026	Kimberly Colt	324.00		Provider Payments & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/31/2026	Kuhn, Sheryl	924.00		Provider Payments & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/31/2026	Lala L. Parrish	216.00		Provider Payments & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/31/2026	Lydia Townsend	108.00		Provider Payments & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/31/2026	Minnie J. Reid	324.00		Provider Payments & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/31/2026	Nessling, Stephanie	1,232.00		Provider Payments & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/31/2026	Patricia Perez Carrillo	324.00		Provider Payments & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/31/2026	Samantha Harer	1,078.00		Provider Payments & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/31/2026	Sierra Ann Preston	216.00		Provider Payments & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/31/2026	Susan Perales	324.00		Provider Payments & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/31/2026	T.E.A.C.H. Budding Tree	1,540.00		Provider Payments & Food Program Jan'26

Training, Employment and Community Help Inc.

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Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
Child Care Bulletin 23-37	5802	1/31/2026	TEACH, Latchkey	8,316.00		Provider Payments & Food Program Jan'26
Child Care Bulletin 23-37	5802	1/31/2026	Victoria L. Still	531.00		Provider Payments & Food Program Jan'26
Cal Works Stage 1 Chil...	5810	1/1/2026	Arien Church	676.06		Provider Paymnents & Food Program Jan'26
Cal Works Stage 1 Chil...	5810	1/31/2026	Arien Church	676.06		Provider Payments & Food Program Jan'26
Cal Works Stage 1 Chil...	5810	1/31/2026	Samantha Harer	538.59		Provider Payments & Food Program Jan'26
TEACH LATCHKEY	5850	1/7/2026	Modoc J.U.S.D. / Business Office	500.00		Latchkey Feb'26 Rent
TEACH LATCHKEY	5850	1/13/2026	Ubeo Business Services	18.61		Latchkey Printer Maint. Contract
TEACH LATCHKEY	5850	1/16/2026	Double Down Distributing Inc.	165.52		Latchkey Food & Supplies
TEACH LATCHKEY	5850	1/16/2026	Holiday Market	62.37		Latchkey Food
TEACH LATCHKEY	5850	1/22/2026	American Express	5.99		Latchkey Amazon Kids
TEACH LATCHKEY	5850	1/29/2026	Holiday Market	40.90		Latchkey Food
TEACH LATCHKEY	5850	1/31/2026	Grocery Outlet	23.88		Latchkey Food
TEACH LATCHKEY	5850	1/31/2026	Holiday Market	19.95		Latchkey Food
TEACH LATCHKEY	5850	2/10/2026	Modoc J.U.S.D. / Business Office	500.00		Latchkey Mar'26
TEACH LATCHKEY	5850	2/10/2026	Ubeo Business Services	18.61		Latchkey Printer Maint. Contract
TEACH LATCHKEY	5850	2/13/2026	Holiday Market	67.84		Latchkey Food
TEACH LATCHKEY	5850	2/24/2026	American Express	5.99		Latchkey Amazon Kids Monthly Subscription
TEACH LATCHKEY	5850	2/27/2026	Double Down Distributing Inc.	231.45		Latchkey Food & Supplies
TEACH LATCHKEY	5850	2/27/2026	Grocery Outlet	15.48		Latchkey Food
TEACH LATCHKEY	5850	2/27/2026	Holiday Market	53.39		Latchkey Food
Budding Tree	5860	1/8/2026	ACE / Four Seasons	30.02		Ice Melt
Budding Tree	5860	1/9/2026	Frontier	146.07		Budding Tree Telephone
Budding Tree	5860	1/13/2026	Waste Management Of Nevada	65.46		Budding Tree Garbage
Budding Tree	5860	1/15/2026	ACE / Four Seasons	43.52		Materials & Supplies
Budding Tree	5860	1/16/2026	Grocery Outlet	77.96		Budding Tree Food
Budding Tree	5860	1/21/2026	Staub & Sons Petroleum	42.52		Gas
Budding Tree	5860	1/23/2026	ACE / Four Seasons	20.35		Materials & Supplies
Budding Tree	5860	1/23/2026	Carol Madison	277.62		Expense Reimbursement
Budding Tree	5860	1/31/2026	American Express	182.22		Budding Tree Cleaning head Replacement for Irobot Vacuum
Budding Tree	5860	1/31/2026	American Express	480.91		Budding Tree Office Supplie
Budding Tree	5860	1/31/2026	Pacific Power And Light	488.14		Electricity
Budding Tree	5860	1/31/2026	Staub & Sons Petroleum	45.15		Gas

Training, Employment and Community Help Inc.

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Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
Budding Tree	5860	2/10/2026	Frontier	150.96		Budding Tree Telephone
Budding Tree	5860	2/18/2026	Staub & Sons Petroleum	44.46		Gas
Budding Tree	5860	2/24/2026	American Express	330.25		Budding Tree Midland Fund Raising
Budding Tree	5860	2/28/2026	Staub & Sons Petroleum	52.64		Gas
CCIP-5036 25-26	5904	1/23/2026	Holiday Market	55.31		CCIP Meeting Food
MHSA 2	6502	1/13/2026	Frontier	95.32		Wellness Center Telephone
MHSA 2	6502	1/22/2026	American Express	77.16		Wellness Center Disinfectant Cleaner
MHSA 2	6502	1/22/2026	American Express	96.51		Wellness Center Nourishing Body wash
MHSA 2	6502	1/22/2026	American Express	26.80		Wellness Center Paper Cups
MHSA 2	6502	1/22/2026	American Express	76.15		Wellness Center Toilet Paper
MHSA 2	6502	1/29/2026	Holiday Market	17.45		Wellness Center Carving Pumpink
MHSA 2	6502	1/29/2026	Holiday Market	56.94		Wellness Center Coffee & Products
MHSA 2	6502	1/31/2026	Pacific Power And Light	602.30		Electricity
MHSA 2	6502	2/10/2026	Frontier	121.61		Wellness Center Telephone
MHSA Advocate Program	6504	1/13/2026	Verizon	82.29		Cell & Ipad Lines Dec'25
MHSA Advocate Program	6504	1/31/2026	Verizon	82.29		Cell & Ipad Lines
MHSA Advocate Program	6504	2/18/2026	Staub & Sons Petroleum	78.48		Gas
MHSA Advocate Program	6504	2/28/2026	Verizon	82.29		Cellphone & Ipad Lines
Modoc Harvest	7701	1/14/2026	Sage Credit Union	6,934.36		Sage Credit Union Modoc Harvest CC Payment
Modoc Harvest	7701	1/15/2026	Modoc Harvest	20,600.00		Farmers Market & Food Hub Services
Modoc Harvest	7701	1/23/2026	Modoc County Agriculture Weights & Measures	44.40		Modoc Harvest Scales Measure
Modoc Harvest	7701	1/23/2026	Pacific Power And Light	182.31		Modoc Harvest Electricity
Modoc Harvest	7701	2/18/2026	Ubeo Business Services	23.76		Printer Maint. Contract
CDFA	7702	2/28/2026	Heart T Hogs	50.00		CDFA Stipends
CDFA	7702	2/28/2026	Joyce Miller	50.00		CDFA Stipends
CDFA	7702	2/28/2026	Kay Antunez de Mayolo	50.00		CDFA Stipends
CDFA	7702	2/28/2026	Trouble Valley Farm, LLC	50.00		CDFA Stipends
Western SARE LED	7703	2/27/2026	Cathy Carlock	368.97		Western SARE LED/ Reimbursement
Western SARE LED	7703	2/28/2026	Willamette Nurseries	320.27		SARE/ Heritage Fruit Tree Projet
NorCal CoC	7905	1/3/2026	Social Services Data Solutions, Inc.	7,902.50		NorCal CoC Consulting Dec'25
NorCal CoC	7905	1/7/2026	530 Video Production	350.00		Webside Managment for Dec'25
NorCal CoC	7905	1/9/2026	Institute for Community Alliences	750.00		NorCal CoC Dec'25 Staff Hours

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
NorCal CoC	7905	1/23/2026	WellSky Human & Social Services Corp.	48,060.00		NorCal CoC Annual Community services Annual Fee
NorCal CoC	7905	1/31/2026	530 Video Production	450.00		NorCall CoC & Liheap Webside Management Jan'26
NorCal CoC	7905	1/31/2026	Institute for Community Alliences	1,425.00		NorCall CoC Consulting & Professional Services Contract
NorCal CoC	7905	1/31/2026	Kristen Schreder	23,333.34		NorCall CoC Coordinator Services Nov-Dec'25
NorCal CoC	7905	2/3/2026	Social Services Data Solutions, Inc.	5,546.25		NorCal CoC Sales Jan'26
NorCal CoC	7905	2/28/2026	530 Video Production	400.00		Webside Management for Feb'26
NorCal CoC	7905	2/28/2026	Kristen Schreder	3,500.00		NorCal CoC Coordinator Services Jan-Feb'26
NorCal CoC	7905	2/28/2026	Pathways Community Network Institute	2,449.70		NorCal Coc Consulting, Housing Inventory Jan'26
HHAP3	7906	2/28/2026	Plumas Crisis Intervention & Resource Center	13,611.00		HHAP-3 Sub Contract Services
HHAP4	7907	2/28/2026	Kristen Schreder	17,500.00		NorCal CoC Coordinator Services Jan-Feb'26
HUD CoC Housing & Ur...	7909	2/28/2026	Kristen Schreder	2,333.34		NorCal CoC Coordinator Services Jan-Feb'26
HUD CoC Housing & Ur...	7909	2/28/2026	Pathways Community Network Institute	11,022.89		HUD 2024 CoC Administration Services Jan'26
HUD CoC Housing & Ur...	7909	2/28/2026	Pathways Community Network Institute	1,819.12		HUD 2024 CoC Consulting Housing Inventory Feb'26
HUD CoC Housing & Ur...	7909	2/28/2026	Pathways Community Network Institute	11,022.89		HUD 2024 CoC HMIS Adminstration Services Feb'26
PSA 2 C-1 Congregate ...	8001	1/9/2026	Vestis	142.10		Senior Serv. Lndry
PSA 2 C-1 Congregate ...	8001	1/13/2026	Frontier	71.85		Senior Serv. Telephone
PSA 2 C-1 Congregate ...	8001	1/15/2026	Double Down Distributing Inc.	54.35		Senior Serv. Food & Supplies
PSA 2 C-1 Congregate ...	8001	1/26/2026	Vestis	142.10		Senior Serv. Lndry
PSA 2 C-1 Congregate ...	8001	1/29/2026	Oliver Packaging & Equipment Company	1,758.71		Senior Serv. Serving Fiber Tray & Plastic Roll
PSA 2 C-1 Congregate ...	8001	1/31/2026	American Express	10.38		Senior Serv. Dinner Spoon Set
PSA 2 C-1 Congregate ...	8001	1/31/2026	American Express	83.06		Senior Serv. Ink Cartridges
PSA 2 C-1 Congregate ...	8001	1/31/2026	American Express	6.97		Senior Serv. Rear Windshield Chevy Equinox

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
PSA 2 C-1 Congregate ...	8001	1/31/2026	Double Down Distributing Inc.	54.35		Senior Serv. Food & Supplies
PSA 2 C-1 Congregate ...	8001	1/31/2026	Rebecca J. Howell	25.00		Senior Serv. Consulting Dietitian Dec'25
PSA 2 C-1 Congregate ...	8001	1/31/2026	Rebecca J. Howell	25.00		Senior Serv. Consulting Dietitian Jan'26
PSA 2 C-1 Congregate ...	8001	1/31/2026	Rebecca J. Howell	25.00		Senior Serv. Consulting Diettitan Nov'25
PSA 2 C-1 Congregate ...	8001	2/10/2026	Vestis	142.55		Senior Serv. Lndry
PSA 2 C-1 Congregate ...	8001	2/13/2026	Barbara Howe, MS, RDN	126.25		Senior Serv. Nutrition Consultant
PSA 2 C-1 Congregate ...	8001	2/13/2026	Double Down Distributing Inc.	350.66		Senior Serv. Food
PSA 2 C-1 Congregate ...	8001	2/13/2026	Double Down Distributing Inc.	249.24		Senior Serv. Food & Supplies
PSA 2 C-1 Congregate ...	8001	2/13/2026	Frontier	71.85		Senior Serv. Telephone
PSA 2 C-1 Congregate ...	8001	2/13/2026	Holiday Market	24.52		Senior Serv. Food
PSA 2 C-1 Congregate ...	8001	2/18/2026	Double Down Distributing Inc.	78.94		Senio Serv. Supplies
PSA 2 C-1 Congregate ...	8001	2/18/2026	Double Down Distributing Inc.	205.54		Senior Serv. Food
PSA 2 C-1 Congregate ...	8001	2/18/2026	Grocery Outlet	63.54		Senior Serv. Food
PSA 2 C-1 Congregate ...	8001	2/20/2026	Double Down Distributing Inc.	632.93		Senior Serv. Food
PSA 2 C-1 Congregate ...	8001	2/24/2026	American Express	57.38		Senior Serv. Plastic Cutting Boar & Ice Packs for Coolers
PSA 2 C-1 Congregate ...	8001	2/24/2026	American Express	1,253.22		Senior Serv. Portable Power Station Generator
PSA 2 C-1 Congregate ...	8001	2/24/2026	Vestis	142.55		Senior Serv. Lndry
PSA 2 C-1 Congregate ...	8001	2/27/2026	Double Down Distributing Inc.	481.27		Senior Serv. Food
PSA 2 C-1 Congregate ...	8001	2/27/2026	Grocery Outlet	141.71		Senior Serv. Food
PSA 2 C-1 Congregate ...	8001	2/28/2026	Double Down Distributing Inc.	186.83		Senior Serv. Food
PSA 2 C-1 Congregate ...	8001	2/28/2026	Double Down Distributing Inc.	121.49		Senior Serv. Supplies
PSA2 C-2 Homebound ...	8002	1/7/2026	530 Video Production	75.00		Webside Managment for Dec'25
PSA2 C-2 Homebound ...	8002	1/7/2026	Modoc J.U.S.D. / Business Office	28.00		Senior serv. Electric Usage Feb'25
PSA2 C-2 Homebound ...	8002	1/9/2026	Completely Custom, Inc	240.00		Senior Serv. Siver Equinox Body Labor
PSA2 C-2 Homebound ...	8002	1/9/2026	Vestis	142.10		Senior Serv. Lndry
PSA2 C-2 Homebound ...	8002	1/13/2026	Frontier	71.85		Senior Serv. Telephone
PSA2 C-2 Homebound ...	8002	1/15/2026	Double Down Distributing Inc.	54.34		Senior Serv. Food & Supplies

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
PSA2 C-2 Homebound ...	8002	1/21/2026	Alturas Tire Center	1,032.33		Senior Serv. New Tires 2022 Equinox
PSA2 C-2 Homebound ...	8002	1/21/2026	Staub & Sons Petroleum	29.48		Gas
PSA2 C-2 Homebound ...	8002	1/26/2026	Vestis	142.10		Senior Serv. Lndry
PSA2 C-2 Homebound ...	8002	1/29/2026	Oliver Packaging & Equipment Company	1,758.70		Senior Serv. Serving Fiber Tray & Plastic Roll
PSA2 C-2 Homebound ...	8002	1/31/2026	American Express	83.06		Senior Serv. Ink Cartridges
PSA2 C-2 Homebound ...	8002	1/31/2026	Double Down Distributing Inc.	54.34		Senior Serv. Food & Supplies
PSA2 C-2 Homebound ...	8002	1/31/2026	Rebecca J. Howell	25.00		Senior Serv. Consulting Dietitian Dec'25
PSA2 C-2 Homebound ...	8002	1/31/2026	Rebecca J. Howell	25.00		Senior Serv. Consulting Dietitian Jan'26
PSA2 C-2 Homebound ...	8002	1/31/2026	Rebecca J. Howell	25.00		Senior Serv. Consulting Dietitian Nov'25
PSA2 C-2 Homebound ...	8002	1/31/2026	Staub & Sons Petroleum	22.65		Gas
PSA2 C-2 Homebound ...	8002	2/10/2026	Modoc J.U.S.D. / Business Office	28.00		Senior Serv. Electric Use mar'26
PSA2 C-2 Homebound ...	8002	2/10/2026	Vestis	142.55		Senior Serv. Lndry
PSA2 C-2 Homebound ...	8002	2/13/2026	Barbara Howe, MS, RDN	126.25		Senior Serv. Nutrition Consultant
PSA2 C-2 Homebound ...	8002	2/13/2026	Double Down Distributing Inc.	350.64		Senior Serv. Food
PSA2 C-2 Homebound ...	8002	2/13/2026	Double Down Distributing Inc.	249.22		Senior Serv. Food & Supplies
PSA2 C-2 Homebound ...	8002	2/13/2026	Frontier	71.85		Senior Serv. Telephone
PSA2 C-2 Homebound ...	8002	2/13/2026	Holiday Market	24.52		Senior Serv. Food
PSA2 C-2 Homebound ...	8002	2/18/2026	Double Down Distributing Inc.	205.54		Senior Serv. Food
PSA2 C-2 Homebound ...	8002	2/18/2026	Double Down Distributing Inc.	78.94		Senior Serv. Supplies
PSA2 C-2 Homebound ...	8002	2/18/2026	Grocery Outlet	63.53		Senior Serv. Food
PSA2 C-2 Homebound ...	8002	2/18/2026	Staub & Sons Petroleum	161.65		Gas
PSA2 C-2 Homebound ...	8002	2/18/2026	Ubeo Business Services	44.10		Printer Maint. Contract
PSA2 C-2 Homebound ...	8002	2/20/2026	Double Down Distributing Inc.	632.91		Senior Serv. Food
PSA2 C-2 Homebound ...	8002	2/24/2026	American Express	10.37		Senior Serv. Dinner Spoons
PSA2 C-2 Homebound ...	8002	2/24/2026	American Express	57.38		Senior Serv. Plastic Cutting Board & Ice Packs for Coolers
PSA2 C-2 Homebound ...	8002	2/24/2026	American Express	1,253.22		Senior Serv. Portable Power Station Generator
PSA2 C-2 Homebound ...	8002	2/24/2026	American Express	6.96		Senior Serv. Rear Winshield Wiper Chevy Equinox

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
PSA2 C-2 Homebound ...	8002	2/24/2026	Vestis	142.55		Senior Serv. Lndry
PSA2 C-2 Homebound ...	8002	2/27/2026	Double Down Distributing Inc.	481.26		Senior Serv. Food
PSA2 C-2 Homebound ...	8002	2/27/2026	Grocery Outlet	141.69		Senior Serv. Food
PSA2 C-2 Homebound ...	8002	2/28/2026	Double Down Distributing Inc.	186.81		Senior Serv. Food
PSA2 C-2 Homebound ...	8002	2/28/2026	Double Down Distributing Inc.	121.48		Senior Serv. Supplies
PSA2 C-2 Homebound ...	8002	2/28/2026	Staub & Sons Petroleum	127.37		Gas
2025 MSCAA Senior Se...	8025	1/7/2026	Grocery Outlet	81.31		Senior Serv. Food
2025 MSCAA Senior Se...	8025	1/7/2026	K & K Distributing	0.00		Senior Serv. Food
2025 MSCAA Senior Se...	8025	1/9/2026	Double Down Distributing Inc.	435.39		Senior Serv. Food
2025 MSCAA Senior Se...	8025	1/9/2026	Grocery Outlet	113.11		Senior Serv. Food
2025 MSCAA Senior Se...	8025	1/13/2026	Double Down Distributing Inc.	843.19		Senior Serv. Reissue Check #10192
2025 MSCAA Senior Se...	8025	1/15/2026	Double Down Distributing Inc.	359.28		Senior Serv. Food & Supplies With Credit
2025 MSCAA Senior Se...	8025	1/15/2026	Grocery Outlet	130.65		Senior Serv. Food
2025 MSCAA Senior Se...	8025	1/15/2026	Holiday Market	63.89		Senior Serv. Food
2025 MSCAA Senior Se...	8025	1/31/2026	Double Down Distributing Inc.	262.60		Senior Serv. Food
26F-5026-M3 MSCAA S...	8026	1/21/2026	Double Down Distributing Inc.	701.17		Senior Serv. Food
26F-5026-M3 MSCAA S...	8026	1/21/2026	Grocery Outlet	27.02		Senior Serv. Food
26F-5026-M3 MSCAA S...	8026	1/21/2026	Holiday Market	9.05		Senior Serv. Food
26F-5026-M3 MSCAA S...	8026	1/23/2026	Double Down Distributing Inc.	852.14		Senior Serv. Food
26F-5026-M3 MSCAA S...	8026	1/23/2026	Double Down Distributing Inc.	837.91		Senior Serv. Food With Credit
26F-5026-M3 MSCAA S...	8026	1/23/2026	Double Down Distributing Inc.	59.80		Senior Serv. Return Credit $59.80
26F-5026-M3 MSCAA S...	8026	1/23/2026	Grocery Outlet	99.40		Senior Serv. Food
26F-5026-M3 MSCAA S...	8026	1/29/2026	Double Down Distributing Inc.	720.02		Senior Serv. Food With Credit
26F-5026-M3 MSCAA S...	8026	1/29/2026	Grocery Outlet	80.48		Senior Serv. Food
26F-5026-M3 MSCAA S...	8026	1/31/2026	Double Down Distributing Inc.	116.95		Senior Serv. Food
26F-5026-M3 MSCAA S...	8026	1/31/2026	Double Down Distributing Inc.	447.24		Senior Serv. Food & Supplies
26F-5026-M3 MSCAA S...	8026	1/31/2026	Grocery Outlet	12.46		Senior Serv. Food

Training, Employment and Community Help Inc.

Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
26F-5026-M3 MSCAA S...	8026	2/4/2026	Double Down Distributing Inc.	656.19		Senior Serv. Food
26F-5026-M3 MSCAA S...	8026	2/4/2026	Grocery Outlet	100.58		Senior Serv. Food
26F-5026-M3 MSCAA S...	8026	2/6/2026	Double Down Distributing Inc.	2,077.67		Senior Serv. Food
26F-5026-M3 MSCAA S...	8026	2/6/2026	Grocery Outlet	15.99		Senior Serv. Food
Housing and Disability ...	9000	1/1/2026	Alturas Meadowns Apartments	176.00		HDAP Jan'26 Rent
Housing and Disability ...	9000	1/1/2026	Nifty Moblie Home & Rv Park	697.25		HDAP Jan'26 Rent
Housing and Disability ...	9000	1/13/2026	Frontier	55.00		Internet Access
Housing and Disability ...	9000	1/13/2026	Verizon	164.43		Cell & Ipad Lines Dec'25
Housing and Disability ...	9000	1/21/2026	Lassen Municipal Utility District	118.09		HDAP Client Electricity
Housing and Disability ...	9000	1/22/2026	American Express	75.00		HDAP AMTRAK Gift Card
Housing and Disability ...	9000	1/31/2026	American Express	80.95		HDAP Gift Card
Housing and Disability ...	9000	1/31/2026	American Express	213.99		HDAP Rent Jan'26
Housing and Disability ...	9000	1/31/2026	American Express	100.00		HDAP Uber Gift Card
Housing and Disability ...	9000	1/31/2026	Verizon	164.43		Cell & Ipad Lines
Housing and Disability ...	9000	2/1/2026	Alturas Meadowns Apartments	176.00		HDAP Feb'26 Rent
Housing and Disability ...	9000	2/1/2026	Nifty Moblie Home & Rv Park	750.05		HDAP Feb'26 Rent
Housing and Disability ...	9000	2/10/2026	Frontier	55.00		Internet Access
Housing and Disability ...	9000	2/10/2026	Pacific Power And Light	50.27		HDAP Client Electricity
Housing and Disability ...	9000	2/20/2026	Staub & Sons Petroleum	92.37		HDAP 100480 Propane
Housing and Disability ...	9000	2/28/2026	Verizon	164.43		Cellphone & Ipad Lines
Housing and Disability ...	9000	2/28/2026	Virtru Corporation	1,285.20		HDAP Starter Package Security Mail
24-120 Bridge Housing...	9001	1/1/2026	Alan Botello	800.00		BHBH Jan'26 Rent
24-120 Bridge Housing...	9001	1/8/2026	Pacific Power And Light	250.77		BHBH Client Electricity
24-120 Bridge Housing...	9001	1/13/2026	Frontier	55.00		Internet Access
24-120 Bridge Housing...	9001	1/22/2026	American Express	42.89		BHBH Bankers Box
24-120 Bridge Housing...	9001	1/22/2026	American Express	54.10		BHBH Calendars
24-120 Bridge Housing...	9001	1/22/2026	American Express	193.00		BHBH Client Wall Heater
24-120 Bridge Housing...	9001	1/23/2026	Modoc Inn	5,990.00		BHBH Room Voucher
24-120 Bridge Housing...	9001	1/23/2026	Reaiah Simmons	224.00		BHBH Travel Emergency Assistance
24-120 Bridge Housing...	9001	1/26/2026	Holiday Market	26.80		BHBH Dog Food
24-120 Bridge Housing...	9001	1/31/2026	American Express	80.00		BHBH Client Dog Vet Visit

Training, Employment and Community Help Inc.

Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
24-120 Bridge Housing...	9001	1/31/2026	American Express	429.76		BHBH Mailing Client Personal Items
24-120 Bridge Housing...	9001	1/31/2026	American Express	35.00		BHBH Plane Ticket Additional Fee
24-120 Bridge Housing...	9001	1/31/2026	Carol Madison	64.80		Expense Reimbursement
24-120 Bridge Housing...	9001	1/31/2026	Pacific Power And Light	327.64		HDAP Client Electricity
24-120 Bridge Housing...	9001	1/31/2026	Staub & Sons Petroleum	6.90		Gas
24-120 Bridge Housing...	9001	2/6/2026	Modoc Inn	495.00		BHBH Room Voucher Feb'26
24-120 Bridge Housing...	9001	2/10/2026	Frontier	55.00		Internet Access
24-120 Bridge Housing...	9001	2/18/2026	Staub & Sons Petroleum	32.23		BHBH 100480 Propane
24-120 Bridge Housing...	9001	2/18/2026	Staub & Sons Petroleum	0.36		Gas
24-120 Bridge Housing...	9001	2/18/2026	Ubeo Business Services	143.69		Printer Maint. Contract
24-120 Bridge Housing...	9001	2/20/2026	Modoc Inn	2,871.00		BHBH Room Voucher
24-120 Bridge Housing...	9001	2/24/2026	American Express	40.84		BHBH Client california ID
24-120 Bridge Housing...	9001	2/24/2026	American Express	135.62		BHBH Client Moderate Furnishing
24-120 Bridge Housing...	9001	2/24/2026	American Express	63.29		BHBH Office Supplies
24-120 Bridge Housing...	9001	2/24/2026	American Express	488.29		BHBH Plane Ticket for Client
Housing And Homeless...	9400	1/1/2026	Nifty Moblie Home & Rv Park	465.00		HHIP Jan'26 Rent
Housing And Homeless...	9400	1/9/2026	Modoc Inn	297.00		HHIP Jan'26 Room Voucher
Housing And Homeless...	9400	1/13/2026	Verizon	64.14		Cell & Ipad Lines Dec'25
Housing And Homeless...	9400	1/22/2026	American Express	607.00		HHIP Gift Cards
Housing And Homeless...	9400	1/22/2026	American Express	340.69		HHIP Hygiene Products
Housing And Homeless...	9400	1/31/2026	American Express	170.25		HHIP Food/Snack for Point in line Count participants
Housing And Homeless...	9400	1/31/2026	Staub & Sons Petroleum	4.50		Gas
Housing And Homeless...	9400	1/31/2026	Verizon	64.14		Cell & Ipad Lines
Housing And Homeless...	9400	2/6/2026	Holiday Market	20.76		HHIP Water
Housing And Homeless...	9400	2/19/2026	Nifty Moblie Home & Rv Park	495.00		HHIP Feb'26 Rent
Housing And Homeless...	9400	2/28/2026	Verizon	64.14		Cellphone & Ipad Lines
Cal Works Housing Sup...	9405	1/1/2026	Nifty Moblie Home & Rv Park	463.00		HSP Jan'26 Rent
Cal Works Housing Sup...	9405	1/7/2026	Big Time Pest Control	80.00		HSP Pest Control Monthly Service
Cal Works Housing Sup...	9405	1/8/2026	ACE / Four Seasons	199.89		HSP Cleaning Supplies
Cal Works Housing Sup...	9405	1/8/2026	Nifty Moblie Home & Rv Park	707.25		HSP Jan'26 Rent
Cal Works Housing Sup...	9405	1/8/2026	Roberto Alcocer Aguila	131.63		HSP Monthly Coaching Session / Month 2
Cal Works Housing Sup...	9405	1/9/2026	Andres Zamora	875.00		HSP Jan'26 Rent
Cal Works Housing Sup...	9405	1/9/2026	Carol Madison	596.00		Expense Reimbursement

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
Cal Works Housing Sup...	9405	1/13/2026	Frontier	55.00		Internet Access
Cal Works Housing Sup...	9405	1/13/2026	Verizon	41.14		Cell & Ipad Lines Dec'25
Cal Works Housing Sup...	9405	1/22/2026	American Express	450.18		HSP Client New Heater & Dehumidifier
Cal Works Housing Sup...	9405	1/23/2026	Holiday Market	44.21		HSP Client Food
Cal Works Housing Sup...	9405	1/29/2026	ISOT, Inc	800.00		HSP Jan'26 Rent
Cal Works Housing Sup...	9405	1/31/2026	American Express	223.43		HSP Client Electricity
Cal Works Housing Sup...	9405	1/31/2026	Staub & Sons Petroleum	3.60		Gas
Cal Works Housing Sup...	9405	1/31/2026	Verizon	41.14		Cell & Ipad Lines
Cal Works Housing Sup...	9405	2/1/2026	Nifty Moblie Home & Rv Park	1,228.35		HSP Feb'26 Rent
Cal Works Housing Sup...	9405	2/3/2026	Big Time Pest Control	80.00		HSP Pest Control Monthly Services
Cal Works Housing Sup...	9405	2/6/2026	ISOT, Inc	400.00		HSP Feb'26 Rent
Cal Works Housing Sup...	9405	2/6/2026	Pacific Power And Light	710.71		HSP Client Electricity
Cal Works Housing Sup...	9405	2/10/2026	Frontier	55.00		Internet Access
Cal Works Housing Sup...	9405	2/13/2026	Waste Management Of Nevada	259.12		HSP Client Garbage
Cal Works Housing Sup...	9405	2/19/2026	Alturas Meadowns Apartments	313.00		HSP Other Financial Assistance/ Eviction Prevention
Cal Works Housing Sup...	9405	2/19/2026	Nifty Moblie Home & Rv Park	607.00		HSP Other Financial Assistance/ Labor to Clean the Space
Cal Works Housing Sup...	9405	2/24/2026	Spur Your Success, LLC	131.63		HSP Monthly Coaching Session
Cal Works Housing Sup...	9405	2/28/2026	Spur Your Success, LLC	131.63		HSP Financial Coaching Classes Feb'26
Cal Works Housing Sup...	9405	2/28/2026	Verizon	41.14		Cellphone & Ipad Lines
CAL-AIM	9500	1/21/2026	Change Healthcare	70.40		CAL-AIM Monthly Service Fee
CAL-AIM	9500	1/23/2026	Modoc Inn	7,969.50		CAL-AIM Room Voucher
CAL-AIM	9500	2/10/2026	Modoc Inn	2,970.00		CAL-AIM Room Voucher
CAL-AIM	9500	2/18/2026	Change Healthcare	70.40		CAL-AIM Monthly Fee RPA Claims
CAL-AIM	9500	2/27/2026	Modoc Inn	2,673.00		CAL-AIM Room Voucher
Non-Resource Related	9999	1/1/2026	Buie, Sean	2,400.00		Services Contract Jan'26
Non-Resource Related	9999	1/1/2026	Hiep Pham, CPA Inc.	31,720.00		Audit FY 24-25
Non-Resource Related	9999	1/7/2026	Abila	21,973.51		Abila
Non-Resource Related	9999	1/7/2026	Abila	375.00		MIP Consulting Services Training
Non-Resource Related	9999	1/7/2026	ACE / Four Seasons	0.95		Admin Fasteners
Non-Resource Related	9999	1/7/2026	Quail Mountain, Inc	44.20		Coffee & Products
Non-Resource Related	9999	1/7/2026	WageWorks Inc.	100.00		Cobra Insurance Aug'25
Non-Resource Related	9999	1/7/2026	WageWorks Inc.	100.00		Cobra Insurance Oct'25
Non-Resource Related	9999	1/9/2026	ACE / Four Seasons	26.81		Rental Easy Rooter
Non-Resource Related	9999	1/9/2026	John Wisser Construction	250.00		Admin Sewer Service

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
Non-Resource Related	9999	1/9/2026	Smith Bates, LLC	463.57		Window Envelope
Non-Resource Related	9999	1/9/2026	Terminix Processing Center	168.12		Admin Pest Control
Non-Resource Related	9999	1/13/2026	Department Of Motor Vehicles	410.00		Vehicle Registration Renewal LP 37788L3
Non-Resource Related	9999	1/13/2026	Frontier	165.00		Internet Access
Non-Resource Related	9999	1/13/2026	Frontier	280.31		Telephone
Non-Resource Related	9999	1/13/2026	Ubeo Business Services	119.74		Admin Printer Maint. Contract
Non-Resource Related	9999	1/13/2026	Ubeo Business Services	121.58		Admin Staple Type Refill
Non-Resource Related	9999	1/14/2026	Sage Credit Union	0.00		Sage Credit Union Modoc Harvest CC Payment
Non-Resource Related	9999	1/15/2026	Jesika Villegas	249.90		Admin Zoom Yr. Memebership & Ink
Non-Resource Related	9999	1/15/2026	Modoc Harvest	0.00		Farmers Market & Food Hub Services
Non-Resource Related	9999	1/15/2026	Purchase Power	502.25		Postage
Non-Resource Related	9999	1/16/2026	Thriving Families CA (TFC) Foundation	75.00		2026 Fiscal & Audit Training A. Cervasntes
Non-Resource Related	9999	1/16/2026	Thriving Families CA (TFC) Foundation	75.00		2026 Fiscal & Audit Training N. MaCdonell
Non-Resource Related	9999	1/21/2026	ADT Security Systems, Inc.	48.75		Security Services
Non-Resource Related	9999	1/22/2026	American Express	19.99		Acrobat Subscription
Non-Resource Related	9999	1/22/2026	American Express	36.39		Admin Cleaning Supplies
Non-Resource Related	9999	1/22/2026	American Express	13.32		Admin Ink Roller
Non-Resource Related	9999	1/22/2026	American Express	441.01		Admin Metal Nameplate
Non-Resource Related	9999	1/22/2026	American Express	373.60		Admin Office Supplies
Non-Resource Related	9999	1/22/2026	American Express	10.41		Admin Post-It Flags
Non-Resource Related	9999	1/22/2026	American Express	18.18		Admin Wall Calendar
Non-Resource Related	9999	1/22/2026	American Express	134.51		Board Meeting Food
Non-Resource Related	9999	1/22/2026	American Express	95.43		Chevy Equinox Headlight
Non-Resource Related	9999	1/22/2026	American Express	84.46		Hand Soap
Non-Resource Related	9999	1/22/2026	American Express	5.10		Postage
Non-Resource Related	9999	1/22/2026	American Express	235.00		Rent Unit #66 & 144
Non-Resource Related	9999	1/22/2026	American Express	65.00		STARLINK Internet
Non-Resource Related	9999	1/22/2026	American Express	594.36		Tax Forms

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
Non-Resource Related	9999	1/23/2026	ACE / Four Seasons	26.81		Rental Easy Rooter
Non-Resource Related	9999	1/23/2026	Holiday Market	20.98		Birthday Cake!!
Non-Resource Related	9999	1/23/2026	John Wisser Construction	800.00		Admin Sewer Service
Non-Resource Related	9999	1/23/2026	Maria A. Cervantes, Petty Cash Custodian	20.00		Admin Gift Cards / Door Price
Non-Resource Related	9999	1/23/2026	Maria A. Cervantes, Petty Cash Custodian	4.00		Business Lincense Renewal
Non-Resource Related	9999	1/23/2026	Maria A. Cervantes, Petty Cash Custodian	14.75		Thanksgiven Party Supplies
Non-Resource Related	9999	1/26/2026	Fredrick, Jessica	317.85		Turkey Trot Gift Cards/Expense Reimbursement
Non-Resource Related	9999	1/28/2026	Fidelity Brokerage Services LLC	1,300.00		HSA Acct. #261674334 Rochelle Bushey
Non-Resource Related	9999	1/28/2026	Fidelity Brokerage Services LLC	1,300.00		HSA Acct. #261674587 Ryan Wilson
Non-Resource Related	9999	1/28/2026	Fidelity Brokerage Services LLC	1,300.00		HSA Acct. #262670820 Noelle MacDonnell
Non-Resource Related	9999	1/28/2026	Fidelity Brokerage Services LLC	1,300.00		HSA Acct. #262698537 Kristina M Sekavec
Non-Resource Related	9999	1/28/2026	Fidelity Brokerage Services LLC	1,300.00		HSA Acct. #263494506 Gena Long
Non-Resource Related	9999	1/28/2026	Fidelity Brokerage Services LLC	1,300.00		HSA Acct. #266199993 Jennifer McCaffrey
Non-Resource Related	9999	1/28/2026	Fidelity Brokerage Services LLC	1,300.00		HSA Acct. #267192078 Kirsten Easley
Non-Resource Related	9999	1/28/2026	Fidelity Brokerage Services LLC	1,300.00		HSA Acct. #267192217 Tessa Anklin
Non-Resource Related	9999	1/28/2026	Fidelity Brokerage Services LLC	1,300.00		HSA Acct. #267207675 Maria Hurtado
Non-Resource Related	9999	1/28/2026	Fidelity Brokerage Services LLC	1,300.00		HSA Acct. #267291545 Darlene Estes
Non-Resource Related	9999	1/28/2026	Fidelity Brokerage Services LLC	1,300.00		HSA Acct. #269004012 Christina M Charter
Non-Resource Related	9999	1/28/2026	Fidelity Brokerage Services LLC	1,300.00		HSA Acct. #269014004 Joleane Grantham
Non-Resource Related	9999	1/28/2026	Fidelity Brokerage Services LLC	1,300.00		HSA Acct. #Y84408288 Carol Madisom

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
Non-Resource Related	9999	1/28/2026	Fidelity Brokerage Services LLC	0.00		HSA Acct. #Y84408288 Carol Madison
Non-Resource Related	9999	1/29/2026	ACE / Four Seasons	36.45		Rental Easy Rooter
Non-Resource Related	9999	1/31/2026	American Express	270.21		2026 CA & Fed Labor Law Poster
Non-Resource Related	9999	1/31/2026	American Express	239.88		Admin Adobe Acrobat Pro
Non-Resource Related	9999	1/31/2026	American Express	142.61		Admin Manilla Evelopes & Scrapbook
Non-Resource Related	9999	1/31/2026	American Express	578.90		Copy Printer Paper
Non-Resource Related	9999	1/31/2026	American Express	28.40		Floor Cleaner
Non-Resource Related	9999	1/31/2026	American Express	222.62		Postage
Non-Resource Related	9999	1/31/2026	American Express	15.00		Thrift Store Dot Stickers Labels
Non-Resource Related	9999	1/31/2026	American Express	250.73		Toner Cartridge
Non-Resource Related	9999	1/31/2026	City Of Alturas	95.01		Water
Non-Resource Related	9999	1/31/2026	Pacific Power And Light	778.68		Electricity
Non-Resource Related	9999	1/31/2026	TEACH INC BANK FEE	118.10		Bank fees
Non-Resource Related	9999	1/31/2026	TEACH INC BANK FEE	600.00		TEACH ACH Singles
Non-Resource Related	9999	1/31/2026	Waste Management Of Nevada	49.00		Garbage
Non-Resource Related	9999	2/1/2026	Buie, Sean	2,400.00		Services Contract Feb'26
Non-Resource Related	9999	2/3/2026	Quail Mountain, Inc	78.36		Coffee & Products
Non-Resource Related	9999	2/4/2026	Staub & Sons Petroleum	500.84		100480 Propane
Non-Resource Related	9999	2/10/2026	Abila	187.50		Abila/ MIP Consulting Services
Non-Resource Related	9999	2/10/2026	Concept Envy, LLC	10,800.00		Development Server Hosting
Non-Resource Related	9999	2/10/2026	Frontier	165.00		Internet Access
Non-Resource Related	9999	2/10/2026	Quail Mountain, Inc	102.31		Coffee & Products
Non-Resource Related	9999	2/10/2026	Waste Management Of Nevada	447.72		Garbage
Non-Resource Related	9999	2/13/2026	Frontier	285.20		Telephone
Non-Resource Related	9999	2/13/2026	Purchase Power	502.25		Postage
Non-Resource Related	9999	2/13/2026	Quail Mountain, Inc	69.02		Coffee & Products
Non-Resource Related	9999	2/13/2026	Ubeo Business Services	65.50		Printer Maint. Contract
Non-Resource Related	9999	2/18/2026	Fidelity Brokerage Services LLC	1,300.00		HSA Acct. #266350310 Jamie Northrup
Non-Resource Related	9999	2/18/2026	Maria A. Cervantes, Petty Cash Custodian	39.95		Admin Birthday Cake!

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	2/18/2026	Ubeo Business Services	288.32		Printer Maint. Contract
Non-Resource Related	9999	2/24/2026	ADT Security Systems, Inc.	48.75		Security System
Non-Resource Related	9999	2/24/2026	American Express	19.99		Acrobat Pro Subscription
Non-Resource Related	9999	2/24/2026	American Express	23.19		Admin Godaddy ORG Domain Transfer Subscrition
Non-Resource Related	9999	2/24/2026	American Express	11.79		Admin MAILED Self-Inking Stamp
Non-Resource Related	9999	2/24/2026	American Express	132.70		Admin Office Supplies
Non-Resource Related	9999	2/24/2026	American Express	8.53		Admin Self-Inking Refill Ink
Non-Resource Related	9999	2/24/2026	American Express	101.75		Adming Color Paper
Non-Resource Related	9999	2/24/2026	American Express	65.00		GED & Admin Starlink Internet
Non-Resource Related	9999	2/24/2026	American Express	62.19		Lysol Spray
Non-Resource Related	9999	2/24/2026	American Express	64.20		Office Supplie
Non-Resource Related	9999	2/24/2026	American Express	235.00		Rent Storage Unit #66 & #144
Non-Resource Related	9999	2/28/2026	City Of Alturas	93.11		Water
Non-Resource Related	9999	2/28/2026	Holiday Market	1.79		White Vinegar
Non-Resource Related	9999	2/28/2026	Quail Mountain, Inc	133.50		Coffee & Products
Non-Resource Related	9999	2/28/2026	Staub & Sons Petroleum	3.29		Gas
Non-Resource Related	9999	2/28/2026	TEACH INC BANK FEE	1,200.00		ACH Singles
Non-Resource Related	9999	2/28/2026	TEACH INC BANK FEE	117.90		Bank fees
Report Total				789,040.60	0.00	

Training, Employment and Community Help Inc.
Statement of Revenues and Expenditures
From 7/1/2025 Through 6/30/2026

	Current Period Actual	Prior Year Actual
Revenue		
Federal Revenue	75,002.29	179,038.63
State Revenue	4,016,969.69	4,136,807.01
Other Revenue	47,777.63	117,190.39
Interest Income	35.46	0.00
Family Fee	1,804.36	2,407.35
Other local income	1,222,273.32	5,503,932.16
Tuition	21,486.07	40,329.02
Apartment Rents	40,655.00	47,391.25
Total Revenue	5,426,003.82	10,027,095.81
Expenses		
Salaries	1,957,468.90	2,652,594.34
Benefits	491,064.75	635,467.78
Supplies		
Books & Reference Materials	5,385.47	11,582.92
Materials & Supplies	167,926.77	357,266.55
Food Supplies	94,632.34	138,467.70
Total Supplies	267,944.58	507,317.17
Operating		
Conference & Travel	31,727.16	90,188.04
Mileage, Fuel, Bus Passes	4,962.36	8,477.66
Dues & Memberships	113,555.03	112,999.25
License and taxes	13,525.18	12,958.49
Bank Service Fees	4,153.70	2,263.11
Insurance	73,054.02	64,151.54
Operating & Housekkeeping	2,552.37	3,469.92
Electricity	27,282.15	38,986.19
Water & Sewer	10,441.08	17,066.30
Garbage	6,573.47	9,861.71
Liquid, Propane, Gas, Fuel Oil	11,288.27	22,467.31
Energy Asst./WPO	111,553.00	175,473.00
Other	12,801.46	3,129.40
Room Vouchers	35,153.07	69,248.87
Rentals, Leases Repair	104,753.26	171,265.30
Repairs/Maintenance	37,502.26	102,558.85
Maintenance Agreements	225,508.64	63,229.41
Advertising	30,953.00	53,838.21
Legal Services	4,721.50	3,861.39
Audit Services	31,720.00	31,700.00
Consultants, Trainers	35,003.95	11,664.85
Information Tech	107,601.17	82,451.24
Sub. Contract Services	295,781.75	0.00
Other operating	117,836.00	239,595.93
Communications	30,823.65	66,780.18
Postage	3,960.95	5,302.18
Total Operating	1,484,788.45	1,462,988.33
Equipment	192.00	0.00
Contract 1099 Services	1,016,074.76	1,546,502.06
Total Expenses	5,217,533.44	6,804,869.68
Revenue Over (Under) Expenses	208,470.38	3,222,226.13

TEACH

Improving the Communities of Modoc County

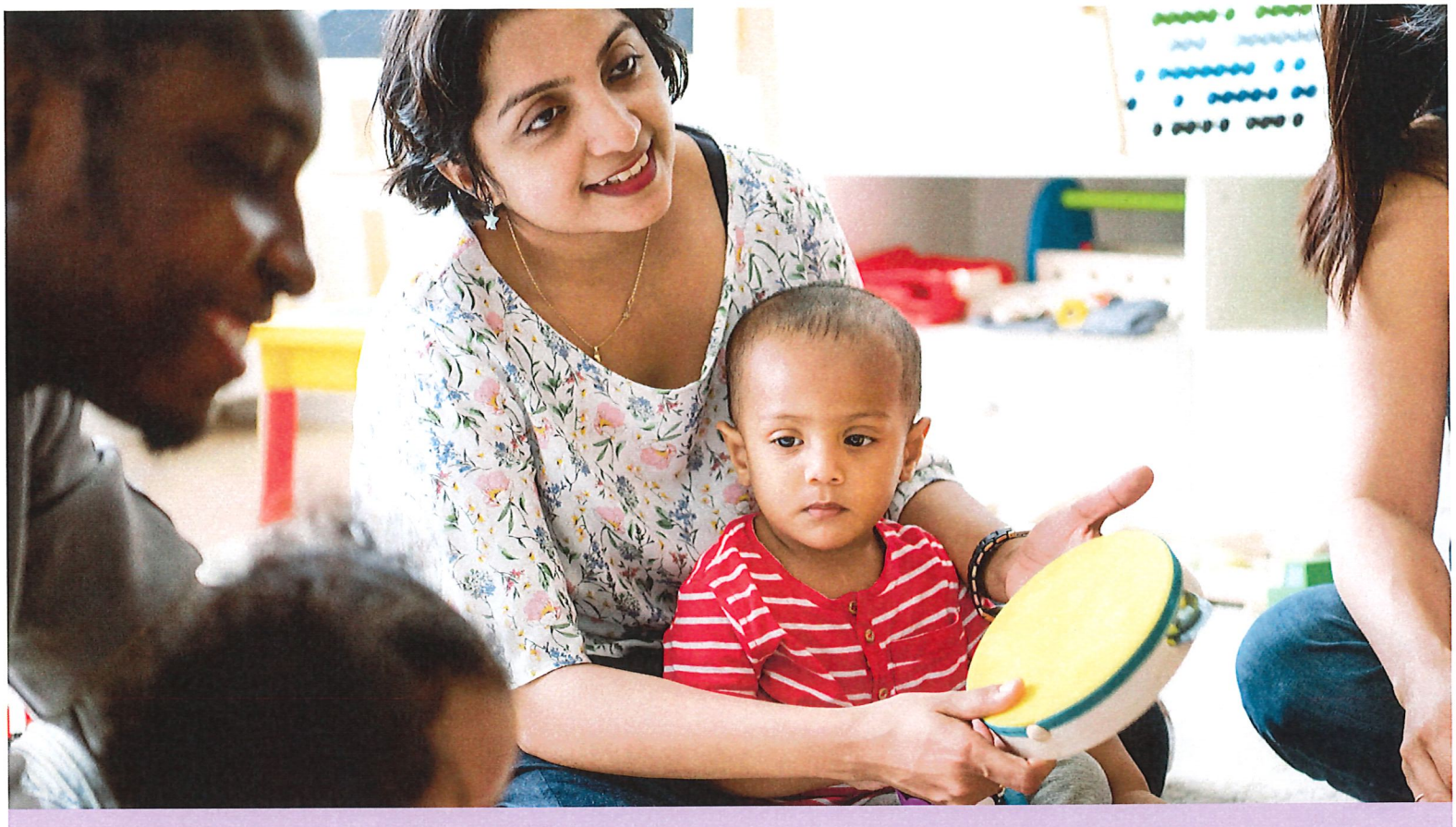
TRAINING, EMPLOYMENT & COMMUNITY HELP, INC.

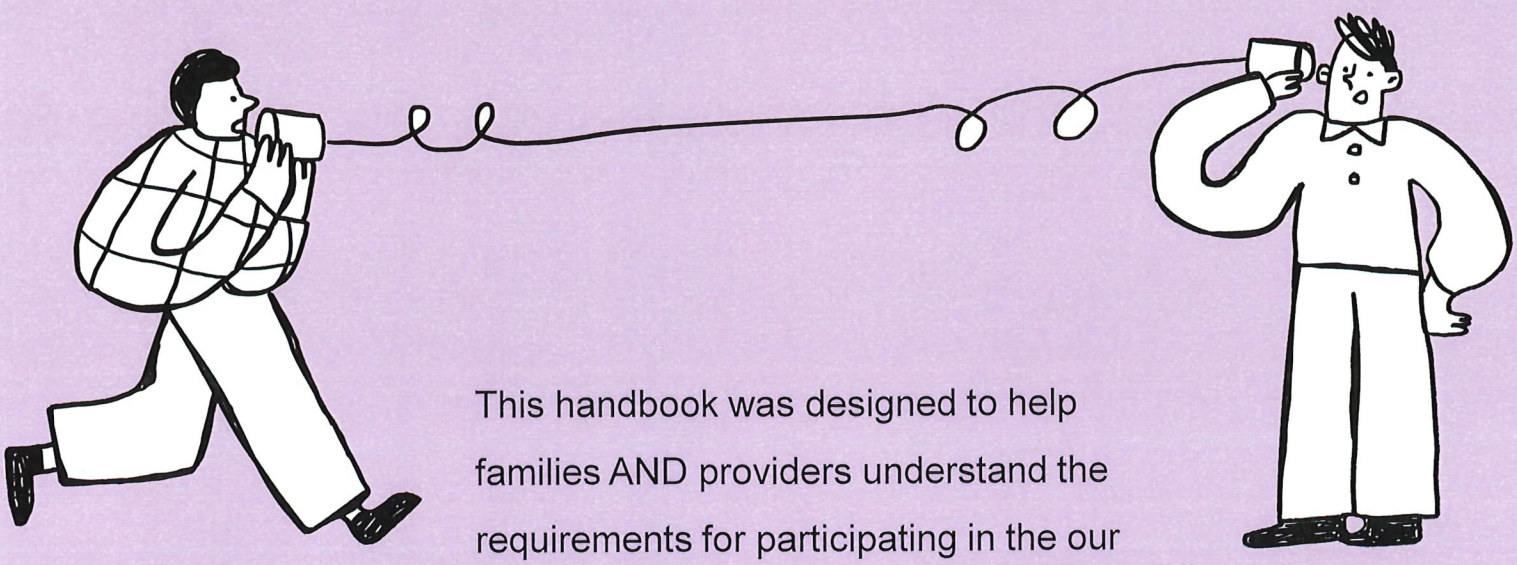
Modoc Child Care Resource and Referral
Family Child Care Home Education Network

Welcome

2025/2026 Family Handbook

Welcome parents & providers to our Family Child Care Home Education Network program





This handbook was designed to help families AND providers understand the requirements for participating in the our Family Child Care Home Education Network (FCCHEN). We look forward to serving you!

We are a private non-profit organization funded by federal, state and local governments.

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- Suspension or Expulsion

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Mission: Our mission is to strengthen the family unit through supporting family stability, lessening the disruptions to children & families through 24-month eligibility & making decisions based on the best interest of the child.

Program Contact Information:

Open Monday-Friday 8:00-5:00
(530)233-3111
112 East 2nd Street
Alturas, CA. 96101

Program Design:

Our Family Child Care Home Education Network (FCCHEN) is funded by the Department of Social Services.

FCCHEN is a school readiness alternative to center-based care. The program serves eligible families who need child care services in a network of family child care home providers.

Our program focuses on serving children from 6 weeks through 5 years of age; however, children may be served through age 12. In addition, children with exceptional needs may be served through 21 years of age.

FCCHEN Benefits:

There are many benefits to participating in the FCCHEN program. We would like to highlight a few:

- **Subsidized funding** through the California Department of Social Services (CDSS) Child Care and Development Division for eligible families
- **Providers belong to a network** of licensed family child care home providers whose focus is to prepare children for school
- **Diapers and wipes** are provided for non-potty trained FCCHEN program children while in care
- **Competitive rates** for Providers
- **Personalized support** and activity planning to meet each child's developmental needs
- Providers receive monthly **hands-on support** from an Early Education Coach
- **Ongoing professional growth** and education opportunities
- Providers receive **free resources and materials** to support children's development
- Support for activity and lesson planning to ensure **high-quality services**

Confidentiality:

The use or disclosure of any information maintained in the basic data file concerning children and their families is limited to purposes directly connected with the administration of the program.

No other use of the information will be made without prior written consent or through a subpoena. Participants shall have access to information in their basic data file within 5 business days after the program receives a written request.

Equal Access/Non-Discrimination Statement:

No person will be subjected to discrimination, or any other form of illegal bias, including harassment. We give equal access to services without regard to sex, sexual orientation, gender identification, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability.

Suspected Child Abuse:

Providers and program staff are mandated reporters.

The safety and well being of your child always comes first. State law requires that staff report known or suspected instances of a child abuse to Child Protective Services or to local police officials.

This abuse includes physical abuse, sexual abuse, emotional abuse or neglect.

If you or someone in your family wants to learn different ways to guide and discipline your child or to handle anger without hurting your child, please talk to your child's Teacher or Enrollment Specialist.

There are resources available to help you, at no charge.

Child Supervision:

Everyone must actively ensure that their environments are safe and no child is left alone or unsupervised at any time.

Supervision is everyone's responsibility, so in addition to FCCHEN providers and program staff, parents must also use active supervision techniques to ensure child environments are safe.

Parents must:

- Ensure gates and/or doors are closed and secured
- No Cell Phone policy when dropping off/picking-up your child. This can be distracting. Give your child your undivided attention.
- Ensure your child is signed in and out every day with your full legal signature and exact time.
- Hold your child's hand in any road or provider driveway
- Encourage children to follow safety rules
- Report safety and supervision concerns immediately

Code of Ethical Conduct:

All families must commit to demonstrate the following core standards/values during all interactions while enrolled in our program:

- Communicate effectively in a calm manner
- Be courteous
- Maintain order
- Show respect of others
- Take responsibility for own actions
- Be punctual
- Respect diversity

Refrain from Religious Instruction:

Our programs refrain from religious instruction & worship. Diversity is valued, and families are encouraged to share any special traditions.

Safety & Harassment Policy:

The following behaviors will not be tolerated and are **prohibited** at any of our facilities:

- Behavior which threatens the safety, welfare or morals of others
- Under the influence of and/or possession of alcohol, marijuana or drugs
- The possession of any weapon, look alike weapon (toy), or any object which ejects whether functional or not
- Behavior which would cause, attempt, threaten, or conspire to cause damage to personal or real property or person through arson, burglary, extortion, larceny (stealing), criminal mischief, battery (hitting people), assault (making a person fearful of hitting), harassment (threat to commit an illegal act), sexual harassment, sexual intimidation, hazing (actions intended to endanger or embarrass others.)
- Use of obscene and profane language.

Suspension or Expulsion:

The FCCHEN program prohibits or severely limits the use of suspension and expulsion because of a child's behaviors. In addition, the program can not persuade or encourage a child's parents or legal guardians to voluntarily unenroll from the program due to a child's behavior.

The FCCHEN Provider and Program Staff will take many steps to address a child's challenging behaviors, with the goal being to aid the child's safe participation in the program.

In the event a child is suspended or expelled due to persistent and serious behaviors that impact the safety of children, the FCCHEN Program Staff will issue a Notice of Action effective 24 hours after after the notice is issued.

Persistent and serious challenging behaviors are either repeated patterns of behavior that significantly interfere with the learning of other children, or interactions with peers and adults that are not responsive to the use of developmentally appropriate guidance.

NOTE: If a child is suspended or expelled, the parent has the right to file an appeal directly to the State Department no later than 14 calendar days after receipt of the Notice of Action. (For more information, see Grievance/ Complaint Procedures/Program Decision Complaints)

Philosophy:

Our FCCHEN program recognizes the importance of play in the learning process for young children. We also recognize that parents are the primary caregivers and educators of their children.

We work to empower children, promote individuality and develop strong partnerships with families while creating an environment that helps young children attain physical, cognitive, social, language and emotional achievements to be prepared for school.

Each family brings a history of life experience and cultural heritage that must be respected and valued within the participating FCCHEN provider homes.

Partnerships between families, providers and program staff are essential to the growth and development of each individual child.

Parent Involvement & Education:

Our program goal is to provide a welcoming environment for families and invite them to participate as equal partners in the education of their children.

Opportunities to participate include, but are not limited to:

- Parent conferences are held twice per year. Conferences provide an opportunity for parents to collaborate with program staff and their provider to develop goals for their child
- Parent Club meetings. Meetings provide an opportunity to learn about child development, share topics identified in the parent survey, parenting strategies. A great time to network with program staff and other parents.
- Quarterly Parent Advisory Committee meetings provide an opportunity for parents to provide input on the nature and operation of the program
- Participating in activities or helping at the family child care home

Our goals and objectives are reflected within each of the quality program components

Health & Social Services:

Our goal is for families to know where to access community health and social services to meet their unique family needs.

A Family Social Service Need Request & Referral form is completed at the time of enrollment and annually thereafter. This form helps to identify the needs of both the child & family, so that the child may be successful in care and school.

Based on the results, staff provide parents with referrals to other agencies in the community. In addition, staff follow-up with parents to ensure their needs have been met.

Education Program:

Our goal is to ensure all children are making progress in the domains of physical, cognitive, language, and social - emotional development.

Our goal is to provide a program approach that is developmentally, linguistically and culturally appropriate. A program that is inclusive of children with special needs.

In partnership with your provider, we use a tool called the Desired Results Developmental Profile (DRDP) to assess the development of children

- Assessed within 60 days of enrollment & every 6 months
- Parent's input is a necessary component of this assessment
- Assessment outcomes are used to plan and conduct age and developmentally appropriate activities for children

Physical development is supported by:

- Promoting physical activity
- Providing sufficient time to move within the indoor and outdoor spaces
- Providing equipment, materials and guidelines for active play and movement

Social/Emotional development is supported by:

- Building trust
- Planning routines and transitions so they can occur in a predictable and unhurried manner
- Help children develop emotional security and facility in social relationships

Cognitive & Language skills are supported by:

- Various strategies, including experimentation, inquiry, observation, play and exploration
- Providing opportunities for creative self-expression through activities such as art, music, movement and dialogue
- Promoting interaction and language use among children and between children and adults
- Supporting emerging literacy and numeracy development

Environment:

Our goal is for each of the FCCHEN providers to provide a safe, healthy and welcoming environment that supports the broad development needs of children.

The Thelma Harms Environment Rating Scale is completed on each home annually by an accessor. The coach and provider collaboratively develop and take action steps for continuous quality improvement.

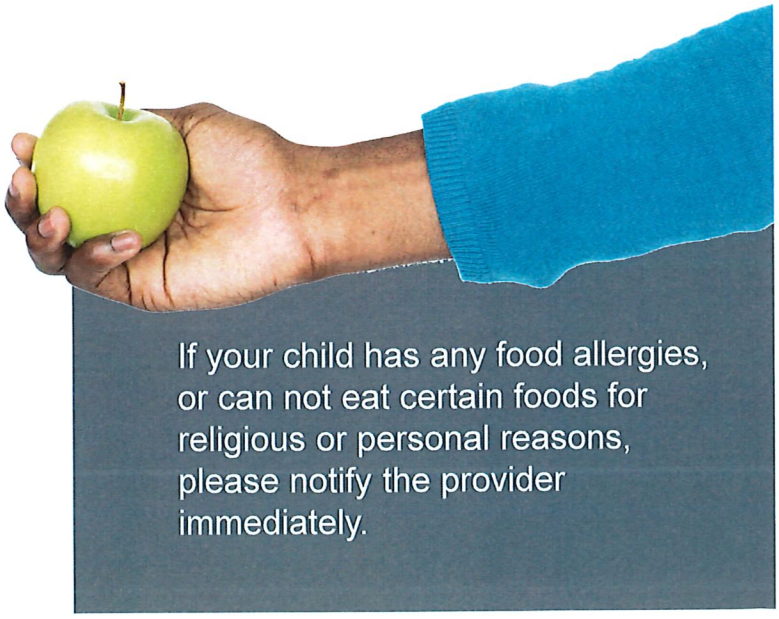
In addition, home environments are set-up using the program's adopted curriculum. **Creative Curriculum** is a comprehensive, research-based curriculum that features exploration and discovery as a way of learning, enabling children to develop confidence, creativity, and lifelong critical thinking skills.

Nutrition Services:

Our goal is to ensure children have nutritious meals and snacks during their time in the program. Meals and snacks served in the providers home must be culturally and developmentally appropriate and meet the federal Child Care Food Program nutritional requirements.

Mealtime is a learning experience for our children. It's a time for talking about color, taste, texture and the name of foods. It is an opportunity for practicing manners by watching adults and socializing with other children.

Meals are provided at no cost to families. Balanced nutritious meals include breakfast, lunch and an afternoon snack. Monthly menus are posted at the providers home.



Professional Development:

Our goal is to implement a professional development program that adequately equips each individual with the information necessary to carry out his or her assigned duties.

Our program makes professional development of individuals working with children and families a priority by offering ongoing trainings related to child development, hands-on coaching and provider network meetings.

Continuous Improvement:

Our goal is to implement an effective annual program self-evaluation process to support continuous improvement.

The process includes:

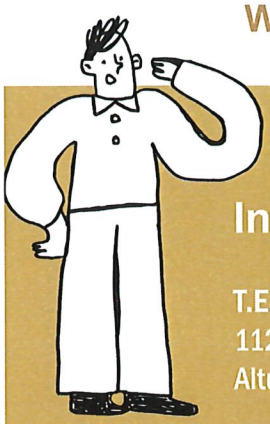
- Assessment of the program by parents using the Desired Results Parent Survey
- Assessment of the program-by-program staff, board members and providers using the Program Monitoring Instrument, Desired Results Developmental Profile, Environmental Rating Scale tools, and California's Quality and Improvement System

Based on the results goals, action steps are developed and implemented.

Waiting List:

The program has limited openings for eligible families. The first step to access FCCHEN program services is to be placed on our waiting list. Children with exceptional needs are encouraged to apply.

Ways to Apply:



In Person:

T.E.A.C.H., Inc.
112 East 2nd Street
Alturas, CA. 96101

Online:

Visit online at:

www.teachinc.org

Call:

(530) 233-3111

Admission Priorities:

When an opening is available, we access the waiting list and contact families based on the following program Admission priorities:

Family Child Care Home Education Network

- **First Priority:** Child protective services, or at-risk of abuse, neglect or exploitation
- **Second Priority:** Admission priority based on total countable monthly income & family size

When multiple families are within the same ranking:

1. Child with exceptional needs within the same ranking is admitted first
2. Dual language learner is admitted second
3. Entry with the earliest wait list date is admitted third

SELECTION & ENROLLMENT PROCESS

Families screened & selected for potential enrollment from the waiting list will be asked to complete the orientation process, and submit documentation to verify eligibility/need for services. The steps are as follows:

Step 1: Learn How to Apply

Pick-up or download enrollment packet.

Step 2: Complete Documentation & Orientation

Complete forms, gather documents listed on the checklist & complete online orientation (instructions are in the packet)

Schedule an appointment with Program Staff by calling (530) 233-3111 once your documentation is complete.

Note: If you do not contact us within 1 week of being screened from the waiting list, you will not be eligible to apply for this enrollment period.

Step 3: Verify Eligibility

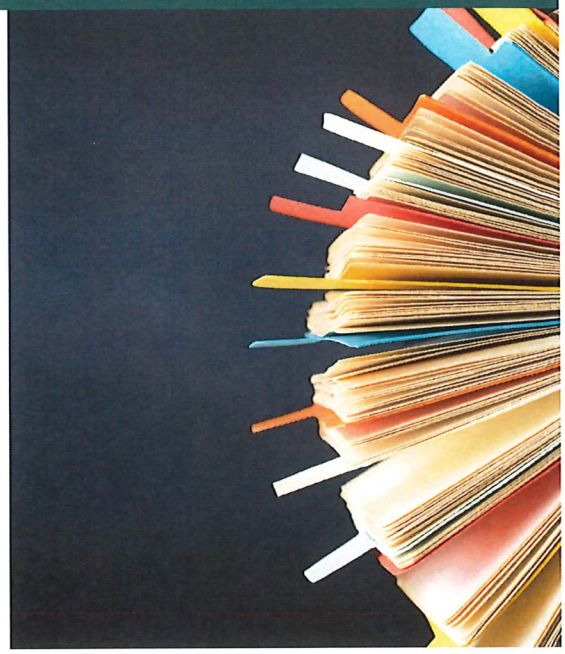
Attend in-person appointment at our program office located at 112 East 2nd Street- Alturas, CA. 96101.

Please note that you will be turned away if your packet/information is not complete at the time of your appointment.

Step 4: Orientation

If eligible, attend an orientation to learn about:

- FCCHEN program philosophy, goals, objectives and procedures
- The exciting opportunities your child will have in our program
- Parent involvement



Certification/Recertification of Eligibility:

Enrollment into a program is determined by specific family eligibility and need criteria. In addition, a child's parent must live in California. Families complete a certification process at initial enrollment and must recertify their eligibility every 24 months thereafter**, with the exception of:**

- Families who are certified as income eligible & during their certification period, their income exceeds the maximum income threshold, which is 85% of the state median income
- Families who do not follow agency policy

NOTE: Children who are 12 years old when certified which will receive services for not less than 12 months

24-month eligibility starts on the date the program representative signs/approves the application for services.

Families will be notified 30 days in advance of what is required to recertify and will be required to bring in documentation after the 24-month eligibility period has expired.

Program staff will make every effort to make the certification/recertification process convenient for families. A family will be disenrolled if the recertification process is not completed within the designated 50-day recertification period.

Family Data File:

A family data file is maintained for each family receiving services. When a child's residence alternates between the homes of separated or divorced parents' eligibility must be determined separately for each household in which the child is residing during the time services are needed.

Proof of Residency

Determination of eligibility shall be **without regard** to the immigration status of the child or the child's parent(s), unless under a final order of deportation from the United States Department of Homeland Security.

- Must live in California
- Families experiencing homelessness may submit declaration of intent to reside in California
- Any evidence of a street address or post office address in California, including the 4-digit zip code extension

Health & Emergency Information

Participants must provide child health & current emergency information, along with current immunization records for enrolled children

Court Order

If there is a court order that impacts child care services, include in the family data file

Exceptional Needs Child:

If the provider caring for your exceptional needs child is requesting a rate adjustment the file must contain the following documentation:

1) Individual Family Service Plan (IFSP) **OR** Individualized Education Program (IEP)

Exceptional Needs Teen:

If your child with exceptional needs is 13 through 21 years of age. Documentation must include:

1) Individual Family Service Plan (IFSP) **OR** Individualized Education Program (IEP) **AND**
2) Signed statement by a legally qualified professional that includes:
    - Child requires the special attention of adults in a child care setting, **and**
    - Name, address, license number, & telephone number of the legally qualified professional who is rendering the opinion

Proof of Family Size:

Biological/Adoptive Parent: "Family" shall be considered the parents & the children for whom the parents are responsible, who comprise the household in which the child receiving services is living.

Guardian/Foster Parent: "Family" shall be considered the child & related siblings.

Participants must provide the names of the adults & the names, gender & birthdates of the children identified in the family.

At least one document for **ALL** children counted in the family size must be on file & indicate the relationship of the child to the parent.

- Birth Certificate or other live birth records
- Child Custody Court order
- Adoption documents
- Foster Care placement records
- School or Medical records
- County welfare department records
- Other reliable documentation indicating the relationship of the child to the parent

FAMILY QUALIFICATIONS & CONDITIONS

Eligibility Criteria:

Participants must provide documentation of eligibility in **1** or more of these eligibility categories:

Child is Recipient of Child Protective Services or Child Identified as At-Risk

- ○ Documentation of Monthly Income **AND**
- ○ Referral Letter

Family Experiencing Homelessness

- ○ Documentation of Monthly Income **AND**
- ○ Referral Letter **OR**
- ○ Parental Declaration of Homelessness

Current Aid Recipient

- ○ Documentation of CalWORKs Cash-Aid (Example: Notice of Action | Receipt of Cash-Aid | Verification of Benefits)

Receiving Benefits from Governmental Program

CalWORKs, Medi-Cal, CalFresh, California Food Assistance, California Special Supplemental Nutrition Program for Women, Infants and Children (WIC), Food Distribution Program on Indian Reservation, Head Start or Early Head Start.

- ○ Enrollment Documentation, such as Notice of Action | Receipt of Aid | Verification of Benefits **AND**
- ○ Copy of Governmental Program Application **OR**
- ○ If not available, Self-Declaration of Income as declared on the program application

Income Eligibility

Guardian or Foster Parent(s):

- ○ Documentation of Monthly Income (For child and their related siblings)

Biological or Adopted Parent(s):

- ○ Authorization to Release Employment Information (if applicable) **AND**
- ○ Parent Notification: Requirement to Report Income Over Threshold
- ○ Documentation of Monthly Income (ALL sources for ALL parents in family)
  - **Regular & Steady Income:** Total countable income from either month of the 2-month window immediately preceding certification
  - **Fluctuating or Inconsistent Income:** Total countable income for the preceding 2 to 12 months from certification

Maximum income threshold:

Family Size	85% of the State Median Income
1-2	6,860
3	7,785
4	9,020
5	10,463
6	11,906
7	12,177
8	12,447
9	12,718

Participants whose eligibility is based on income must notify our agency **within 30 days** if their total countable monthly income, at any time during their certification period, exceeds the maximum income threshold for ongoing eligibility.

COUNTABLE/NON-COUNTABLE INCOME REFERENCE SHEET (CDSS Programs)

Countable Income is income of individuals counted in the family size that shall be included when calculating the adjusted monthly income for purposes of determining income eligibility and family fees.	**Non-Countable Income** is income of individuals counted in the family size that shall be excluded when calculating the adjusted monthly income for purposes of determining income eligibility and family fees.
1. Gross wage or salary, commissions, overtime, tips, bonuses, gambling or lottery winnings 2. Wages for migrant, agricultural, or seasonal work 3. CalWORKs cash aid 4. Gross income from self-employment less business expenses with the exception of wage draws 5. Disability or unemployment compensation 6. Worker's compensation 7. Spousal support, child support from the former spouse or absent parent, or financial assistance for housing costs or car payments paid as part of or in addition to spousal or child support 8. Survivor (i.e., SSA) and retirement benefits 9. Dividends, interest on bonds, income from estates or trusts, net rental income or royalties 10. Rent for room within the family's residence 11. Financial assistance received for the care of a child living with an adult who is not the child's biological or adoptive parent 12. Veteran's pension 13. Pension or annuities 14. Inheritance 15. Allowances for housing or automobiles provided as part of compensation 16. Insurance or court settlements for lost wages or punitive damages 17. Net proceeds from the sale of real property, stocks or inherited property 18. Other enterprise for gain	1. Earnings of child under eighteen (18) years 2. Loans 3. Grants or scholarships to students for educational purposes 4. Federal Supplemental Assistance Program (CalFRESH/SNAP) or Women, Infants and Children (WIC) benefits or other food assistance 5. Earned Income Tax Credit or tax refund 6. Foster care grants, payment or clothing allowances for children placed through child welfare services 7. Relative Caregiver Funding Program 8. California Guaranteed Income Pilot Program 9. GI Bill entitlements, hardship or hazardous duty, hostile fire or immediate danger pay 10. Adoption assistance payments 11. Non-cash assistance or gifts 12. All income of any individual counted in the family size who is collecting federal Supplemental Security Income (SSI) or State Supplemental Program (SSP) benefits 13. Insurance or court settlements including pain and suffering and excluding lost wages and punitive damages 14. Reimbursements for work-required expenses that include uniforms, mileage, or per diem expenses for food and lodging 15. Business expenses for self-employed family members 16. When there is no cash value to the employee, the portion of medical and/or dental insurance documented as paid by the employer and included in gross pay 17. Disaster relief grants or payments, except any portion for rental assistance or unemployment 18. AmeriCorps Volunteers In Service to America (VISTA) and Federal Emergency Management Agency (FEMA) stipends, room and board, and grants

Note: Verified child support payments paid by the parent whose child is receiving child development service may be subtracted from family's countable income

Need for Services:

In addition to meeting the eligibility criteria, Parent's must meet at least 1 need criteria.

Need Criteria:

ALL parent's or caretakers counted in the family size must meet at least 1 of the need criteria's that include:

- Children whose eligibility is CPS or At Risk Children (Referral used to document eligibility also meets this need criteria)
- Employment
- Seeking employment
- Vocational training
- Engaged in an educational program
- Seeking permanent housing
- Homelessness
- Incapacitation

Based on the need criteria, **see the applicable Need Form for further guidance** on what documentation is required:

- Child Protective Services Referral Letter
- At-Risk Referral Letter
- Employment Verification
- Declaration of Self-Employment
- Request & Plan to seek Employment (Max 5 days per week, for less than 30 hours per week)
- Training Verification (Training leading to a vocational goal and must make adequate progress. In addition, services are limited for up to 6 years from the date participant starts classes or until participant reaches 24 units after the attainment of bachelors degree)
- Educational Program Verification (English Language Learner, High School Diploma or High School Equivalency Certificate. In addition, services are limited for up to 6 years from the date participant starts classes)
- Request and Plan to Seek Permanent Housing (Max 5 days per week, for less than 30 hours per week)
- Homelessness Referral Letter (Max 5 days per week, for less than 30 hours per week)
- Statement of Parental Incapacity (Max 50 hours per week)

Determining a Child's Schedule:

Services are available when:

- Parent meets a need criteria that precludes the provision of care & supervision of their child for any part of the day
- No parent in family available & capable of providing care during time care is requested
- 2 parent family – Care is approved when neither parent is available to care for the child
- Supervision of the child is not otherwise being provided during scheduled time at:
    - School-age public educational program
    - Private school
    - Child care and development services

Services will be approved based on verified need documentation and/or the program limitations, whichever is less.

- **Consistent Schedule:** Certified schedule will be based on the verified number of days & hours, or total number of hours parent consistently or expects to work each week
- **Variable Schedule:** Certified schedule will be based on the highest number of hours worked in any given week within the two-month window preceding certification, OR if there is no work history, the highest number of total hours per week the employer expects the parent to work

Travel time only applies to parents who are working or in school. Our agency requires a written request for any travel time beyond 30 minutes before and after. To determine the maximum authorized drive time, divide the work or school hours day by 2. Travel time can not be more than 4 hours/day (2 hours each way). And, not more then the time from the providers home to work or school and back.

Sleep time is available for parents who work between the hours of 10 PM and 6 AM. The allowed sleep time can be equal to the authorized work and travel time between 10 PM and 6 AM. Please note that sleep time is not automatic and must be requested in writing.

Right to Voluntarily Report Changes:

Once eligibility & need have been established a participant may keep their current service level, no matter if there are changes in their family. The only exception is if a participant's eligibility is based on income & the family's income exceeds the maximum income threshold for ongoing eligibility (See Eligibility section for maximum)

If a participant needs to change their service level during their certification period the following must be submitted:

- Request to Change Services Form **and**
- Documentation to support the request

After receipt of this form & documentation to support the requested change, our office will issue a Notice of Action within 10 business days indicating the outcome of your request.

No other changes will be made to your service agreement, other than the requested change(s).

REQUEST TO CHANGE SERVICES: ALTERNATIVE PAYMENT

This form is used for the purpose of voluntarily reporting changes during a family's certification period.

Note: After receipt of this form & documentation to support the requested change, our office will issue a Notice of Action indicating the outcome of your request. No other changes will be made to your service agreement, other than the requested change(s).

REQUEST TO CHANGE SERVICES

I am voluntarily reporting changes in order to:

- ☐ Reduce my family fees
- ☐ Disenroll from the program due to no longer needing services
- ☐ Temporarily suspend services. Note: Services may only be suspended during your current certification period & provider is not reimbursed.
- ☐ Change my service schedule (days and/or hours of service) as follows:

Effective Date:		Child(ren):	
Days & Hours Requested			
Consistent or Variable Child Schedule: Child Non-School Days & Hours: Child School Days & Hours:			

REASON FOR REQUEST & SUPPORTING DOCUMENTATION

Change in Income	Change in Family Size
Income documentation (all sources): ☐ Regular & Steady Income: Total countable income from either month of the 2-month window immediately preceding ☐ Fluctuating or Inconsistent Income: Total countable income from 2-12 months immediately preceding ☐ Employment Income Verification Release	☐ **Increase in family size:** Documentation connecting the parent to the new child, such as a birth certificate ☐ **Decrease in family size:** In writing, indicate the individuals first & last name, along with reason-
Change in Need	**Child Started/Changed School**
Employment Verification Training Verification, including class Schedule Educational Program Verification, including class schedule Request to Actively Seek Employment Statement of Incapacity Request to Seek Permanent Housing	In writing, indicate the child(ren) name, school name & school hours -
Disenrollment or Suspension of Services	
In writing, indicate the reason for disenrollment or suspension of services, name(s) of child(ren) that no longer need services & the last date services are needed or start & end date services will be suspended-	

My signature below, acknowledges my right to voluntarily report the change(s) listed above & that I understand I have the right to continue bringing my child to care based on the original certified service level. If I am requesting a decrease to my certified schedule, I understand the new schedule would replace my current schedule, and if I choose to increase my certified schedule at a later time, I will be required to provide additional documentation. If I am requesting to suspend services, I understand & have informed my provider that she/he will not be reimbursed during this time period. I swear under penalty of perjury, to the best of my knowledge, that the above information is true & correct.

Parent/Guardian Printed Name _____ Signature _____ Date _____

Courtesy of MonarchLink.com

Please notify your Program Staff if your address or telephone number changes at anytime to ensure we are able to contact you

Request to Change Services Form:
Pick-up at the program office

Family Fees:

Some families enrolled in the program may have a family fee based on their total countable income, family size and certified hours of care. Fees are determined using the family fee schedule approved by the California Department of Finance.

Family fees are assessed according to the child who uses the most monthly hours of care, regardless of the number of children enrolled on the program.

Assessment:

Family fees are only assessed at:

- Initial Certification
- Recertification
- Voluntarily request to have fees re-assessed
  - **Decrease:** Effective on the first day of the month that follows the NOA issue date
  - **Increase:** No increase during certification

Full-time monthly fee when services are approved for 130 hours or more per month

Part-time monthly fee when services are approved for less than 130 hours per month

Fees CANNOT, under any circumstances, be recalculated based on a child's actual attendance.

Field Trip Policy:

Providers that charge parents and additional fee for field trips shall inform parents, prior to enrolling the child, that a fee may be charged, and that no reimbursement will be available. The maximum total charges per child in a contract year does not exceed $25, and no child is denied participation in a field trip due to the parent's inability or refusal to pay the charge. No adverse action shall be taken against any parent for that inability or refusal to pay the fee.

Exemptions:

The following are exemptions:

- A family, whose income level is less than the first entry on the family fee schedule
- Children receiving child care & development services from Part-Day State Preschool (CSPP) or Severely Handicapped (CHAN)
- Families receiving CalWORKs cash aid
- Families with children that have been identified as being at-risk or who are receiving Child Protective Services may be exempt from paying fees for up to 12 months if the referral determines the fee waiver to be necessary

NOTE: When a family's child is assigned both a School & Vacation schedule, families will be assessed both a monthly part & full time fee.

Payment:

Payments are **due by the 1st of the month** in advance of services. Family fees may be paid online at teachinc.org or by bringing a check or cash to our office located at:

T.E.A.C.H., Inc.
112 East 2nd Street
Alturas, CA. 96101

Credit for Fees Paid to Other Service Provider:

When the program cannot meet all of a family's needs for child care, families may receive a credit for payment made for child care services to another service provider. To receive credit, submit within 30 days of making payment:

- Payment record (receipt or cancelled check) that includes:
  - provider's name
  - child name
  - total paid
  - payment date
  - rate of payment, &
  - dates of services provided

NOTE: Fee credit is applied to next fee billing period. In the event that payment to the other service provider is more than the fee amount, the remaining amount will NOT carry to the next billing period

Delinquent Fees:

Family fees are considered **delinquent after 7 calendar days** from the due date.

Families with a delinquent fee plan from previous past due fees must continue to make payment according to their Plan for Payment of Delinquent Fees in addition to their current fees.

We can accept a **REASONABLE REPAYMENT PLAN** from the participant for payment of delinquent fees.

We will continue to provide services to the child, provided the participant pays current fees when due & complies with the provisions of the repayment plan.

Importance of Attendance:

Attendance Expectations/Policy:

Children are **expected to attend child care based on their certified schedule** determined at certification, recertification & when a participant voluntarily requests to change their service level.

A family may be disenrolled from the program for abandonment of care.

Participants may voluntarily request to change their child's service level (See Right to Voluntarily Report Changes).

Regular and consistence attendance is important. It allows the family to maximize the benefits of the child's early learning and care experience.

Unnecessary disruptions in services can stunt or delay social-emotional & cognitive development while safe, stable environments allow young children the opportunity to develop the relationships & trust necessary to comfortably explore & learn from their surroundings.

Sign In & Out Procedures:

On a daily basis, one of the following persons shall enter the time of arrival and departure on a sign-in/sign-out sheet and shall sign the sheet using their full signature for both arrival and departure times:

- The parent or other adult authorized by the parent to drop off/pick up a child; or
- The staff person designated by the contractor as the person responsible for entering the times of arrival and departure if the child is not dropped off/picked up by a parent or other adult authorized by the parent.
- First and last initials of the contractor's authorized representative, along with a notation of the time, are required to be documented when a school-age child departs for and returns from school during the day.

If a parent or legal guardian requests that one of the child's parents not be allowed to remove their child from the provider's home, a court order is required. Otherwise, all parents who can provide proper identification will be allowed to pick their child up from the provider's home.

Absence Policy:

Excused Absence:

- Illness of child or parent/guardian, ailment, communicable disease, injury, hospitalization or quarantine
- Appointment due to illness of child or parent/guardian, which includes doctor, dentist, mental health, counseling or therapy
- Court ordered visitation for time spent with a parent or relative as required by law. (Court order must be on file)
- Family emergency for unplanned situations of a temporary nature including court appearance, death, accident, hospitalization of a family member, no transportation, illness of sibling, fleeing domestic violence or due to sheltering in-place

Best Interest Days (maximum of 10 days per program year between July 1-June 30; except for children enrolled due to protective services or at risk)

Parent determines that another activity is better fo the child to attend, such as:

- Visiting relative or close friend
- Vacation time with family
- Child attending a party
- Family moving
- Religious observance, holiday or ceremony
- Personal or family business

Reporting Absences & Late Arrivals:

When a child is absent from regularly scheduled care at any time during the month the participant or provider must record on the attendance record the date(s) of absence, description of absence, and sign sheet with full legal signature. Must be done in writing and include child's name, date of request, date(s) of absence and reason for absence

Planned: In the event that a child has a planned absence or late arrival advance notice is required to be given to the Provider .

Unplanned: In the event that a child is absent or will be late on a contracted day, parent/family is responsible to contact the provider prior to certified hours.

Abandonment of Care

When the family has not been in communication with the provider for seven (7) consecutive calendar days and has not notified the provider of the reason the family is not using services, the provider shall promptly notify the contractor. The contractor shall issue a notice of action to disenroll the family on the basis of abandonment of care when there has been no communication with the provider or the contractor for a total of 30 consecutive calendar days.

Parental Choice:

It is the parent's right and responsibility to choose the child care provider most appropriate for their needs from the contracted FCCHEN providers. This program will provide reimbursement for child care that is provided by only a FCCHEN provider. The process is as follows:

STEP 1: Family is Certified. At certification, parent is provided with a list of FCCCHEN providers

STEP 2: Select FCCHEN Provider. Parent selects a FCCHEN provider and submits FCCHEN Provider Selected by Parent form

STEP 3: Certificate Issued. Certificate for Child Care Services is issued to both the parent and provider

NOTE: Provider Notice of Communication is issued when there is a change to the family's certified care

Changing Providers:

Parent may change child care providers by transferring from one FCCHEN provider to another. In the event that you need to change your provider:

1. Contact FCCHEN staff. They will let you know what documentation is needed, based on the type of child care setting you have selected.
2. Gather and submit all provider documentation from the selected provider. Two weeks notice to provider is required.
3. The new provider will be approved 2 weeks from the date all paperwork is received in our office.

Contract between Parent & Provider:

Child care is a contract between the participant and provider. Any disputes arising or liability resulting from the participant-provider contract shall not involve T.E.A.C.H., Inc.in any way.

FCCHEN assumes no responsibility for injury or damages arising from the participant or child care provider's performance. The participant and provider agree to hold harmless T.E.A.C.H., Inc. and FCCHEN program and its employees, from costs, lawsuits, or liabilities arising from child care services.

Providers are Independent Contractors:

Provider shall be considered an **independent contractor**. Provider understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of T.E.A.C.H., Inc. and are not entitled to benefits of any kind or nature normally provided employees of T.E.A.C.H., Inc. and/or to which T.E.A.C.H., Inc. employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation.

Provider assumes full responsibility of the acts and/or omissions of his/her employees or agents as they relate to the services provided. Provider assumes full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to the Provider's employees.

PROVIDER PARTICIPATION

Snapshot of Provider Participation Guidelines:

Here is a snapshot of the provider participation guidelines. Note that the Provider Application and Participation Packet includes greater details.

ENVIRONMENT

Provider must provide a nurturing environment that fosters healthy developmental growth for each child: physically, cognitively, socially and emotionally.

Provider must achieve and maintain an overall rating of "5" on each subscale of the Family Child Care Home Environment Rating Scale (FCCERS-R)

Per state regulations, provider can NOT incorporate religious instruction or worship in their child care program

Have an Open Door Policy that allows parental access to observe their child during operational hours and encourages parent participation.

EDUCATION PROGRAM

Provider must work closely with a Program Coach to conduct a Desired Results Developmental Profile (DRDP) for each FCCHEN child. The DRDP is conducted at the Provider's home at the time of enrollment and then at intervals of 6 months.

Provider must be willing to participate in parent conferences in collaboration with Program Coach and Parent for the purpose of developing individual child goals.

Provider must be willing to work with Program Coach to complete and implement education and activity planning.

NUTRITIONAL NEEDS

Provider must serve meals and snacks that are culturally and developmentally appropriate for the children being served and must meet the nutritional requirements specified by the federal Child and Adult Care Food Program

Provider Participation Process:

Process of applying for the Family Child Care Home Education Network is as follows:

STEP 1: Apply. Submit a Provider Interest Form to our program office

STEP 2: Selection. As openings occur, providers are contacted based on Location and Interest Form Date. A Program Coach will send or deliver a Provider Participation Packet for the provider to review, complete & submit

STEP 3: Review. Program Coach will conduct a provider home visit and review provider packet

STEP 4: Notification. Notification is issued within 30 days to either approve or deny provider's request to participate in the Family Child Care Home Education Network

Reimbursement Guidelines:

Provider fees must be based on usual and customary rates charged for services to nonsubsidized children. Providers may not charge parents a categorically higher rate for children with disabilities. FCCHEN will reimburse providers to a maximum of the Regional Market Rate (RMR) for the type of care provided as established by statute.

Reimbursement is based on the family's certified need for services.

Providers approved reimbursement rate(s) are located on the Certificate for Child Care Services. Registration and other special charges must be approved prior to the beginning of services and can not exceed the RMR.

Determining Reimbursement Rates:

HOURLY RATE	
Part-Time	**Full-Time**
Less than 25 hours per week & less than 5 hours on any given day	Not applicable

DAILY RATE	
Part-Time	**Full-Time**
Not applicable	6 hours or more per day, for no more than 14 days per month & cannot exceed the full-time monthly ceiling

WEEKLY RATE	
Part-Time	**Full-Time**
Less than 25 hours of care per week.	25 hours or more per week

MONTHLY RATE	
Part-Time	**Full-Time**
Less than 25 hours per week & occurs in every week of the month.	25 hours or more per week & occurs in every week of the month.

Adjustment to Reimbursements:

52.5 Hours or More (Licensed providers only):

When care exceeds 52.5 hours per week.

Note: Only applicable when not included in the licensed provider's full-time weekly/monthly rate policy.

Evenings and/or Weekends (Licensed providers only):

Adjustments for after-hour care only apply when after hour services include at least 10% of the total care used and when services occur between the hours of 6:00pm - 6:00am or on weekends.

Unscheduled Care:

Rate adjustments for child care exceeding the certified need only apply when proper documentation has been received and prior approval by an agency representative has been given.

Children With Exceptional Needs:

Provider caring for a child with exceptional needs is eligible to receive a rate adjustment. The file must contain the child's current IEP or IFSP along with documentation to support that additional services and/or accommodations for that particular child are being provided which result in an on-going financial impact on the provider

NOTE: Only 1 adjustment may be applied to a provider's reimbursement

Reimbursement Schedule:

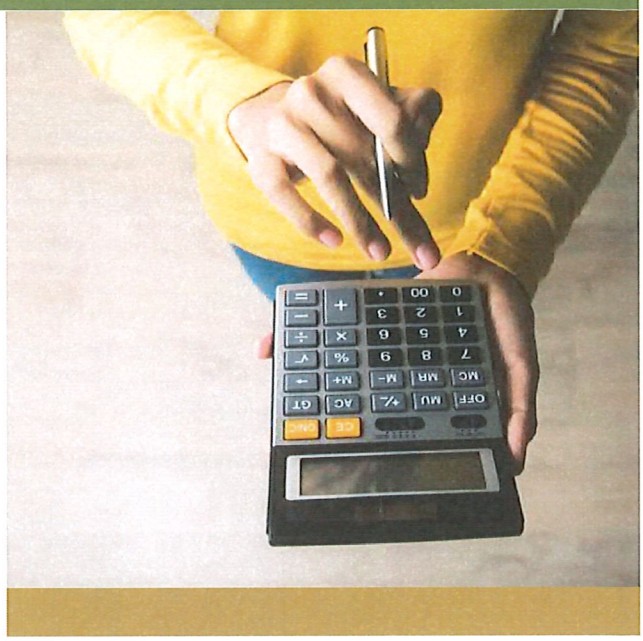
Attendance sheets received in FCCHEN office by the 5th business day of the month.

Attendance sheets are processed within 21 calendar days from receipt of a complete AND accurate attendance record/invoice.

Mail or bring completed attendance sheets to:

T.E.A.C.H., Inc.
112 East 2nd Street
Alturas, CA. 96101

There is a drop box available for submitting attendance sheets during hours the office is closed. Providers must submit sheets by the 5th business day of the month.



Direct Deposit

Providers have the option of receiving their reimbursement for child care services electronically, via direct deposit. FCCHEN Providers interested in setting up direct deposit must complete the Direct Deposit Authorization Form included within the Provider Participation Packet. The process is not immediate and may take up to **2 reimbursement cycles** to establish.

Overpayment/ Underpayment

In the event that an overpayment or underpayment is identified, the provider will receive written notification of the discrepancy that includes the identified amount. A payment adjustment will be made to the following month's reimbursement.

Provider Days of Non-Operation:

Many providers have identified days when their business is closed for holidays, vacations or other various reasons. These days are called Provider Days of Non-Operation, known as DNOs. FCCHEN can reimburse providers up to 10 DNOs per fiscal year if the provider submits a copy of their Parent/Provider Agreement/Policies/Rates stating what the expectations are. In addition, reimbursement for DNOs will be made only if the DNO falls on one of the child's certified days.

Child Care Fraud & Collection Policy

Child care fraud is defined as the crime of obtaining money or child care subsidy services by deliberate deception. In the event that an attendance record clearly reflects misleading or deceitful information, immediate steps will be taken to terminate services and/or business relationship with the parent and/or provider.

If our office determines that a parent and/or provider has provided fraudulent information or has not provided the required information, a Notice of Action for termination of services will be issued.

A letter of explanation shall inform the parent and/or provider that they are responsible for reimbursing our office for any costs incurred during the period of ineligibility. The parent and/or provider may work with our office to determine a reasonable repayment plan within a three-month time period. If the parent and/or provider fails to reimburse, our office may file a claim through the Small Claims Court and/or contact the District Attorney's Office.

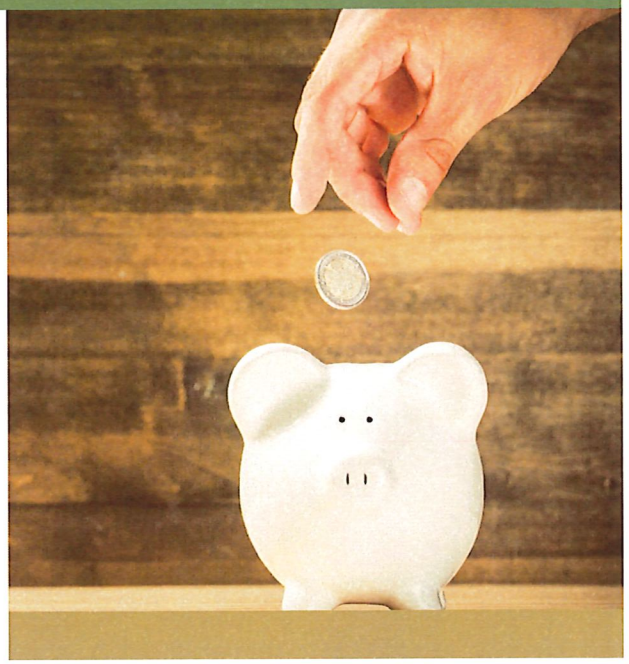
Charges NOT Reimbursed:

The following is the financial responsibility of the parent(s):

- Provider unavailable to provide services such as when the provider is on vacation, ill, closed for holidays or if the provider elects not to provide services. (This does not include the 10 reimbursable days of non-operation allowed for licensed providers.)
- Incurred charges due to late pick-up of children.
- Parents make a change but do not provide FCCHEN 2 weeks notice prior to the change.
- There are additional fees not covered in the Certificate for Child Care Services, such as an increase in provider rates without adequate written notice as required or when the provider's registration fee exceeds the maximum reimbursable amount.

Co-Payment:

A co-payment is the difference between what a child care provider charges and what the program can pay. For example, if provider charges $30 and AP can only reimburse the provider $29, then the $1 difference is between the parent and the provider. Some providers require parents to pay the difference and some providers waive the difference.



Provider Rate Increases:

Provider may submit a request for a rate adjustment for subsidized reimbursement. Provider must provide Child Care Resource & Referral and FCCHEN with the updated information. FCCHEN requires a 30 day written notice for rate changes. All rate changes become effective on the first day of the following month following the 30 day notice if program funding is available. Before a rate change can be honored, it must be compared to the RMR, approved by FCCHEN and a new Certificate for Child Care Services must be issued.

Provider Notification:

After the authorization change has been processed, the provider will be notified of the change.

Notification may be provided through one or mor of the following methods:

- Written provider notice
- Updated child care authorization form
- Secure electronic communication
- Provider portal notification (if available)

The notification will include:

- Child's name
- Effective date of change
- Updated schedule of care (if applicable)
- Provider payment implications (if applicable)

DISENROLLMENT

Family Request to Disenroll:

When a family chooses to disenroll from the program, they are required to notify the program in writing at least 2 weeks in advance of the last day of attendance

Provider Disenrollment Policy:

When a provider chooses to disenroll a family, they are required to notify FCCHEN and the participant at least 2 weeks in advance.

FCCHEN will give a written notice to any provider who is going to be disenrolled. The notice will outline the infraction and the reasons for disenrollment. Providers will not be allowed to participate in FCCHEN if any of the following conditions occur:

- Licensed provider refuses or is unable to provide FCCHEN with a copy of his/her current child care license, or if at anytime the license is suspended or revoked.
- Provider fails to provide current and correct information regarding child care attendance.
- Child care situation is deemed detrimental to the health or welfare of a child.
- Falsification or incomplete attendance records.
- Provider fails to submit required documentation to participate.
- Violation of the Code of Ethical Conduct, or Safety and Harassment policy.

Continuity of Care:

A family that no longer meets a particular program's income, eligibility or need criteria may have their services continued if the contractor is able to transfer that family's enrollment to another program for which the family continues to be eligible prior to the date of disenrollment of services.

Agency Family Disenrollment Policy:

Families will be issued a notice at least 19-days if mailed or 14-days if hand delivered prior to disenrollment from the program. **The program may deny services or disenroll** a family for any of the following reasons, which include, but are not limited to:

- Falsification or providing misleading information or inaccurate documentation
- Knowingly misrepresenting eligibility, using incorrect or inaccurate information to obtain a benefit that the parent would otherwise not be entitled to receive
- Failure to provide current and correct information at the time of certification or recertification
- Failure to complete the recertification process within the designated 50 day recertification period
- Parent changes residency outside of California as reported by the parent
- Family income exceeds the maximum income threshold
- Non-compliance of agency policies
- Abandoned child care for 30 consecutive calendar days without notice
- Failure to complete or falsification of sign-in/out sheets accurately and on a daily basis
- Threatening, yelling, cussing or acting unethically towards any staff member.
- Violation of the Safety & Harassment policy. Our office are alcohol, drug and weapon free zones
- Unavailability of program funds. If it is necessary to displace families due to funding, families will be displaced in reverse order of Admission priority.

Complaints Regarding Program Staff:

Program staff work to ensure that your family has a positive experience in the program. If you have concerns that are not complaints of unlawful discrimination or alleged violations of laws/regulations and would like to make a complaint, please follow the escalation process, so that concerns can be addressed and resolved in the correct manner.

Level 1:	Complaint is brought to the attention of Program Staff
Level 2:	If complaint is not resolved by the Program Staff, it is brought to the attention of their Supervisor
Level 3:	If complaint is not resolved by Supervisor, it is brought to the attention of the Program Director

Uniform Complaint Procedure:

Complaints of unlawful discrimination and alleged violations of federal or state laws, or regulations governing educational programs may be addressed by filing a complaint using the Uniform Complaint Procedures. Procedures are mailed annually to parents or are available anytime by contacting our office.

Provider Complaints to Program:

All child care providers are entitled to appeal the decision to deny or disenroll them from FCCHEN. The provider has 14 days from receipt of the initial notification of termination to request an appeal. Provide a written statement to our office.

If a request for an appeal is not made within 14 calendar days, the provider waives his/her right to appeal and the decision to permanently remove him/her from participation in FCCHEN shall be final.

If You SEE Something, SAY Something

To report a complaint or concern regarding any licensed care facility, contact the Hotline at:

1-844-LET-US-NO

(1-844-538-8766)

IN THE EVENT OF AN EMERGENCY

CALL 9-1-1

You may also contact us at **LetUsNo@dss.ca.gov** or by mail:

CDSS CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

California Department of Social Services
Community Care Licensing Division
Centralized Complaint and Information Bureau
744 P Street
Sacramento, CA 95814

Parental Complaints in Child Care Settings:

FCCHEN encourages parents to report concerns to state licensing or other appropriate authorities as these concerns arise. FCCHEN is also required by law to inform every parent when they call in for child care referrals of their right to call the State Department of Social Services Community Care Licensing to check a child care provider's license and history.

Health and safety issues for the children fall under the jurisdiction of licensing. After licensing has conducted an investigation and made a determination of the complaint, FCCHEN will follow licensing recommendations.

Program Decision Complaints (Appeal Process):

Parents enrolled in state subsidized programs have the right to a fair and unbiased hearing if they disagree with a proposed action. Upon receipt of an on-time request for an appeal hearing, the intended action will be suspended and child care services will continue until the appeal process has been completed, with the exception of children who have been suspended or expelled. In the event a child is suspended or expelled due to persistent and serious behaviors that impact the safety of children, the child may NOT attend the program during the appeal process. The review process is complete when the appeal process has been exhausted or when the parent abandons the appeal process. The Appeal Hearing process is as follows:

Step 1: Request for Appeal Hearing
Request for an appeal hearing must be filed within 14 calendar days after the participant receives the Notice of Action (NOA). A request must include the effective date of the NOA, parent name, phone number, full address, explanation why parent disagrees with the agency's action and date the request is signed.

Request for hearing may be submitted by mail, in person, phone or e-mail to:

T.E.A.C.H., Inc.
Attention: Carol Madison
112 East 2nd Street
Alturas, CA. 96101
Telephone (530) 233-3111
cmadison@teachinc.org

In the event that the action taken is due to **child suspension or expulsion**, a request for an appeal hearing is sent directly to the State Department (Skip to Step 5)

Step 2: Schedule Hearing
Within 10 days of receiving a parent's hearing request, the parent will be notified of the time and place of the hearing. To the extent possible, the hearing date and time will be convenient for the parent(s). The hearing shall not be scheduled more than 14 calendar days from the date the hearing officer contacts the parent to schedule the hearing. In the event that a parent or parent's Authorized Representative cannot keep the scheduled hearing date/time, the parent must notify the Hearing Officer in advance of the hearing date/time. A parent may request to re-schedule the hearing date 1 time.

Step 3: Conduct Hearing
The hearing will be conducted by an administrative staff person who shall be referred to as "the hearing officer." In the event that a parent is unable to attend the hearing at the designated location accommodations will be arranged and agreed upon between the parent and hearing officer. For any hearing not conducted in person, verification of parent identity will be required, along with prior submission of documentation. The hearing will be recorded. During the hearing, the parent or Authorized Representative will have an opportunity to provide support documentation and explain the reasons that they disagree with the proposed action indicated by the referenced NOA should not be carried out.

This will be a formal hearing, and the parent must comply with the directions of the hearing officer during the course of the hearing. Failure to comply with directions will result in the hearing being ended and the contested action being taken. A parent designating an Authorized Representative to be present must inform the agency in writing prior to the hearing. Please do not bring people to the hearing unless they are a designated Authorized Representative. No children are allowed to be present during the hearing. For failure to appear, it will be deemed that parent has abandoned the appeal and care ends immediately.

Step 4: Agency Hearing Decision
Hearing officer will send notification in writing, of decision within 10 calendar days after hearing.

Step 5: Request for Appeal Hearing with STATE DEPARTMENT

If parent disagrees with the agency's hearing decision OR if the action taken is due to child suspension or expulsion, the parent has 14 days from date of the written decision/action to file an appeal with the appropriate Department. The appeal(s) must include a written statement specifying the reasons parent disagrees with the agency's action, a copy of the decision letter and a copy of both sides of the NOA.

Request for State Department hearing must be submitted to:

Child Care and Development Programs:

California Department of Social Services (CDSS)
Child Care and Development Division
Attn: Appeals Coordinator

Mail: 744 P Street, MS 9-7-354
Sacramento | CA | 95814

Email: CCDDAppeals@dss.ca.gov

Telephone: 833-559-2417

Fax: 916-654-1048

California State Preschool Programs (CSPP):

California Department of Education (CDE)
Early Education Division
Attn: Appeals Coordinator

Mail: 1430 N Street, Suite 3410
Sacramento | CA | 95814

Email: ELCDAppeals@cde.ca.gov

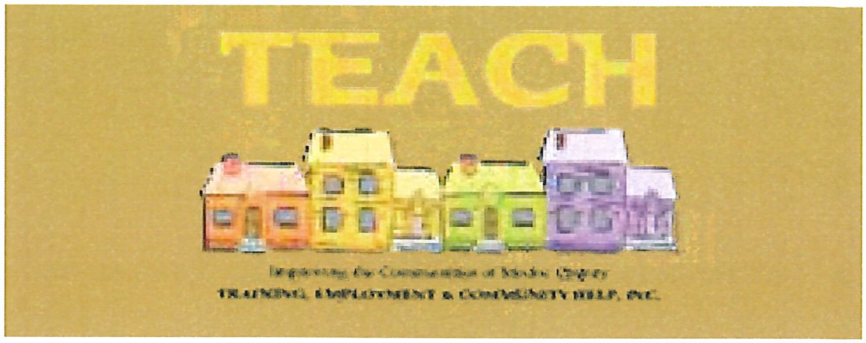
Telephone: 916-322-1273

Fax: 916-323-6853

NOTE: If the parent has children enrolled in both a State Preschool and Child Care & Development programs, our agency will issue two NOAs: one for the child(ren) enrolled in State Preschool and a separate NOA for the child(ren) enrolled in the other program(s)

Step 6: EED/CCDD Hearing Decision
Within 30 calendar days after the receipt of the appeal, EED and/or CCDD will issue a written decision to the parent and the agency. Once EED and/or CCDD has rendered a decision, the decision is final.

FCCHEN Program Handbook: Receipt of Written Policies



My signature below acknowledges that I have received a copy of or have chosen to access online the program handbook. I acknowledge that I have read, understand and agree to abide by these guidelines. I understand that I may be dis-enrolled from the program if I do not follow the program policies.

PARENT | GUARDIAN

Child(ren) Name: _____

Parent/Guardian Printed Name: _____

Legal Signature: _____ **Date:** _____

Please return this page to:

T.E.A.C.H., Inc.
112 East 2nd Street
Alturas, CA. 96101

A. Preapproval Requirements for purchasing (2 *CFR* 200.333, 200.439(b)(1), 5 *CCR* 18029 and 18040)

All equipment, as defined in Section X, Definitions below, including equipment replacement, purchases that meet of the following criteria shall be approved in writing in advance by the CDSS.

1. The per-unit acquisition cost equals or exceeds the lesser of the capitalization level established by the contractor for financial statement purposes, or ten thousand dollars ($10,000), including tax, shall be approved in writing in advance by the CDSS.

2. The sum of all items included in the purchase equals ten thousand dollars ($10,000) or more, including tax, shall be approved in writing in advance by the CDSS.

a. All expenses associated with a purchase that are necessary for the equipment to perform its intended purpose, prior to cost allocation, should be included in determining if prior approval is required (e.g., a playground structure includes multiple components, although each component may be purchased separately. When determining pre-approval requirements, all components purchased for the playground should be considered).

b. Subdividing equipment purchases into separate items to avoid the preapproval requirement is prohibited.

c. Proposed renovation and repair work for ten thousand dollars ($10,000) or more, including the invoiced cost, plus any applicable sales tax, delivery fees, or installation charges, shall be approved in writing in advance by the CDSS. (2 *CFR* 200.439(b)(3))

3. All expenses associated with a purchase that are necessary for the improvement to perform its intended purpose, prior to cost allocation, should be included in determining if prior approval is required.

4. Subdividing renovation and repair work into separate purchases to avoid the preapproval requirement is prohibited.

a. Approval requests shall be submitted on the Request for Approval of Equipment form.

b. Bids, if applicable, shall be attached to the Request for Approval of Equipment when submitted to the CDSS for approval.

5. One copy of the request shall be retained by the CDSS.

6. One copy will be returned to the contractor approved or disapproved within thirty (30) calendar days of receipt.

7. If the request for approval of an equipment purchase is disapproved, the contractor may appeal the decision in accordance with Section II, paragraph P, *Resolution of Contract Administration Disputes.*

8. Procurement practices must also be in accordance with the following provisions:

a. Public Agencies shall comply with the applicable sections of the *PCC.*

b. Lease-purchase agreements are subject to the above requirements.

c. If the work is to be performed through a subcontract, the requirements of Section V, *Subcontracts,* above apply.

d. When private agencies submit proposed subcontracts for renovation and repair for approval, evidence shall be included that the proposed subcontractor has obtained a payment bond in an amount not less than one-half (1/2) the amount of the proposed subcontract.

B. Obtaining Bids for Equipment Purchases, Leases, Replacements, and Improvements for Private Agencies (2 *CFR* 200 and 5*CCR* 18040)

All equipment purchases, replacements, and improvements not performed by the contractor's staff exceeding ten thousand dollars ($10,000), including tax, must have at least three (3) bids or estimates.

1. Each bid or estimate must contain prices for equivalent and comparable items and/or services.

2. When available, consolidating procurements to obtain a more economical purchase is required.

3. Subdividing equipment purchases into separate items to avoid the competitive bidding requirement is prohibited.

a. If bids or estimates are required, the contractor shall purchase the goods or services from the lowest responsible bidder or estimator. The contractor shall conform to the materials, terms and conditions of the invitation for bid, and with paragraph E, *Preapproval Requirements*, above.

b. If bids or estimates are required, and three (3) bids or estimates cannot be obtained, the contractor shall provide adequate documentation of the reason(s) why three (3) bids or

estimates could not be obtained (e.g., an emergency situation, or the item is only available from a single source).

c. Lease-purchase agreements are subject to the above requirements.

C. Obtaining Bids for Equipment Purchases for Public Agencies

Public Agencies, as defined in Section X, *Definitions,* shall comply with the applicable sections of the *Public Contract Code.*

Credit Card Usage Policy

The purpose of this policy is to establish uniform standards for the issuance, use, monitoring, and documentation of T.E.A.C.H., Inc. credit cards. This policy ensures compliance with:

- **2 CFR §200.303** (Internal controls for recipients of federal funds)
- **California Corporations Code §6320** (Board and member rights to examine corporate accounting books and records)
- **CDSS Manual of Policies & Procedures §11-405.112** (Allowable costs, documentation requirements, and fiscal controls)

This policy exists to safeguard organizational assets, ensure transparent and allowable expenditures, and maintain accountability for all credit card transactions conducted on behalf of T.E.A.C.H., Inc.

2. Scope

This policy applies to **all employees, officers, contractors, and volunteers** who are issued a credit card or who charge goods or services to a T.E.A.C.H., Inc. credit card.

3. Policy Statement

Credit cards are provided strictly for **official organizational business**. All cardholders must exercise prudent judgment, maintain fiscal integrity, and comply with all federal, state, and organizational requirements.

4. Compliance Requirements

4.1 Federal Requirements – 2 CFR §200.303 Internal Controls

T.E.A.C.H., Inc. shall maintain effective internal controls to:

- Safeguard credit cards from unauthorized use or loss
- Ensure expenditures are **authorized, reasonable, necessary, allocable, and allowable** under federal cost principles

- Document transactions through receipts, approvals, and coding consistent with federal award requirements
- Prevent conflict-of-interest violations, self-dealing, and misuse of funds
- Provide reasonable assurance of compliance with statutes, regulations, and federal award terms

Internal controls include segregation of duties, supervisory review, monthly reconciliation, and annual monitoring by the Executive Director and independent auditors.

4.2 California Corporations Code §6320 – Transparency and Record Access

In accordance with §6320:

- Credit card statements, receipts, reconciliations, and related documentation shall be maintained as part of the organization's accounting records.
- These records shall be **available for inspection by directors** for legitimate corporate purposes.
- Records must be retained in accordance with T.E.A.C.H., Inc.'s fiscal record retention policy (minimum 7 years; longer if required by federal award).

4.3 CDSS MPP §11-405.112 – Cost Allow ability & Documentation

All credit card expenditures must:

1. Be **allowable, reasonable, and necessary** for program operations
2. Be supported by:
    - Itemized receipts
    - Program allocation coding
    - Business purpose documentation
3. Comply with all applicable CDSS contracts, MPP requirements, and cost guidelines
4. Be charged only to the benefiting cost objective
5. Remain subject to CDSS fiscal audits and monitoring

Unallowable or inadequately documented costs must be repaid immediately by the employee responsible.

5. Issuance of Credit Cards

- Cards are issued only with written authorization from the **Executive Director**.
- Cards will be issued **in the employee's name** and remain property of T.E.A.C.H., Inc.
- A signed **Cardholder Agreement** is required before activation.
- Credit limits shall be approved by the Executive Director and may vary based on job duties.

6. Allowable Credit Card Purchases

Credit cards may be used for:

- Program supplies
- Approved travel expenses
- Meeting or training expenses
- Emergency purchases when other procurement methods are unavailable
- Payment for approved vendor services

All purchases must:

- Serve a business purpose
- Benefit the organization and/or program for which the cost is charged
- Comply with federal, state, and contractual requirements

7. Prohibited Purchases

The following expenditures are strictly prohibited:

- Personal purchases of any kind
- Alcohol (unless specifically allowed by a donor-funded event and not charged to a federal or state contract)
- Cash advances, gift cards, or prepaid cards
- Fuel for personal vehicles except as specifically authorized by travel policy
- Items not permitted under federal or CDSS contract restrictions
- Splitting purchases to avoid procurement thresholds
- Purchases for non-TEACH activities

Violation may result in disciplinary action up to termination, repayment, or legal action.

8. Documentation Requirements

Each transaction must be supported by:

- **Itemized receipt**
- **Business purpose explanation**
- **Program/contract allocation coding**
- **Pre-approval documentation** (when required)
- **Travel-related documentation** consistent with TEACH's Travel Policy

Missing receipts require a written explanation and may result in reimbursement by the employee.

9. Monthly Reconciliation & Oversight

9.1 Cardholder Responsibilities

Cardholders must:

- Submit receipts within **3 business days** of transaction
- Review charges for accuracy
- Allocate costs to the correct program
- Complete any required reconciliation forms

9.2 Fiscal Department Responsibilities

The Fiscal Department shall:

- Reconcile monthly statements
- Match receipts to statements
- Confirm allow ability and coding
- Ensure adherence to federal cost principles (2 CFR Part 200 Subpart E)
- Maintain records in accordance with §6320 and CDSS documentation rules

9.3 Executive Director & Board Oversight

- The Executive Director reviews and approves monthly reconciliations
- Executive Director transactions must be reviewed by the **Board Treasurer**
- The Board of Directors may request statements and documentation at any time under §6320
- Internal control compliance is reviewed during the annual audit

10. Lost or Stolen Credit Cards

If a card is lost or stolen:

- The cardholder must immediately notify the issuing bank and the Executive Director
- A written incident report must be submitted within **24 hours**
- The Executive Director will determine whether replacement is appropriate

11. Employee Separation

Upon separation from employment:

- The credit card must be immediately surrendered
- No further purchases are permitted after notice of separation
- Final reimbursement or reconciliation must be completed before final paycheck issuance

12. Violations of Policy

Policy violations may result in:

- Revocation of credit card privileges

- Mandatory reimbursement
- Disciplinary action, including termination
- Reporting to law enforcement for suspected fraud
- Repayment to federal or state agencies if unallowable costs were charged

13. Record Retention

All credit card documentation shall be retained:

- For **7 years minimum**, or
- Longer if required by federal contracts, litigation holds, or CDSS MPP requirements

Records must be stored so they can be inspected pursuant to California Corporations Code §6320.

California Department of Social Services
Child Care and Development Division

Resource and Referral Program Contract Monitoring Report

Initial Contract Monitoring Review
☒ Yes ☐ No

Contractor	Training Employment & Comm Help Inc (T.E.A.C.H, Inc.) N984	
County	Modoc	
Date(s) of Review	November 18, 2025	
Contract Types	Child Care Initiative Project (CCIP), Resource and Referral (R&R), California Health and Safety Training (CHST), California Preventive Health and Safety Regional Training (CPHSP), Consumer Phone Line, MyChildcarePlan.org (MCCP)	
Child Care & Development Division (CCDD) Reviewer	Lakisha Sipple	Lakisha.Sipple@dss.ca.gov
Sites Reviewed	112 E Second Street, Alturas, CA 96101	
Agency Representatives	cmadison@teachinc.org	
Date of Exit Meeting	November 18, 2025	
Continuous Improvement Plan	Person Responsible: Carol Maddison	
	Continuous Improvement Plan Due Date:	

Continuous Improvement Plans are to be completed and submitted to the CCDD reviewer within 45 calendar days.

Office Use Only

Bureau Chief Initials	Date	Logged by	Date

California Department of Social Services
Child Care and Development Division

Note: The Resource and Referral Contract Monitoring Report applies to all contract types associated with R&R Programs including CCIP, CHST, CPHSP, and MCCP.

Welfare and Institution Codes (WIC)

Resource and Referral Programs - General Provisions	WIC 10207
Resource and Referral Programs – Funds Appropriated	WIC 10217
Resource and Referral Programs – Services & Defined Geographic Area	WIC 10219; WIC 10219(a)(5)(A)
Resource and Referral Programs	WIC 10220
Resource and Referral Programs - Services & Defined Geographic Area	WIC 10221 & 10222
Child Care Initiative Program (CCIP)	WIC 10223
Resource and Referral Programs - Administrative Review & Dispute Procedures	WIC 10391
Resource and Referral Programs (Documentation, Local Planning Council)	WIC 10486

California Code of Regulations (5 CCR)

Probation, Revocations, and Temporary Suspension	5 CCR 18240.5
Service Area	5 CCR 18241
No Fees Charged for Referral Services	5 CCR 18242
Resources Available for Service Providers	5 CCR 18243
Written Referral Policies	5 CCR 18244
Confidentiality of Information	5 CCR 18246
Complaint Procedures	5 CCR 18247
Removal from Referral List; Notification of Temporary Suspension, License Revocation, or Probation	5 CCR 18248
Reinstatement of Provider or Facility at Conclusion of Probation or Temporary Suspension	5 CCR 18249

Health and Safety Code (HSC)

Licensing Provisions - Child Care Provider Registration	HSC 1596.655
Licensing Provisions - Required Trainings	HSC 1596.866

California Department of Social Services
Child Care and Development Division

Monitoring Summary

Monitoring Tool	Not Applicable*	Met	Unmet	Continuous Improvement Plan	Technical Assistance
CCDD 01: Purpose of Childcare and Development Services	☐	☒	☐	☐	☐
CCDD 02: Childcare Resource and Referral Programs (CRRP) Purpose	☐	☒	☐	☐	☒
CCDD 03: Removal from Referral List; Notification of Temporary Suspension, License Revocation, or Probation	☐	☒	☐	☐	☐
CCDD 04: Reinstatement of Provider or Facility at Conclusion of Probation or Temporary Suspension	☐	☒	☐	☐	☐
CCCD 05: No Fees Charged for Resource and Referral (R&R) Services	☐	☒	☐	☐	☐
CCDD 06: Service Area	☐	☒	☐	☐	☐
CCDD 07: Resources Available for Service Providers	☐	☒	☐	☐	☒
CCDD 08: Written Referral Policies and Process	☐	☒	☐	☐	☒
CCDD 09: Maximizing Parental Choice	☐	☒	☐	☐	☐

California Department of Social Services
Child Care and Development Division

Monitoring Tool	Not Applicable*	Met	Unmet	Continuous Improvement Plan	Technical Assistance
CCDD 10: Confidentiality of Information	☐	☒	☐	☐	☐
CCDD 11: Complaint Procedures	☐	☒	☐	☐	☐
CCDD 12: CRRP Technical Assistance (TA)	☐	☒	☐	☐	☐
CCDD 13: Notification of Address and Email Change	☐	☒	☐	☐	☐
CCDD 14: Implement R&R Plan	☐	☒	☐	☐	☒
CCDD 15: Foster Care and Child Care Opportunities	☐	☒	☐	☐	☐
CCDD 16: Trauma-Informed Training	☐	☒	☐	☐	☒

Not Applicable* Does not apply to contracts held
Technical Assistance* Some Technical Assistance requires action

California Department of Social Services
Child Care and Development Division

Glossary of Terms

Met	The Contractor provided sufficient evidence to demonstrate the agency is meeting with CDSS Child Care and Development program regulations and contractual requirements. Contractor's can meet requirements and still have Technical Assistance and/or a Continuous Improvement Plan (CIP)
Unmet	The Contractor did not provide sufficient evidence to demonstrate that it has satisfactorily met CDSS Child Care and Development program regulations and contractual requirements. Any areas identified as Unmet require a CIP.
T/A	Contractor receives guidance on areas that were not fully supported by evidence. Adjustments to the system or practice are described to the agency in the Contract Monitoring Report. Some areas identified as Technical Assistance may require a CIP.
CIP	A CIP is a contractor's detailed action plan to address areas that do not have sufficient evidence to support that a contractor has met program regulations and contractual requirements. Areas addressed through this plan will be supported and monitored with assigned Program Quality and Improvement Branch Consultant or Program Integrity Analyst.

California Department of Social Services
Child Care and Development Division

☐ Not Applicable ☒ Met ☐ Unmet ☐ Continuous Improvement Plan ☐ Technical Assistance Provided

CCDD 01: Purpose of Childcare and Development Services

Dimension: Operational Requirements **Regulation:** *WIC 10223; HSC 1596.866 and 1797.191(a)*	**Promising Practices:**

Current Practice/Evidence Reviewed:

Evidence of the following reviewed during the monitoring visit with Training Employment & Comm Help Inc (T.E.A.C.H, Inc.)

**** Per the Training Employment & Comm Help Inc (T.E.A.C.H, Inc.) staff testimonial:**

- **Purpose**: To be a comprehensive community resource that helps people in Modoc County meet their needs and improve their lives
  Mission: To assist and empower individuals and families to enhance quality of life and achieve self-sufficiency through a wide range of supportive programs and services

- T.E.A.C.H, Inc services include child care assistance, adult education, emergency and housing support, senior nutrition and services, domestic violence and sexual assault advocacy, foster care support, aimed at strengthening individuals and families
- Health and Safety Training Report (CHST 5004) present
- Child Care Referral system in place, which maintains a MCCP updating system
- Logs observed: Child Care Initiative Project (CCIP) and Alternative Payment Program (APP)
- Training Offerings: Evidence of hard copy flyers, invites, sign-in sheets, videos/photos of events/ community activities reviewed during monitoring visit

☐ **Unmet Requirement:**

California Department of Social Services
Child Care and Development Division

☐ **Technical Assistance:**

California Department of Social Services
Child Care and Development Division

☐ Action Required

California Department of Social Services
Child Care and Development Division

☐ Not Applicable ☒ Met ☐ Unmet ☐ Continuous Improvement Plan ☒ Technical Assistance Provided

CCDD 02: CRRP Purpose

Dimension: Operational Requirements **Regulation:** *WIC* 10217; 10219; 10223; 10221; 10222	**Promising Practices:**

Current Practice/Evidence Reviewed:

Evidence of the following reviewed during the monitoring visit with Training Employment & Comm Help Inc (T.E.A.C.H, Inc.)

- Services include child care assistance, adult education, emergency and housing support, senior nutrition and services, domestic violence and sexual assault advocacy, foster care support, aimed at strengthening individuals and families

☐ **Unmet Requirement:**

X Technical Assistance: Enhance the T.E.A.C.H, Inc. webpage by adding more detailed information about each program, clear eligibility guidelines, and downloadable resources, making it easier for community members to find and access services. Additionally, creating a comprehensive resource and referral handbook including program descriptions, emergency contacts, application instructions, and partner agency information would provide a practical, easy-to-use tool for residents to navigate support services and strengthen community outreach. Additionally, to support consistency and compliance, it is recommended that a dedicated Resource and Referral (R&R) handbook be developed in the future to guide and support all R&R-related activities.

California Department of Social Services
Child Care and Development Division

☐Action Required

California Department of Social Services
Child Care and Development Division

☐ Not Applicable ☒ Met ☐ Unmet ☐ Continuous Improvement Plan ☒ Technical Assistance Provided

CCDD 03: Removal from Referral List; Notification of Temporary Suspension, License Revocation, or Probation

Dimension: Definitions **Regulation:** 5 *CCR* 18240.5, 18248; *WIC* 10220	**Promising Practices:**

Current Practice/Evidence Reviewed:

Evidence of the following reviewed during the monitoring visit with Training Employment & Comm Help Inc (T.E.A.C.H, Inc.):

- TEACH's policy and procedure regarding Removal from Referral List; Notification of Temporary Suspension, License Revocation, or Probation available in office.
- CDSS/CCDD reviewer reviewed complaint log and follow-up notifications – no providers/licensees noted that they had been removed from referral list and/or any notifications of Temporary Suspension, License Revocation, or Probation from Child Care Licensing (CCL)

☐ **Unmet Requirement:**

X Technical Assistance: Enhance the TEACH webpage by adding more detailed information about procedure regarding Removal from Referral List; Notification of Temporary Suspension, License Revocation, or Probation. To improve consistency and accessibility, the development of a dedicated Resource and Referral handbook is recommended for future implementation.

California Department of Social Services
Child Care and Development Division

☐ Action Required

California Department of Social Services
Child Care and Development Division

☐ Not Applicable ☒ Met ☐ Unmet ☐ Continuous Improvement Plan ☐ Technical Assistance Provided

CCDD 04: Reinstatement of Provider or Facility at Conclusion of Probation or Temporary Suspension

Dimension: Definitions **Regulation:** 5 *CCR* 18249, 18242	**Promising Practices:**

Current Practice/Evidence Reviewed:

Evidence of the following reviewed during the monitoring visit with Training Employment & Comm Help Inc (T.E.A.C.H, Inc.):

- Per T.E.A.C.H, Inc,(staff testimonial) no reports of reinstatement at this time on file or reported at this time.

☐ **Unmet Requirement:**

☐ **Technical Assistance:**

☐ Action Required

California Department of Social Services
Child Care and Development Division

☐ Not Applicable ☒ Met ☐ Unmet ☐ Continuous Improvement Plan ☐ Technical Assistance Provided

CCDD 05: No Fees Charged for Resource and Referral Services

Dimension: R&R Program Requirements **Regulation:** 5 *CCR* 18242	**Promising Practices:**

Current Practice/Evidence Reviewed:

Evidence of the following reviewed during the monitoring visit with Training Employment & Comm Help Inc (T.E.A.C.H, Inc.):

- Services are provided at no cost and align with state guidelines under California's Child Care Resource & Referral program.

☐ **Unmet Requirement:**

☐ **Technical Assistance:**

California Department of Social Services
Child Care and Development Division

☐ Action Required

California Department of Social Services
Child Care and Development Division

☐ Not Applicable ☒ Met ☐ Unmet ☐ Continuous Improvement Plan ☐ Technical Assistance Provided

CCDD 06: Service Area

Dimension: R&R Program Requirements **Regulation:** *WIC* 10223, 10219; 5 *CCR* 18241	**Promising Practices:**

Current Practice/Evidence Reviewed:

Evidence of the following reviewed during the monitoring visit with Training Employment & Comm Help Inc (T.E.A.C.H, Inc.):

- Evidence of Continued Funding Application (CFA) funding FY 24-25 reviewed during site visit by CDSS/CCDD reviewer

☐ **Unmet Requirement:**

☐ **Technical Assistance:**

California Department of Social Services
Child Care and Development Division

☐ Action Required

California Department of Social Services
Child Care and Development Division

☐ Not Applicable ☒ Met ☐ Unmet ☐ Continuous Improvement Plan ☒ Technical Assistance Provided

CCDD 07: Resources Available for Service Providers

Dimension: R&R Program Requirements **Regulation:** *WIC 10207; 10223: 5 CCR 18243*	**Promising Practices:** **Food Bank** TEACH offers a 1-7day food supply for residents of Modoc County and transients. Individuals/Families are eligible to receive food once per month.

Current Practice/Evidence Reviewed:

Evidence of the following reviewed during the monitoring visit with Training Employment & Comm Help Inc (T.E.A.C.H, Inc.):

- Workforce skill development (including GED prep and ESL)
- Child care resources and subsidized care support
- Emergency services (food bank, homeless assistance, transportation)
- Nutrition programs
- Domestic violence and sexual assault victim support
- Foster family agency and parenting programs
- Housing support & stability services
- Community outreach and crisis support lines
- T.E.A.C.H, Inc./Modoc Child Care Resource and Referral also has a Lending Library available for parents, grandparents and Child Care Providers to borrow toys and other learning materials.

California Department of Social Services
Child Care and Development Division

☐ **Unmet Requirement:**

☐X **Technical Assistance:** To meet the growing demand for child care in California, it is strongly recommended that T.E.A.C.H, Inc expand their support for providers seeking to open licensed child care centers. T.E.A.C.H, Inc is uniquely positioned to assist prospective center operators by offering targeted technical assistance, licensing guidance, and resource navigation. To strengthen this role, T.E.A.C.H, Inc should actively engage with the Community Care Licensing Division (CCLD) and utilize the detailed guidance available in the Child Care Center Licensing Information section of the California Department of Social Services (CDSS) website. Building strong relationships with regional licensing offices and maintaining up-to-date knowledge of licensing requirements will significantly improve the level of support T.E.A.C.H, Inc., can offer. This proactive approach will help increase the number of high-quality licensed child care centers statewide and ensure families have access to the care they need.

☐ Action Required

California Department of Social Services
Child Care and Development Division

☐ Not Applicable ☒ Met ☐ Unmet ☐ Continuous Improvement Plan ☒ Technical Assistance Provided

CCDD 08: Written Referral Policies and Process

Dimension: R&R Program Requirements **Regulation:** *WIC* 10219(a)(2)(A)(i);10223; 5 *CCR* 18244	**Promising Practices:**

Current Practice/Evidence Reviewed:

Evidence of the following reviewed during the monitoring visit with Training Employment & Comm Help Inc (T.E.A.C.H, Inc.):

- Evidence of written and referral policies and procedures located on agency's website, social media
- Agency utilizes website, social media, and physical handouts for information shared with parents about the full spectrum of child care available to parents including, licensed, licensed exempt facilities provided in the referral process
- Per the Modoc Child Care Resource and Referral, Child Care Referral Policy, T.E.A.C.H, Inc provides families with at least four different provider options

☐ **Unmet Requirement:**

X **Technical Assistance:** To support consistency and compliance, it is recommended that a dedicated Resource and Referral handbook be developed in the future, incorporating written referral policies.

California Department of Social Services
Child Care and Development Division

☐ Action Required

California Department of Social Services
Child Care and Development Division

☐ Not Applicable ☒ Met ☐ Unmet ☐ Continuous Improvement Plan ☐ Technical Assistance Provided

CCDD 09: Maximizing Parental Choice

Dimension: R&R Program Requirements **Regulation:** *WIC* 10207, 10223	**Promising Practices:**

Current Practice/Evidence Reviewed:

Evidence of the following reviewed during the monitoring visit with Training Employment & Comm Help Inc (T.E.A.C.H, Inc.)

Observation: T.E.A.C.H, Inc program website and reviewed during the site visit, outlines a referral process that prioritizes and respects parental choice. Also, CDSS reviewer reviewed the Licensed Provider Enrollment Checklist and Flyers that speak to maximizing parental choice.

☐ **Unmet Requirement:**

☐ **Technical Assistance:**

California Department of Social Services
Child Care and Development Division

☐ Action Required

California Department of Social Services
Child Care and Development Division

☐ Not Applicable ☒ Met ☐ Unmet ☐ Continuous Improvement Plan ☐ Technical Assistance Provided

CCDD 10: Confidentiality of Information

Dimension: R&R Program Requirements **Regulation:** *CCR* 18246	**Promising Practices:**

Current Practice/Evidence Reviewed:

Evidence of the following reviewed during the monitoring visit with Training Employment & Comm Help Inc (T.E.A.C.H, Inc.):

- Systems in place that promote confidentiality: The T.E.A.C.H, Inc. privacy policy does not explicitly use the word "confidentiality," but it does describe measures to protect personal information. These include secure transmission, restricted access to data, and non-disclosure to third parties except when required for service delivery or by law.

☐ **Unmet Requirement:**

☐ **Technical Assistance:**

California Department of Social Services
Child Care and Development Division

☐ Action Required

California Department of Social Services
Child Care and Development Division

☐ Not Applicable ☒ Met ☐ Unmet ☐ Continuous Improvement Plan ☐ Technical Assistance Provided

CCDD 11 Complaint Procedures:

Dimension: R&R Program Requirements **Regulation:** *WIC* 10391; 5 *CCR* 18247	**Promising Practices:**

Current Practice/Evidence Reviewed:

Evidence of the following reviewed during the monitoring visit with Training Employment & Comm Help Inc (T.E.A.C.H, Inc.):

- T.E.A.C.H, Inc is outlined in the Modoc Child Care Resource and Referral, Child Care Referral Policy as maintaining clear, documented complaint policy and procedure, reports are reported to Community Care Licensing if it involves child health and safety

☐ **Unmet Requirement:**

☐ **Technical Assistance:**

California Department of Social Services
Child Care and Development Division

☐ Action Required

California Department of Social Services
Child Care and Development Division

☐ Not Applicable ☒ Met ☐ Unmet ☐ Continuous Improvement Plan ☐ Technical Assistance Provided

CCDD 12: CRRP TA

Dimension: Community Technical Assistance (TA) **Regulation:** *WIC* 10219(a)(4); 10223; 5 *CCR* 18243	**Promising Practices:**

Current Practice/Evidence Reviewed:

Evidence of the following reviewed during the monitoring visit with Training Employment & Comm Help Inc (T.E.A.C.H, Inc.):

- Documentation of technical assistance evident via email documents reviewed during the monitoring visit with TEACH
- Agency publicizes services through all available media sources on online platforms and physical brochures
- Agency collaborates with Local Planning Councils (LPC) and other partners
- Agency provides a text service number for any technical assistance needed

☐ **Unmet Requirement:**

☐ **Technical Assistance:**

California Department of Social Services
Child Care and Development Division

☐ Action Required

California Department of Social Services
Child Care and Development Division

☐ Not Applicable ☒ Met ☐ Unmet ☐ Continuous Improvement Plan ☐ Technical Assistance Provided

CCDD 13: Notification of Address and Email Change

Dimension: Documentation of Requests and Data Collection **Regulation:** *WIC* 10486; 10223	**Promising Practices:**

Current Practice/Evidence Reviewed:

Evidence of the following reviewed during the monitoring visit with Training Employment & Comm Help Inc (T.E.A.C.H, Inc.):

- No address changes reported or noted during monitoring visit
- T.E.A.C.H, INC, stated they are aware address change protocols outlined in CRRP program requirements, if needed (Source: Staff Testimonial)

☐ **Unmet Requirement:**

☐ **Technical Assistance:**

California Department of Social Services
Child Care and Development Division

☐ Action Required

California Department of Social Services
Child Care and Development Division

☐ Not Applicable ☒ Met ☐ Unmet ☐ Continuous Improvement Plan ☒ Technical Assistance Provided

CCDD 14: Implement R&R Plan

Dimension: Administration of TrustLine **Regulation:** *HSC* 1596.655	**Promising Practices:**

Current Practice/Evidence Reviewed:

Evidence of the following reviewed during the monitoring visit with Training Employment & Comm Help Inc (T.E.A.C.H, Inc.):

- Administration of TrustLine mentioned in the APP Provider Participation Documentation Checklist

☐ **Unmet Requirement:**

X **Technical Assistance:** It is recommended that the organization update its business webpage to include a section on TrustLine administration. To support consistency and compliance, it is recommended that a dedicated Resource and Referral handbook be developed in the future, incorporating Trustline information.

California Department of Social Services
Child Care and Development Division

☐ Action Required

California Department of Social Services
Child Care and Development Division

☐ Not Applicable ☒ Met ☐ Unmet ☐ Continuous Improvement Plan ☐ Technical Assistance Provided	
CCDD 15: Foster Care and Child Care Opportunities	
Dimension: Child Care Navigator **Regulation:** *WIC* 10219(a)(5)(A), 10223, 11461.6(d)(2)	**Promising Practices:**

Current Practice/Evidence Reviewed:

Evidence of the following reviewed during the monitoring visit with Training Employment & Comm Help Inc (T.E.A.C.H, Inc.)

- T.E.A.C.H, Inc. does not offer the Emergency Foster Care Bridge at this time.

☐ **Unmet Requirement:**

☐ **Technical Assistance:**

California Department of Social Services
Child Care and Development Division

☐ Action Required

California Department of Social Services
Child Care and Development Division

☐ Not Applicable ☒ Met ☐ Unmet ☐ Continuous Improvement Plan ☐ Technical Assistance Provided	
CCDD 16: Trauma Informed Training	
Dimension: Trauma Informed Care **Regulation:** *WIC* 10219(a)(5)(B)	**Promising Practices:**
Current Practice/Evidence Reviewed: **Evidence of the following reviewed during the monitoring visit with Training Employment & Comm Help Inc (T.E.A.C.H, Inc.):** • T.E.A.C.H., Inc.'s program includes Parenting/Nurturing Parenting, Life Skills, Crisis Center support, CASA, and youth services • No Mention of Trauma Informed Care (TIC) noted during the contract monitoring review ☐ **Unmet Requirement:** ☐ **Technical Assistance:**	

California Department of Social Services
Child Care and Development Division

☐ Action Required

GAVIN NEWSOM
GOVERNOR

NANCY WARD
DIRECTOR

January 21, 2026

Kirsten Easley
Director
Training, Education and Community Help
112 E. 2nd Street
Alturas, CA 96101-4008

Subject: Payment Review #25-3531; FIPS #049-95001

Dear Kirsten Easley:

The California Governor's Office of Emergency Services (Cal OES) has received and reviewed your response to the above-referenced schedule questionnaire. The review was based on the requirements set forth in the Cal OES Subrecipient Handbook (SRH) and grant guidelines, for the following Grant Subaward:

Program Name	Subaward Number	Reporting Period
Rape Crisis	RC24019501	1/01/2025 – 2/28/2025

The following are findings and disallowed costs resulting from the payment review.

FINDINGS

Finding #1: Unallowable Advertising/Outreach Costs

Training, Education and Community Help (Subrecipient) included budget line items for marketing and advertising costs in the RC24019501 subaward. Specifically, the Outreach budget line item states "promotional materials for Modoc Crisis Center and the services provided". These outreach and/or advertising costs are allowable if the costs meet the requirements set forth in the CalOES Subrecipient Handbook and Federal Code of Regulations.

Subrecipient requested reimbursement for costs of printing T-shirts for Surprise Valley FFA, which included the Surprise Valley FFA graphic on the front and multiple sponsors logos printed on the back of the T-shirts. The T-shirts contain a logo and phone number for Modoc Crisis Center on one sleeve and on the removable tag. The T-shirts do not contain information about the services provided by Modoc Crisis Center, nor resources provide by Training, Education and Community Help. Subrecipient stated the T-shirts were distributed to community members, parents, and students at high school sporting events. This purchase does not further the goals or objectives of the Rape Crisis grant. The T-shirts are considered a promotional gift item.

Grant Subaward	Pay Period	Amount Paid	Amount Unallowable
RC24019501	Feb 2025 (REP 8)	$18,581	$524

The total unallowable operating costs of $524 are disallowed and must be returned to Cal OES. The Cal OES Accounting Branch will invoice your organization for the disallowed costs and will handle receipt of the repayment.

The Cal OES SRH, section 4.055 states, *"Unless specifically allowed by the program, pursuant to the Program Supplemental of the NCFO or CFO, the following costs are prohibited: ...Promotional Gift Items..."*

Title 2 CFR 200.421 states, *"The term advertising costs means the costs of advertising media and corollary administrative costs. Advertising media includes, but is not limited to, magazines, newspapers, radio and television, direct mail, exhibits, and electronic or computer transmittals.*
(b) The only allowable advertising costs are those which are solely for:
(1) The recruitment of personnel required by the recipient or subrecipient for the performance of a Federal award (See also § 200.463); (2) The procurement of goods and services for the performance of a Federal award; (3) The disposal of scrap or surplus materials acquired in the performance of a Federal award except when the recipient or subrecipient is reimbursed for disposal costs at a predetermined amount; or (4) Program outreach (for example, recruiting project participants) and other specific purposes necessary to meet the Federal award requirements...Unallowable advertising and public relations costs include the following: ... Costs of promotional items and memorabilia;"

Corrective Action: Subrecipient must revise or develop and implement policies/procedures to ensure advertising and outreach costs billed to the subaward are allowable based on requirements set forth in the CalOES Subrecipient Handbook and Code of Federal regulations. A CAP must be submitted to provide a detailed explanation of the steps that will be taken to develop the policies/procedures, the responsible party who will oversee the corrective action, and the time frame for implementation.

Finding #2: Unsupported Personnel Costs

Subrecipient's functional timesheets for employees whose time is charged to the Subawards, either in whole or in part, do not match the hours/amounts charged to the Subaward. Pursuant to the functional timesheets provided, employees actual hours spent on activities related to Grant Subaward RC24019501 do not support requested reimbursed personnel costs. Cal OES included actual hours worked based on functional timesheets, PTO taken by the employees at the approved FTE rate for each employee, and the fringe benefit rate approved on the subaward budget.

Grant Subaward	Pay Period	Amount Paid	Amount Unallowable
RC24019501	Jan 2025 (REP 6)	$19,650	$1026
RC24019501	Feb 2025 (REP 8)	$18,581	$630

The total unallowable personnel costs of $1,656 are disallowed and must be returned to Cal OES. The Cal OES Accounting Branch will invoice your organization for the disallowed costs and will handle receipt of the repayment.

The CalOES SRH, section 3.05 states, "*Employee benefits and employer payroll taxes include employer's contributions or costs for social security, employee life insurance, employee health insurance, unemployment insurance, pension plans, and other similar costs and must be shown in the Personnel Costs category. These costs are allowable when they are included on the Grant Subaward Budget and are in accordance with the organization's approved written policies.*"

The CalOES SRH, section 3.06 states, "*Costs for salaries and benefits of personnel funded by more than one Grant Subaward to the Subrecipient must be allocated proportionately to each Grant Subaward and funding source(s) based on the actual percentage of time spent on each Grant Subaward.*

Documentation must be maintained to support the time allocated… allocation of time must be tracked using Functional Timesheets (see Section 3.065)."

Corrective Action: Subrecipient must develop and implement policies/procedures to ensure personnel costs charged to Subawards are based on actual work performed on the grant supported by functional timesheets. A CAP must be submitted including the specific steps your organization will take to comply with this requirement, the responsible party who will oversee the corrective action, and the time frame for implementation.

If you desire to challenge the findings or disallowed costs included in this report, you must respond in writing and provide all supporting documentation within 30 days. When you are preparing the CAP, please refer to the most recent Cal OES SRH, because some of the requirements may have been changed or amended.

The enclosed document, "Subrecipient Corrective Action Plan Procedures" provides detailed instructions for developing your CAP. The CAP must be submitted to Cal OES Grants Management, attention Karissa McHurd, Program Monitor, within 30 days of the date of this report. However, if you need additional time, have any questions, or need assistance preparing the CAP, please contact Karissa McHurd at (916) 364-4649, or by email at Karissa.McHurd@caloes.ca.gov.

Thank you for the courtesy and cooperation you extended Cal OES in completing this review.

Sincerely,

JOHN LOGAN
Chief, Compliance Review Unit

Enclosure: Subrecipient Corrective Action Plan Procedures

cc: Johanna Roman-Bays, Chief, Cal OES Sexual Assault Unit
Cheng Saechao, Cal OES Grants Analyst

RECEIVED JAN 15 2026

January 6, 2026

Carol Madison, Chief Executive Officer

TEACH, Inc.
112 East 2nd Street
Alturas, CA 96101

Tulelake/Newell Family Center
P.O. Box 790
Tulelake, CA 96134

SUBJECT: YOUTH CENTER / YOUTH SHELTER PROGRAM
AWARD AMOUNT: $1,867,024
BSCC CONTRACT No. 99-198

Dear Chief Executive Officer Madison:

On behalf of the Board of State and Community Corrections (BSCC), the state agency responsible for monitoring the administration of Youth Centers and Youth Shelters developed with Proposition 12, Proposition 86, and Assembly Bill 2796 funds, this letter confirms that the Tulelake/Newell Family Center has satisfied all obligations associated with BSCC contract No. 99-1988 under the Youth Centers and Youth Shelters Program.

The mandatory 20-year monitoring period for your youth center concluded on December 30, 2022. Having reviewed our records, the Tulelake/Newell Family Center has satisfactorily fulfilled its operational term and all contractual obligations. Thus, the State of California no longer has an interest in the property.

No further action is required on your part regarding program compliance, reporting, or data submission.

Accordingly, the administrative file is now closed.

If you have any questions about this matter, please contact me at (916) 341-7328 or eloisa.tuitama@bscc.ca.gov.

Sincerely,

ELOISA R. TUITAMA
Legal Counsel
Board of State and Community Corrections

STATE OF CALIFORNIA – Health and Human Services Agency

GAVIN NEWSOM Governor

CALIFORNIA DEPARTMENT OF
COMMUNITY SERVICES
AND DEVELOPMENT

JASON WIMBLEY Director
2389 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833
(916) 576-7109
www.csd.ca.gov

January 9, 2026

Carol Madison, Executive Director
Training, Employment & Community Help, Inc.
112 East 2nd Street
Alturas, CA 96101

Dear Ms. Madison:

Audit Transmittal Report (TR) 25-004 (FYE 6/30/2025)

The Department of Community Services and Development (CSD) has performed a desk review of an audit report submitted to this office by Training Employment and Community Help, Inc. (TEACH or Agency) or the auditor identified below. This review is conducted in accordance with the provisions of Office of Management and Budget (OMB) Title 2, Code of Federal Regulations (CFR), Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," Subpart F, Section 200.500 et seq.

Auditor: Hiep Pham, CPA Inc.

Audit Period: July 1, 2024 through June 30, 2025

Contract Numbers: 23J-5727; 24B-2023; 24Q-2572; and 25B-3023

Report Date: 12/5/2025 **FAC Date:** 12/4/2025 **Date Received:** 12/5/2025

This desk review of the single audit report ensures that applicable standards have been met and determines if there are outstanding matters that must be resolved before the audit is closed. This review is solely based on the Single Audit desk review for the fiscal year ended June 30, 2025, and is not part of any other audit or investigation. Based on our review, CSD's Audit Services Unit (ASU) has the following comments or actions required.

CONTRACT NUMBERS: 23J-5727, 24B-2023, and 24Q-2572

The terms of these contracts were covered in this period. Since there were no audit exceptions, CSD's ASU considers these contracts closed.

NOTE 4 - CASH AND CASH EQUIVALENTS

It states the following:

"The cash balances as of June 30 are as follows:

	2025	*2024*
Plumas Bank	*$ 3,018,544*	*$ 3,075,169*

The account balances were insured under the $250,000 blanket umbrella by the Federal Deposit Insurance Corporation (FDIC). The remaining balances were uninsured and held by the financial institutions in the Organization's name. It is the opinion of management that the solvency of the financial institutions is not of particular concern at this time."

Recommendation:

1. Please ensure the Agency develops and implements an appropriate risk mitigation plan to maximize its FDIC insurance coverage.

CONTRACT NUMBER: 25B-3023

The term of this contract extends beyond the audit reporting period. Please ensure this contract is included in the next single audit and that expenditures are identified by CSD contract number, program component (i.e., ECIP/HEAP/Assurance16), and Catalog of Federal Domestic Assistance number. Supplemental Statement of Revenues and Expenses that reconciles to the Schedule of Expenditures of Federal Awards are required for all contracts passed through CSD. This supplemental statement should also be broken down by program component, fiscal year, and CSD budget line item.

Our review did not disclose any other findings requiring corrective action that have not already been addressed. Therefore, the audit has been closed. If the agency has any questions or needs additional information, please reference the TR number in your correspondence. I may be contacted by phone at (916) 570-7930 or email at Jeffry.Takili@csd.ca.gov.

Thank you for your dedication and commitment to serve low-income individuals and families throughout the state. CSD looks forward to working in partnership with you to develop innovative and effective programs as well as strengthen our capacity to, not only improve the lives of those living in poverty, but to reduce poverty in California.

Sincerely,

Jeffry Takili

JEFFRY TAKILI
CSD Management Auditor

c: Danny Koetsier, Board Chairperson