

# Moving Forward

2017-2018  
Annual Report



## Message from the Executive Director



I would like to take this opportunity on behalf of the BCCAP organization to present to you, the community, with our 2018 Annual Report.

I continue to be grateful to the board of trustees, staff, community and most importantly those we serve, for this humbled opportunity to serve as your Chief Executive Officer (CEO).

This year has been filled with movement and “community action” throughout the Burlington County Community area, as we continue to be one of the oldest Community Action agencies in the country and in the state of New Jersey.

I would like to begin by thanking the staff who continue to work tirelessly with our customers, funders and community stakeholders in order to meet the increased need for the services we offer.

This annual report is titled “Telling Our Story.” For over 50 years, we have assisted our customers with meeting their immediate service needs, assessing their future needs, identifying what we can offer as an agency, and if unable to do so, making the appropriate referral in order to move the consumer closer to self-sufficiency.

This year we were able to hold our first “Community Action Forum” in partnership with the United Way of Greater Philadelphia and Southern New Jersey, and Rowan College at Burlington County.

This event was held on the state-of-the-art campus of Rowan College at Burlington County, attended by well over 300 community leaders and BCCAP’s board members, management and direct service staff.

The BCCAP organization also held its first Early Learning Forum during the celebration of the “Week of The Young Child.” This forum was held at our innovative Carolyn Henderson Child and Family Development Head Start center with over 100 people in attendance.

We also embarked on a couple of big renovation projects, the largest being a \$500,000 renovation to our Roebing Village Inn (RVI) senior housing facility in partnership with Florence Township, NJ.

This is a unique building full of historical significance that was first renovated in 1991, after setting dormant for several years on the historic “Delaware River” in the village of Roebing. Many of you may remember there was a great steel plant that produced bridge wiring, one being for the famous “Brooklyn Bridge.”

The excitement and work of BCCAP’s community action doesn’t stop there. We partnered with Pemberton Township to bring the community surrounding the Nesbit Community Center (Sunbury Village) together with existing residents and stakeholders to discuss re-opening with BCCAP being the “lead agency” to coordinate services out of the facility.

The community came together in June 2018 for a soft opening of the center in partnership with over 20 community social service stakeholders.

The BCCAP organization, under the leadership of our Healthy Families/Parents as Teachers Program and Head Start/Early Head Start, received the United Way grant under its new mission to “End Generational Poverty.”

The BCCAP organization was also able to secure a two-year \$400,000-dollar grant from the New Jersey Department of Community Affairs to implement and administer the Homeless Prevention and Rapid Re-Housing program for those who are on the verge of becoming homeless or is already in a homeless situation.

The work of community action is alive and well. As we move forward with our mission and vision, we ask that you consider becoming involved. Enjoy our impact. We appreciate your continued support and belief in what we do.

Sincerely,  
Dr. Ruben A. Johnson, Executive Director

## Message from the Board President



This has been a busy year for the Burlington County Community Action Program (BCCAP) as we continue to take on one of the most important tasks when identifying and meeting the needs of others.

This year under the leadership of our Executive Director (Dr. Johnson), we have continued to move forward as a Board in partnership to ensure that everyone who comes in contact with BCCAP knows that we are working to ensure the Burlington community is aware of the needs of its most vulnerable citizens.

The Board is more committed than ever with limited resources and threats to the way government funds its domestic programs to find innovative ways to fill in funding gaps.

We realize that this task can only be successful if we ask you as a community stakeholder, a concerned citizen or one who is simply enthusiastic in the mission and vision of BCCAP, to join us in making sure that all we have to offer continues to be sustained in spite of the changing landscape.

This being said, we are excited to present within this annual report our story and the impact that is felt by those who have utilized our services this past year.

This could have been a grandmother in desperate need of placing her preschool-age grandchild in a “high-quality” program and was able to enroll in our Head Start program; or the mother of 5 finding herself without enough resources, after paying all of her bills short, in order to prevent the disruption of her lights being turned off.

The list of what we do and being there in the time of a crisis on the day you enter our doors is our story and the impact on our community.

Having access to these services continues to be critical. Again, I ask that you join BCCAP in any capacity that you feel will strengthen what we do on a daily basis. As you read through this annual report, remember that the stories you read and the impact as a result of those stories is what Community Action looks like in “action.”

Sincerely,  
William Probsting, Board President

# Our Impact

## *"Helping People. Changing Lives."*

The Burlington County Community Action Program (BCCAP) has been helping people and changing lives for the past 53 years. This Annual Impact Report focuses on the results of BCCAP's diverse programs and their impact on people's lives throughout Burlington County. BCCAP helps strengthen low-income families' lives through early childhood and parenting education, child care, housing and home energy programs. Last year, BCCAP served 41,617 customers. Over 1,315 families received housing counseling services; 13,514 customers received heating assistance; and over 3,000 children received childcare services through BCCAP.

BCCAP has operated the Head Start Child Development Program since 1966. Head Start promotes school readiness for children in low-income families by offering educational, nutritional, health, social, and other services. In 2016, the BCCAP Head Start Program was funded to serve 470 children ages 3 to 5 years, including children with special needs. BCCAP's Early Head Start Program served 86 infants and toddlers. BCCAP's Healthy Families-TIP Program assisted 92 families with home visitation that fosters parent-child bond, promotes positive parenting skills, and educates first-time parents on child care and child development. Parents-As-Teachers (PAT) is a free and voluntary program that focuses on supporting parents as their child's first teacher. BCCAP served 86 families through the PAT program.

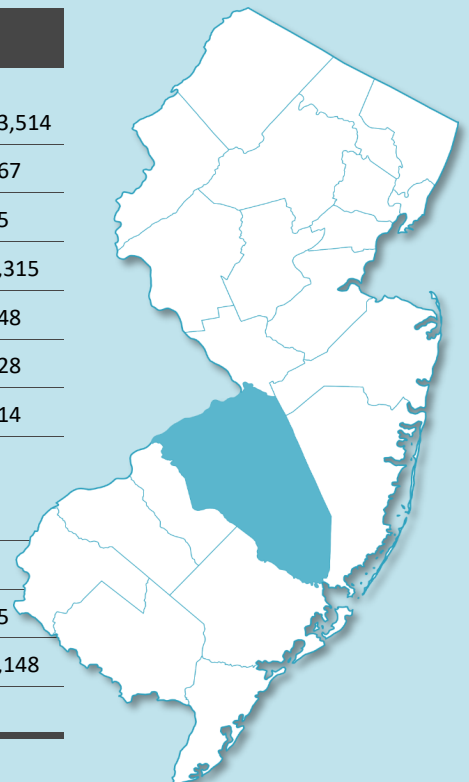
In 2016, BCCAP provided safe, decent and affordable housing with supportive services to 12 low-income families to help strengthen family functioning, improve the families' economic situation, and help the families remain in permanent housing. BCCAP operates a 72-unit Senior Apartment complex in Burlington Township and 14 senior apartments at the Historic Roebling Village Inn located in Florence Township. A Case Manager assists residents at both developments with their day-to-day living. Our customers' lives are changed for the better through the services that BCCAP provides.

## Our Vision

Helping our customers to become fully self-sufficient.

### SUMMARY OF CUSTOMERS SERVED

Child Care Resource & Referral (CCR&R) - NJ Cares for Kids Child Care Voucher	2,925	Low-Income Home Energy Assistance Program (LIHEAP)	13,514
Electronic Child Care (ECC)	9,002	Emergency Energy Intervention	967
Consumer Education	6,146	Senior Citizens Housing	85
Family Child Care	166	Housing Counseling	1,315
Strengthening Families	192	Homelessness Prevention	148
Work First NJ Voucher Program	2,102	Foreclosure Prevention	128
Child Care Resource & Referral Training	628	First-Time Homebuyer Program	114
Burlington County Connection Program (A Central Intake Initiative)	2,276	Transitional Housing with Supportive Services for the Working Poor and Veteran Families with Children	7
Head Start Enrollment	470	Family Self-Sufficiency Program	5
Early Head Start	86	Food Baskets	15
Healthy Families-TIP Program	92	TANF Outreach & Referral	1,148
Parents as Teachers (PAT)	86		
<b>TOTAL</b>		<b>41,617</b>	





# History of BCCAP

Burlington County Community Action Program (BCCAP) began operating in 1965. The organization was established to address the needs of low-income persons in Burlington County.

Nationally, at the time of the Agency's inception, Congress had declared its War on Poverty and signed the Economic Opportunity Act of 1964. It stated that everyone in America should have an opportunity to obtain an education, work, and live in decency and with dignity. As one of the most significant legislative documents of our time, it impacted positively upon the lives of America's poor and disadvantaged of all ages, races, colors, creeds, and ethnic backgrounds. It provided for the creation of Community Action Agencies throughout the nation to work toward the elimination of poverty.

Locally, in response to the critical human needs of the poor, a small group of individuals began meeting in each other's homes and in area churches to develop strategies for eliminating poverty and removing the barriers to self-sufficiency. With dedication to the mission and a common vision, those unsung heroes carved out the framework for a community-based organization of people helping people to help themselves.

Now one of the oldest of twenty-three community action agencies operating in New Jersey, Burlington County Community Action Program is led by a tripartite Board of Trustees consisting of one-third representation from community stakeholders, one-third from public officials, and one-third from low-income residents.

The number and scope of activities administered by BCCAP has grown steadily over the years. The Agency has moved from a small grassroots direct services program to one that operates projects having long-term effect on the community and totaling more than \$10 million annually. Program funds are used to support Housing and Energy, Community Services, Education and Health; and are reflective of the Agency's commitment to serving low-income persons in Burlington County.

## Our Mission

The Burlington County Community Action Program exists to combat the causes and reduce the effects of poverty in Burlington County. It fulfills the purpose by:

- Facilitating a community-based capacity for the human needs planning process, which focuses program strategies on promoting self-sufficiency among low-income people.
- Removing barriers to self-sufficiency among low-income people in the organization and operation of institutions and programs.
- Maximizing participation of low-income people in the development and implementation of programs and projects and in the decision-making process of institutions affecting their lives.
- Testing new approaches to solving basic causes of poverty provided that they do not involve BCCAP as a long-term, direct service provider.
- Supporting self-help groups and other cooperative efforts among low-income people.
- Working to better organize services related to the needs of the poor.
- Broadening resource base of programs directed to the elimination of poverty.
- Providing safe, decent, affordable housing to low- and moderate-income families.
- Providing housing counseling services.

# Housing



## Senior Apartments with Supportive Services

BCCAP provides safe, affordable housing to senior citizens. All of the residents have access to supportive services provided by a dedicated Case Manager to help the residents maintain self-sufficiency and live independently. The BCCAP Senior Housing Program includes a 72-unit housing complex in Burlington Township and a 14-unit housing development at the Historic Roebling Village Inn in Florence, NJ.

85

CUSTOMERS  
SERVED

## Permanent Rental Housing with Supportive Services

The BCCAP Permanent Rental Housing Program includes five housing units for former recipients of Temporary Assistance to Needy Families (TANF) benefits and two single-family homes for homeless veteran families with children and working poor families with children. A Case Manager provides support services to the residents to help them achieve and maintain economic self-sufficiency.

17

CUSTOMERS  
SERVED

## Housing Counseling Services

BCCAP is approved by the U.S. Department of Housing and Urban Development (HUD) to provide comprehensive housing counseling to low and moderate income individuals and families through the Housing Counseling Program. The services include: rental housing counseling; homelessness prevention; mortgage delinquency and default counseling; budget counseling; fair housing counseling; pre-purchase counseling; and homebuyer education for first-time homebuyers.

983

CUSTOMERS  
SERVED

## Homelessness Prevention Program

BCCAP provides homelessness prevention assistance to low and moderate income households through the New Jersey Department of Community Affairs' (DCA) Homelessness Prevention Program (HPP) and the Federal Emergency Management Agency (FEMA) programs. The services include back rent and mortgage payment assistance, information and referral, and relocation assistance.

34

CUSTOMERS  
SERVED

## First-Time Homebuyer Education and Pre-Purchase Counseling

BCCAP holds four First-Time Homebuyer seminars every year in collaboration with various community organizations, including banks and the Burlington County Community Development Program. Participants receive valuable information about the home buying process; the responsibility of homeownership; budgeting; the importance of good credit; and home maintenance. BCCAP also provides one-on-one, pre-purchase counseling to help prospective homeowners assess their readiness to buy a home; budgeting and credit; financing; selecting, and maintaining a home.

27

CUSTOMERS  
SERVED

# Home Energy

## Emergency Energy Crisis Intervention

BCCAP provides emergency payments to supplement crisis assistance or fuel payments to restore service or prevent termination of utilities.

865  
CUSTOMERS  
SERVED

## Low-Income Home Energy Assistance Program (LIHEAP)

BCCAP's Energy Crisis Intervention Unit handles the Low Income Home Energy Assistance Program (LIHEAP), also known as the Home Energy Assistance (HEA) program, Cooling Assistance, and the Universal Service Fund (USF). LIHEAP is a federally funded program established to assist households with heating, cooling, and energy costs. The program is administered by BCCAP in partnership with the New Jersey Department of Community Affairs. LIHEAP benefits are issued on a sliding scaled based on County residency, type of energy, household size, and income. Currently, income eligibility is based on 200% of the Federal Poverty Level. Eligibility must be established each year during the LIHEAP season. The LIHEAP unit also processes applications for USF all year. USF provides eligible households with a monthly discount on their utility bill. The amount of the discount is determined by a comparison of the household's yearly utility bills and their income.

5,739  
CUSTOMERS  
SERVED

## "One-Stop Shopping" at the Dickens Community Service Center

BCCAP's direct service programs, including Housing, Energy, and Childcare Resource and Referral, are co-located at the BCCAP Dickens Community Service Center. These programs offer direct assistance to help low-income families meet their basic needs, as well as outreach, advocacy, information and referrals to BCCAP programs or other community resources. The Center is located at One Van Sciver Parkway in Willingboro and is accessible by private and public transportation.





# Early Childhood and Parenting Education

## Head Start and Early Head Start

BCCAP has operated the Head Start Program in Burlington County since 1966. The program provides education, parent involvement, and health and nutrition services to income-eligible children and families. Head Start is funded to serve 431 children ages 3 to 5 years old, including children with disabilities. In 2010, the program expanded services to include Early Head Start, which provides comprehensive services to 60 infants, toddlers, and pregnant women. Early childhood education, including pre-natal services, is provided through both center- and home-based options.

560  
CUSTOMERS  
SERVED



## Healthy Families-TIP (TANF Initiative for Parents)

Healthy Families-TIP is a free parenting and support program that offers services to any parent residing in Burlington County, regardless of income, who is either pregnant or has a child three months old or less. Home visitation services include information on child development, positive parenting practices, and child health and safety. Each child is screened for developmental delays every 6 months so that, if needed, additional services can be provided. Families also receive information and links to community agencies, services, employment, and education opportunities. Services will be offered until the child is 5 years old. Parents receiving TANF will receive 10 hours of credit each week toward their work

128  
FAMILIES  
SERVED



## Parents as Teachers (PAT)

Parents as Teachers (PAT) is a free and voluntary program that focuses on supporting parents as their child's first teacher. A Parent Educator provides home visitation services that include information on child development, parent-child interactions, and family well-being through the use of curricula and activities. Group meetings are offered once a month to foster relationships with other families and the community. Children can remain in the program until they are 5 years old. Participants must be Burlington County residents, pregnant, or have a child 3 years old or younger.

97  
FAMILIES  
SERVED



## The Burlington County Connection Program (A Central Intake Initiative)

The Burlington County Connection Program (A Central Intake Initiative) is a free referral, support and connection program that began providing services to residents of Burlington County in early 2014. The Connection Program is funded by a grant through the New Jersey Department of Health. The program offers connections for all Burlington County residents, to services such as insurance and medical providers, local and federal assistance programs, parenting and support programs, education and employment programs, early childhood and school-age programs, childcare services, and much more.

4,459  
CUSTOMERS  
SERVED



# Childcare Resource & Referral (CCR&R)

The BCCAP Child Care Resource and Referral (CCR&R) Program has the most up-to-date listing of Child Care Resources to provide to our customers. Every year new providers contact our Agency to be included in our database and the referral listings that we give to our customers. BCCAP provides between three to five provider referrals to customers per referral call. The CCR&R Specialist collects the customers' paperwork and information to be placed into BCCAP's active database, visits the site, and discusses the program that is being offered and how BCCAP can assist them. In addition to the initial visit for providers that are located within Burlington County, BCCAP provides ongoing technical assistance and consultation to out-of-County providers.

## **New Jersey Cares for Kids (NJCK)**

The New Jersey Cares for Kids (NJCK) Program is a subsidized child care voucher program that provides partial payment to child care providers on behalf of the applicants. Applicants are required to pay a co-payment based on their family size and income.

**2,925**  
CUSTOMERS SERVED



## **Work First New Jersey Voucher Program**

The Work First New Jersey Voucher Program is a two-year, state-subsidized Child Care Referral Program administered by the New Jersey Department of Human Services, Division of Family Development and the Burlington County Community Action Program (BCCAP). The program subsidizes the cost of child care for low-income, employed people and persons attending job-related training or school.

**2,017**  
PARENTS COUNSELED

**1,455**  
REFERRED TO CHILD CARE



## **Strengthening Families Initiative**

The Strengthening Families Initiative provides an opportunity to enhance the educational, physical, social and emotional development of children within early care and education settings. Strengthening Families is a strategy to prevent child abuse and neglect. Strengthening Families is designed to build on and strengthen the existing relationship between preschool programs and families in selected communities.

**78**

CUSTOMERS  
SERVED



## **Family Child Care**

BCCAP recruits and trains people to become Registered Family Child Care (FCC) Providers and to provide quality child care to families in Burlington County.

**112**

CUSTOMERS  
SERVED





# Childcare Resource & Referral (CCR&R)

## Grow New Jersey Kids

Research shows that children who are in quality early learning programs when they are young are better prepared for kindergarten with better reading skills, more math skills, and larger vocabularies. Grow New Jersey Kids is working to raise the quality of child care and early learning across the State of New Jersey. For parents, it provides information to help them make the most of their children's early learning opportunities by including tips on selecting quality child care and early learning programs. BCCAP proudly supports the Grow NJ Kids Program to provide access to scholarships and free on-site quality improvement technical assistance visits.

1,066  
CHILDREN SERVED



## Professional Development

The Child Care Resource and Referral Training Department develops a yearly schedule of professional development trainings for child care providers in Burlington County in order to meet the Division of Family Development level of service and Department of Children and Families Office of Licensing standards.

307  
CUSTOMERS  
SERVED



## Electronic Child Care

Electronic Child Care (ECC) is a reporting and claiming submission process that facilitates the automatic collection of child care time and attendance data. ECC enables customers and providers to use the Electronic System as a means of tracking time and attendance. ECC also serves as the basis for payment to child care providers through the calculation of benefits based on time and attendance and directing the deposit of funds into provider accounts on a bi-weekly basis.

3,324  
Technical  
Assistance  
Payments

4,903  
Technical  
Assistance  
Provided



## Consumer Education

Through the Child Care Resource and Referral (CCR&R) Consumer Education Program, BCCAP provides accurate, current child care community information to customers and child care providers in Burlington County. BCCAP is also responsible for leading trainings and setting up meetings for child care providers; keeping databases and provider information current; educating parents about quality child care options and giving referrals; and being a resource to parents, providers, and the community. In 2017-18, the CCR&R staff entered over 22,000 technical assistance entries in the NACCRRAware tracking system, which documents interactions between the Agency and the community. Staff conducted 409 Parent Intakes, 19,141 Parent Technical Assistance actions, and 32,296 Provider Technical Assistance actions.

409  
PARENT INTAKES

19,141  
PARENTAL TECHNICAL  
ASSISTANCE

32,296  
PROVIDER TECHNICAL  
ASSISTANCE

# Testimonials and Success Stories

My name is Melissa Sheppard and I have been teaching preschool for approximately seventeen years. As I became more familiar with a variety of educational philosophies I fell in love with Waldorf education and became a certified Waldorf Early Childhood Education teacher. No longer able to be true to myself teaching in a conventional preschool classroom I decided to leave my job to begin my own nature based preschool program.

From the beginning I knew I wanted to become a Family Child Care Provider so I reached out to BCCAP for training and guidance. I wanted to offer parents a registered child care program to give my program validity and carry insurance. In other words I didn't want parents to think of me as simply a glorified babysitter, I wanted to be a true preschool program to the best of my ability.

I began my training in June 2017 and became a registered Family Care provider in September 2017. I must admit it was a bit daunting at first and I worried I would not be able to properly comply with the necessary requirements, there seemed to be so much information! But during my 10 hour training other providers in attendance quickly assured me it really was not as hard as it seemed. Many had been providers for many years and I longed for the day I had the carefree view of the responsibility of child care they had! Within a few months, I better understood how they felt. They were not carefree, they were confident, and I too became confident in what I had to do to be ready for my in-home inspection and having all my paperwork in order. This was because BCCAP offered everything I needed! From suggestions to policies, to child admission forms (and any other form you may need), to child development, child abuse guidelines, outdoor play spaces and more. This was all included in the 10 Hour Training and I was able to contact each of the women at the training if necessary if I had questions or needed help with getting started.

Upon becoming a Family Care provider I have participated in the Ellis Grant training in which not only did I obtain professional development hours and an activity binder with suggestions, but was gifted educational toys and games for my program! The children love each of them and they have enhanced the learning experiences I offer. I have also decided to learn more about becoming part of the Grow NJ Kids program where I can receive free training through William Patterson and Montclair State University. I renewed my CPR/First Aid certification through BCCAP this year and appreciate the many trainings offered monthly. I was even asked to host a workshop on Indoor Spaces through a local Moms Group this past Winter and was able to do so because of the Dianne Craft workshop offered by BCCAP I had attended in October 2017.

I regularly receive emails with updates, training dates, reminders and information (which I really appreciate as I am the queen of sticky notes to help me remember things). I am truly thankful for the opportunities being a part of BCCAP has offered and look forward to more as I continue to grow my program.

Sincerely,

Melissa Sheppard  
Star Child Nature School  
**Family Child Care Provider**

BCCAP has helped me in a lot of ways. I have been in home visiting for about six years. I started meeting with my home visitor when my two children and I were in a shelter and I was pregnant with my third child. My home visitor brought me a lot of information on child development and gave me information about what to expect when my son got here. I ended up going into labor early and my son was born with a chronic illness, and my home visitor was very supportive to me. She brought me a blanket for my son when he arrived which meant a lot to me. She also helped me find infant clothes for him. This helped me a lot because I was not working at the time. I eventually was able to get my own apartment and began working but I didn't get paid much. My home visitor gave me information about a program that helps women find employment. I signed up for that program and got a much better paying full-time job through them. I eventually was laid off from this job, but I gained a lot of experience there that I have been able to use for other jobs. At that time my home visitor also gave me information on housing that was available through BCCAP for post-TANF families. Since I was laid off I couldn't afford a rental because they cost so much around here. I was eventually able to find a place to rent through BCCAP. My home visitor always gives me information on events that are happening in Burlington County including events that offer free things. This has been helpful because I have been able to get help during the Christmas season, and help with things like school supplies and clothes for the children. Whenever I have questions about any services that are available or need information about my children's development, she is there to answer my questions and offer me suggestions that I then try out.

## **Participant of the Healthy Families-TIP and Parents as Teachers (PAT) Home Visitation Programs**

My wife and I owe a debt of gratitude to Head Start. In 2007, we planted a church in South Jersey. Funds were limited, but we needed childcare for our growing family. We found out about Head Start and quickly learned what we needed was not childcare, but quality education for our children—we found that at Head start. When we enrolled our children, we were not only impressed with the teachers, classroom assistants and staff, but the actual program itself. Our children were actually being taught how to learn, how to relate to others—they were being prepared for life. By the time our last child was born, it was a no-brainer where he would go. I owe so much to Head Start, to Linda Barnes and her wonderful staff. I was so indebted to this program that I volunteered as the President of the Parents Policy Council. I read books to the classes, and I recruited other parents (especially dads) to get involved with their child's educational life. All I can say is, "Thank You" for helping my wife and I raise our children.

J.L. & K.L.  
**Proud Head Start Parents**

# Testimonials and Success Stories

**Client: J.W.**

**Case Manager: Ariel Howard, Work First New Jersey (WFNJ)**

J.W. was employed by The Learning Experience and her child attended the facility as well. She did not inform Ariel within 10 days that she lost her employment and had taken her child out. She called needing to re-start child care immediately due to new employment with The Goddard School. Ariel was able to terminate her existing agreements and contact the new school for placement all in the same day. J.W. was able to get the childcare started for the next day which made her able to start her new employment on time.

**Client: M.W.**

**Case Manager: Ariel Howard, Work First New Jersey (WFNJ)**

M.W. is a mother of 2 that was unsure about before/aftercare programs. She soon realized she needed before/aftercare and transportation when schools were closed due to the holiday and she missed a day at her program. Ariel was able to confirm placement with a provider for the children to start before/aftercare, including transportation. Both children were able to start the next day with the new provider.

**Client: J.W.**

**Case Manager: Ariel Howard, Work First New Jersey (WFNJ)**

J.W. became sanctioned with WFNJ for not providing them with updated pay stubs. As a result, childcare services for her children were terminated. J.W. called to inform Ariel that she was unable to bring her pay stubs, in due to her hours at work. Ariel advised J.W. to email her screen shots of her 2 most recent pay stubs so that Ariel would get copies to her WFNJ case worker. The pay stubs were accepted and her sanction was lifted. J.W.'s children were able to receive childcare again.



**Client: R.I.**

**Case Manager: Victoria Curtis, Work First New Jersey (WFNJ)**

R.I. was in Victoria's office for about two and a half hours when Victoria received her referral. It took about two and a half days to figure out placement for R.I.'s six children, between ages 1 to 11 years old, who needed child care. She was just getting back into work, had financial limitations for childcare. She was unhappy with her current local childcare options. Victoria contacted about 15 different Licensed and Registered providers to inquire of their differences in fees. Victoria kept in mind the distance from R.I.'s place of employment, for two different providers. If the provider had availability, they did not accept the children's ages, and vice versa. After fighting through all the barriers, Victoria was finally able to place the four older children at a Licensed center, and the two younger children with a Registered provider.

**Client: T.A.**

**Case Manager: Victoria Curtis, Work First New Jersey (WFNJ)**

T.A. had just moved to Burlington County, was unfamiliar with the area, and had no family close by to help. She also had no means of transportation and no means for to pay for the difference in childcare fees, after the subsidy portion. The only provider that was in the area was full, so Victoria checked the provider daily for open spots. Victoria also researched the bus routes online, comparing the different buses that ran through with timing and distance for walking.

**Client: A.B.**

**Case Manager: Victoria Curtis, Work First New Jersey (WFNJ)**

A.B. came in with a bill from a provider, that she was irate and confused about. Victoria contacted the provider and spoke with them for at least half hour with A.B. in her office. Victoria, with the provider, was able to figure out what the different invoices were from. A.B. left in a better mood, as a result.





# Head Start & Early Head Start

## 2018 Annual Report to the Public



**Purpose:** As a Head Start/Early Head Start Agency, BCCAP is required by the Head Start Act, Section 644 (a)(1)(2)(A-H), to make available to the public an annual report disclosing certain information from the most recently concluded fiscal year. The report will never disclose personally identifiable information about an individual child, parent or staff member.

### Total public and private funds received from each source:

U.S. Department of Health and Human Services	\$5,524,068.00
U.S. Department of Agriculture	\$344,299.00

### Federal Budgetary Expenditures for 3/1/2017 - 2/28/2018

Personnel	\$3,003,144
Fringe	\$1,318,404
Equipment	\$130,000
Supplies	\$143,667
Contractual	\$183,000
Travel	\$7,000
Other	\$923,486
Training and Technical Assistance	\$60,763

### Head Start and Early Head Start Actual Expenditures for 3/1/2017 - 2/28/2018

Personnel	\$2,843,553
Fringe	\$1,284,949
Equipment	\$119,206
Supplies	\$165,188
Contractual	\$165,145
Travel	\$7,867
Other	\$887,879
Training and Technical Assistance	\$79,033

### Proposed Budget for 3/1/2018 - 2/28/2019

Head Start	\$4,740,914
Early Head Start	\$777,024
In-kind	\$1,394,676
Cost of Living Increase 2.6%	\$159,519
One-Time Funding for Health and Safety Issues	\$212,715
Total U.S. Department of Health and Human Services	\$5,524,068
Total Department of Agriculture	\$450,983.80

# Head Start & Early Head Start

## Audit

The most recent review was conducted by the Administration for Children and Families from 4/27/2014 to 5/1/2014.

Based on the information gathered, no area of non-compliance was found during the course of the review. Accordingly, no corrective action was required.

## Most Recent Financial Audit:

Independent Auditing Firm:

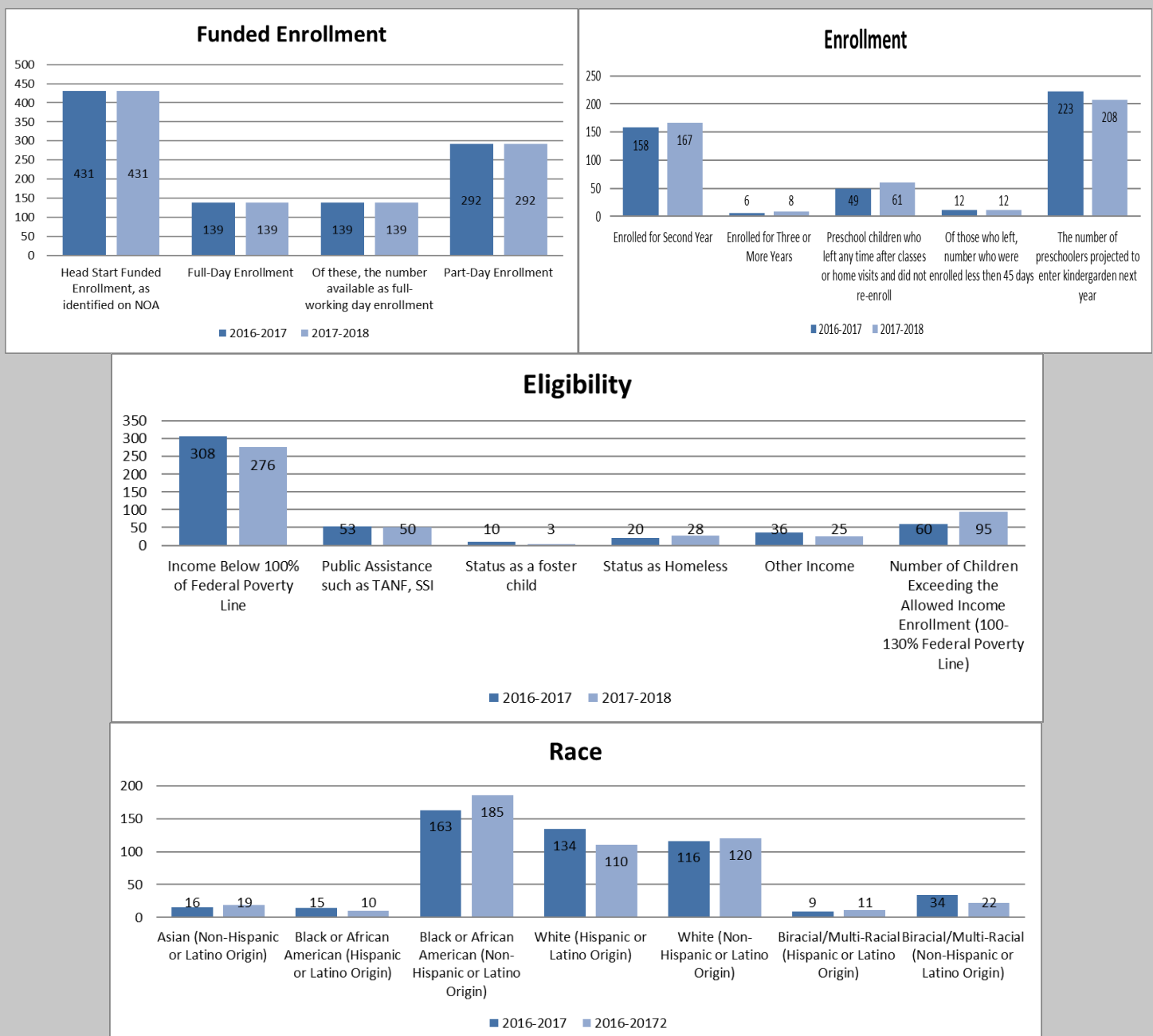
CohnReznick LLP

500 East Pratt Street

Suite 200

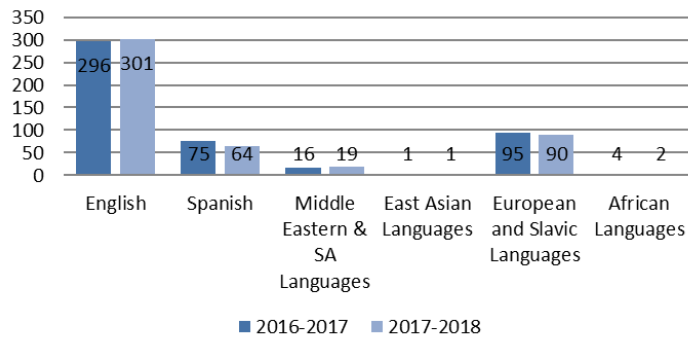
Baltimore, MD 21202-3100

The full report of the most recent audit, may be found at [www.bccap.org](http://www.bccap.org).

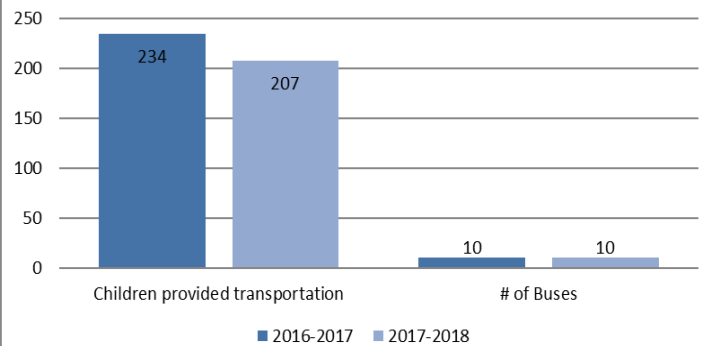


# Head Start & Early Head Start

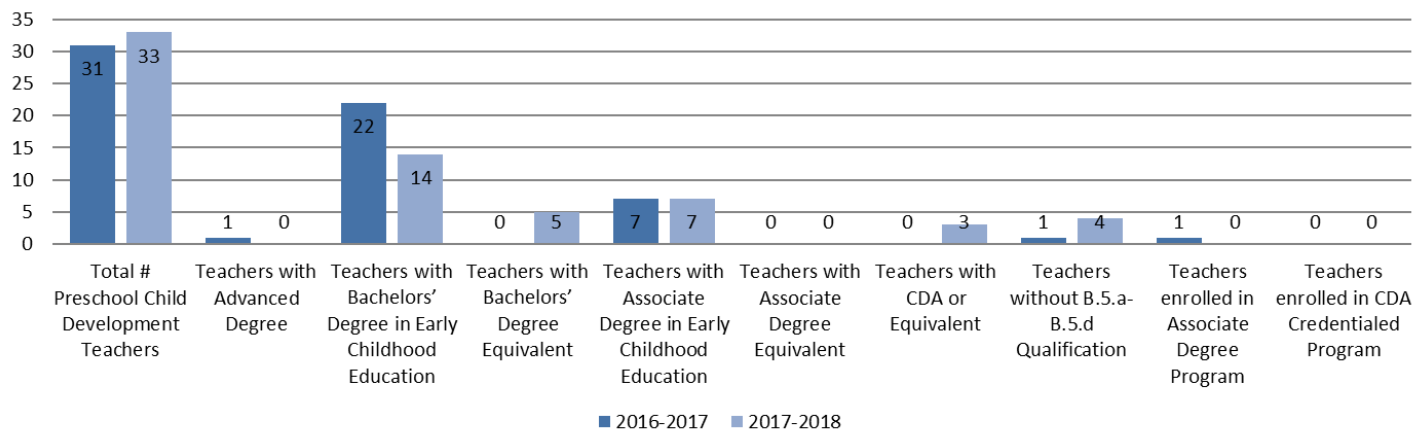
## Language



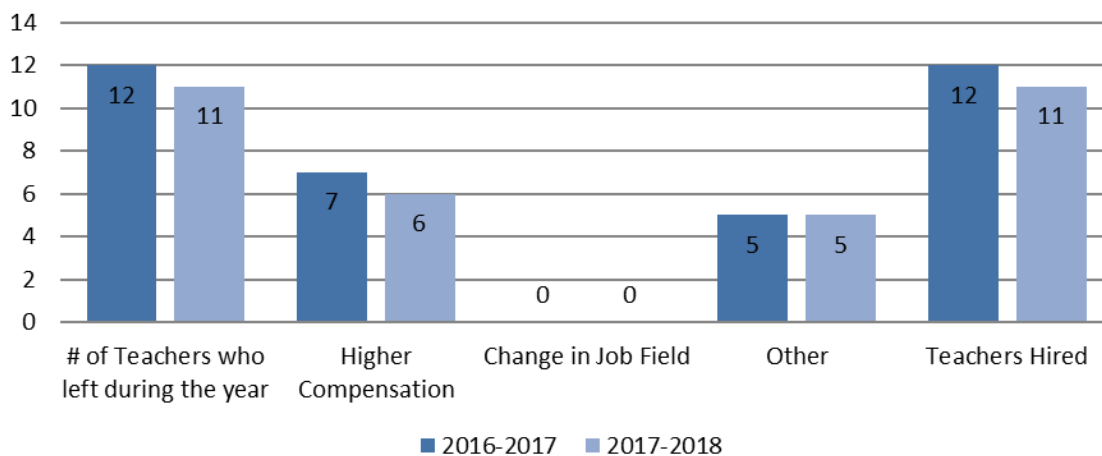
## Transportation



## Teachers



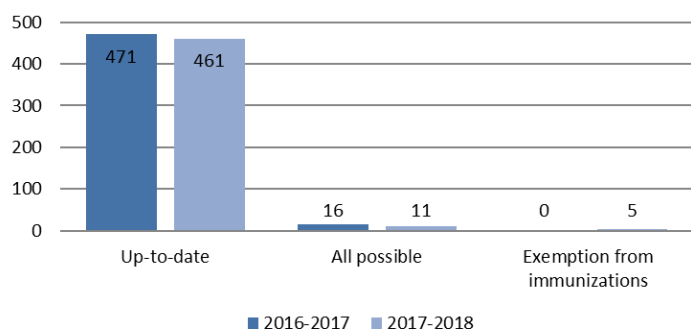
## Turnover Chart



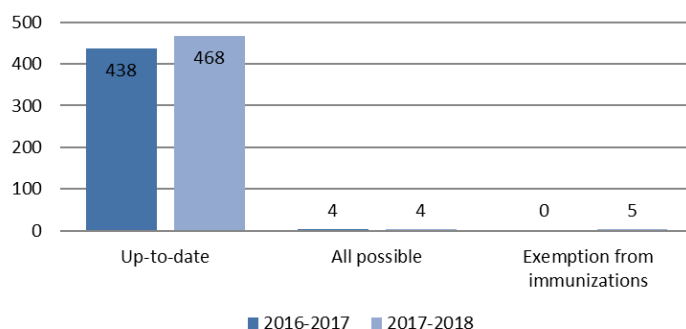


# Head Start & Early Head Start

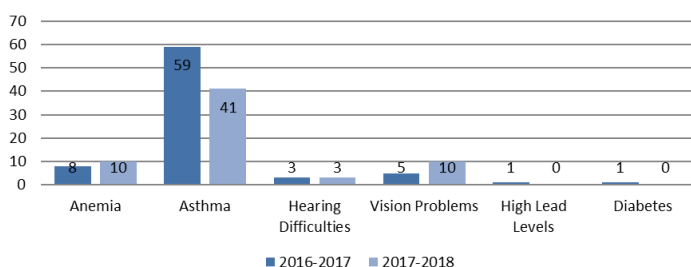
## Immunizations at Start of Year



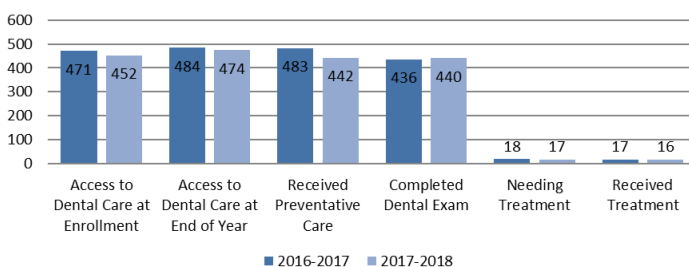
## Immunizations at End of Year



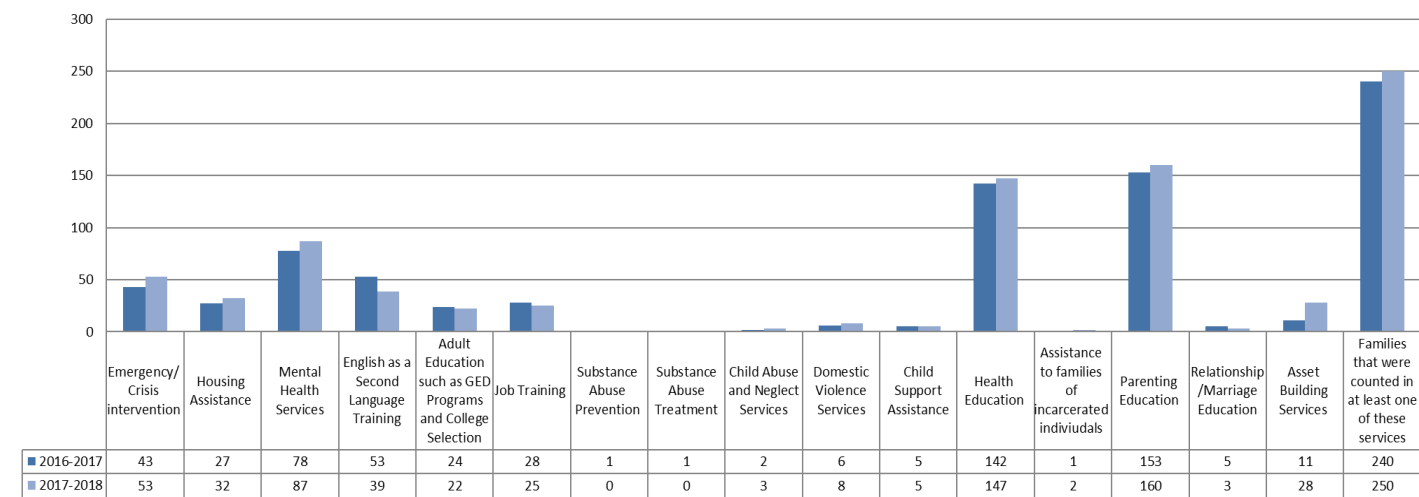
## Chronic Conditions



## Dental Care



## Services Received



Quarterly management meetings including Education Services, Facilities, Family Services, Health Services, Mental Health and Disabilities, Nutrition, and Transportation focus on the data analysis process. Each service area provides results of any applicable monitoring, screenings, assessments, and other crucial information. As a team, the data is evaluated through a school readiness lens. Strategic program planning occurs and is integrated into the Continuous Quality Improvement (CQI) Plan. Programmatic changes are made as a result of strategies derived from the CQI to promote school readiness for children and families.

# BURLINGTON COUNTY COMMUNITY ACTION PROGRAM 53RD ANNUAL REPORT 2018

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For more information about BCCAP and its services, visit the website at:

[www.bccap.org](http://www.bccap.org)

718 Route 130 South, Burlington, NJ 08016

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## FUNDING SOURCES & PARTNERSHIPS

Burlington County Board of Chosen Freeholders, Burlington County Office of Community Development, Burlington County Office of Human Services, New Jersey Shares, First Book, Fox & Roach Realtors, Education Information Resource Center, Citizens Bank, TD Bank, PNC Bank, Wells Fargo Bank, Beneficial Bank, New Jersey Department of Community Affairs, New Jersey Department of Education, New Jersey Department of Human Services, New Jersey Department of State, New Jersey Department of Children and Families, New Jersey Economic Development Authority, Salvation Army, United States Department of Agriculture, United States Department of Energy, United States Department of Health and Human Services, United States Department of Housing and Urban Development, United Way of Greater Philadelphia and Southern New Jersey, Ellis Family Charitable Foundation, Rotary Club of Moorestown, Franklin Institute, Patricia W. Hill Education Fund, Medford Masonic Lodge, Investors Bank

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