

# THE BCAP BUZZ

## BURLINGTON COMMUNITY ACTION PARTNERSHIP, INC. QUARTERLY NEWSLETTER

### A Message From the CEO



The BCAP (Burlington Community Action Partnership) organization is excited to present to you our most recent quarterly update of the BCAP Buzz.

While we continue to navigate our way through the uncertainty of COVID-19, we are proud to say that all of our services continue to run at full capacity, both virtually and through direct customer contact. As many of you may have already heard through our press release, BCAP will no longer be the lead agency to administer the Head Start and Early Head Start programs in the Burlington County service area. After a long, competitive process, we fell short of our goal to renew our award for another five years. However, we are proud of the 54 years of having the honor to serve countless children and families, starting out in 1966 as a summer program and ending on August 31, 2020. We ended our service as a “quality” early learning provider with all of our Head Start programs being fully accredited by the National Association for the Education of Young Children (NAEYC). The BCAP Head Start programs were recently re-accredited for another five years, and we proudly handed over to the new awardee, Center for Family Services of Camden, the Head Start programs that proved to be of ambitious

standards and met all accreditation standards. The BCAP organization partnered with the Center for Family Services to ensure that staff, children, and families would have a smooth transition. The first step was to ensure that currently enrolled and newly enrolled children and families were introduced to the new entity by providing a joint statement and setting up a virtual parent transition session to ease anxiety and expectations going forward. The BCAP organization also ensured that all children and families’ records were transferred to the new entity to avoid them having to re-register and gather qualifying documents for eligibility. The BCAP organization also partnered with the new awardee to set up a virtual job fair so that all eligible staff would have an opportunity to apply for positions with the Center for Family Services, preventing unemployment during such a critical time. The BCAP organization ensured that personnel files, background checks, and other necessary documentation were prepared, upon request of the employee, and sent to the new awardee for employment consideration. As a result, we are proud to announce that over 95% of former BCAP Head Start/Early Head Staff were hired by the new awardee and began employment on September 1, 2020, immediately following the end of our contract on August 31, 2020. The BCAP organization also worked with the new awardee to transfer its child care licenses to ensure that each center had its proper licensing so that center services could begin on day one to serve enrolled Head Start and Early Head Start children and families. This process was extremely important so that children and families returning under a new awardee would return to familiar faces within their center and community. Again, we would like to take a moment to thank all our community partners for your many letters of support and cooperation during the application process. The BCAP organization will continue to play an integral advocacy role in ensuring that the children and families eligible for these services are receiving a quality early learning experience by continuing to participate in the cadre of BCAP community services to help support their work toward “self-sufficiency.” This is an especially crucial time for us all to partner with the Center for Family Services to ensure that each family is safe, healthy, and being supported by all community funding, which assists them when in need.

The BCAP organization has good news to announce about some additional funding to support all eligible Burlington County residents. The CARES (Coronavirus Aid Relief and Economic Security) Act was approved by Congress to send an added one-billion dollars through Community Actions Agencies to aid and support individuals, children, and families affected by the impact of COVID-19. The Community Action Agencies were required to send a “Mini Community Needs Assessment,” through an application process. The assessment allowed our agency, using DCA (Department of Community Affairs) guidelines, to engage our community partners and service recipients, in a community-wide survey, focus groups, and satisfaction surveys, in order to collectively gather information on what the immediate needs of our community were.

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The survey was completed and, as a result, BCAP concluded that the scope of services identified were categorized into three program sections as follows: 1) Information, Referral, and Case Management (Re-Entry Case Management); 2) Information and Referral (agency incoming phone calls for services); and 3) Emergency Assistance Services (Domestic Violence Re-Entry, Rapid Re-Housing Deposits and Assistance, furniture voucher assistance, back rent [two months max], homelessness emergency hotel stay [total of 50 additional nights paid for with COVID-19 funds via CSBG], food gift cards and food bank referrals throughout the County and Civic Engagement & Capacity Building).

The BCAP organization will partner with the Burlington County Housing HUB, NJ 211, Providence House, and other service providers who are in contact with the identified population to be served, to ensure that all eligible customers are served. The CSBG Covid-19 funds will have to be spent on these projects within 30 months beginning on April 1, 2021. The BCAP organization will be working over the months of October and November to implement these services and expending funds into this initiative. Families who qualify need these services now. We realize the sooner we can begin implementation the quicker we may prevent or intervene in a crisis due to the COVID-19 impact on family stability.

The BCAP organization is also excited to announce added COVID-19 funding through our Homelessness Prevention and Rapid Re-Housing Prevention (HPRP2) initiative with DCA and the Burlington County Housing HUB to aid eligible customers with added funding for their housing needs. This program has already begun receiving referrals for those who have been screened as eligible. The BCAP organization is excited to be opening a Center for Community Partnerships and Civic Engagement in November/December 2020. This will be a place for bringing together community partners, poverty advocates, and volunteers to share resources between non-profit agencies who serve vulnerable customers. The center will set up three “Regional Community Action Councils”, throughout Burlington County. These Councils will work directly with BCAP to ensure that poverty issues are being addressed, that there is advocacy for community change, and that we are taking part in funding decisions for existing and new projects to fight poverty within the County. The Regional Community Action Councils will operate under the leadership of a full-time Community and Civic Engagement Coordinator.

BCAP will partner with a University or expert consultant who specializes in community strategic planning, working with a consortium of community partners to aid with completing a community “poverty needs assessment or strategy” in the Burlington County service area. The BCAP organization will also work with a University or expert consultant on creating a five-year strategic plan to aid BCAP with sharing data-driven outcomes which illustrate the community needs within the Burlington County service area. The Strategic Planning process will begin in January 2021 and all community partners, customers, and interested community members will be encouraged to join in our direction as a service provider.

The BCAP organization would like to take a moment to congratulate our Healthy Families and Parents as Teachers programs on their blue-ribbon accreditation, recognizing them as an outstanding service provider of both service models within the network, under the leadership of Program Director, Claire Garner. Her team of Family Support Workers, Parent Educators, and client families made this accreditation possible and we look forward to supporting the important work that they do.

This year, the BCAP organization joined the National Community Action Partnership by changing its name to Burlington Community Action Partnership, Inc. (BCAP). Now we can collectively, along with a national network of over 1,000 Community Action Agencies (CAP), adopt the same set of “values”, “mission” and “ethics” in our work as anti-poverty advocates throughout the nation. Therefore, over the next few months, you will notice our new logo signage being installed at our service area locations and on this newsletter, you will notice the new logo and name change.

In closing, we ask that you enjoy the exciting work that we continue to do in this issue along with the impact being felt within our Burlington County service area. Again, we encourage you to visit our website at [www.bccap.org](http://www.bccap.org) for employment, volunteer, community partnership, and civic engagement opportunities as often as you can. We also encourage you to become a Facebook follower (a great resource for BCAP announcements and community events) and our soon-to-be Twitter feed. We encourage you all to be safe and healthy and note that most of our services can be addressed over the phone and online without you having to visit our sites in person. Please utilize our website as much as possible to avoid unnecessary contact and prevent the spread of COVID-19. The BCAP organization follows all CDC (Centers for Disease Control) guidelines and continues to follow our State and local guidance when deciding how we continue offering services during the pandemic.

Sincerely,  
Dr. Ruben A. Johnson  
Chief Executive Officer/Executive Director

## Recent Events

### Student Black Lives Matter Event

On September 4, 2020 Pemberton Township High School Seniors Kayla Ciulla, Yohanna Bauerdorf, Morie Vandt, and Gabby Directo organized a peaceful #StudentsForBlackLives rally at Pemberton Township High School.



## In The Spotlight

### Healthy Families & PAT



The Healthy Families and Parents as Teachers programs continued to conduct home visits with their families virtually. Visits are on various virtual platforms that parents can access, such as FaceTime, Zoom and GoogleDuo. Home visitors are still able to provide information about child development, positive discipline and the many other topics usually discussed. Home visitors have also been able to refer families to services they may need, particularly

now during COVID-19. Group meetings are held virtually on Zoom and topics of interest are discussed and fun activities are provided for families. In July, a Drive-by was held and each family received diapers and toys for summer fun. This month parents saw a presentation "How to Help Your Child Stress Less" which gave them ideas and coping mechanisms to use during this stressful time. In October the programs are planning a Book Drive-By.

### Family Child Care



Burlington County's registered Family Child Care providers continued to take advantage of two grants between July and September. \$205.87 of the Cleaning & Sanitizing Grant was spent, which reimburses providers for cleaning supplies

and/or cleaning services. \$12,854.75 of the Small Health & Safety Grant was spent, where providers can order technology, equipment and supplies to enhance their programs.

### Senior Housing



assist her in doing this for the Elderly, Veterans, and the disabled. She named her volunteerism "Friends of the Elderly, Veterans, and Disabled In Need of Masks". Both senior sites will receive the masks mailed to us when they're completed. Ms. Blood is in line with our mission of Helping People, Changing Lives.

Our Seniors will receive Free Masks from Ms. Cheryl Blood of Bensalem, Pennsylvania, who started making masks to assist our front-line workers and found that making the masks expanded because others wanted to



BCAP will provide a Carry-Out Thanksgiving Dinner for the seniors at both sites, with the help of volunteers, to cheer our seniors up for the Thanksgiving Holiday.

The seniors are called weekly to see how they are doing and if they have any questions or concerns. Overall, the seniors are doing well, social distancing, staying healthy and safe!



# Community Highlights



TO OUR NEW STAFF!

The following people have joined our ranks during the July-September quarter.

Please join us in welcoming them to BCAP:

**Debbie Vincent**  
*Chief Financial Officer*

**Nicole Carnivale**  
*Senior Accountant*

**Ann Marie Keleman**  
*Accountant*

**Ariel Wykoff**  
*WFNJ Employee*

*Congratulations!*

We are happy to have you as part of the team!



## Assistance for Homelessness



### HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP) FOR BURLINGTON COUNTY

#### Are you homeless or at immediate risk of becoming homeless?

If so, you *may* qualify for a rental assistance program that can help with the security deposit and a rental subsidy for up to 12 months.

The Rapid Re-housing program offers monthly case management to help you access resources and become housing stable over the course of the program. During the program, households pay 30% of their gross income towards rent. The objective is to help households reach their goals and be able to maintain the housing going forward.

#### Criteria includes:

- Income eligible (see chart)
- Homeless or in immediate risk of becoming homeless
- NJ Resident
- Legal Immigration Status in United States

Number in Household	Maximum Gross Income to Qualify
1	\$20,300
2	\$23,200
3	\$26,100
4	\$29,000
5	\$31,350
6	\$35,160

#### Exclusions:

- Public housing tenants
- Section 8 tenants

**Call 609-747-4741 for a phone screening.**

If you meet the criteria, an appointment will be made to further qualify you for financial assistance.

**CANDIDATES WILL NOT BE QUALIFIED OVER THE PHONE NO WALK-INS WILL BE ACCEPTED**

# Community Highlights

## Home Energy News



### **October 1, 2020 Starts the new LIHEAP Season!**

The FY 2021 LIHEAP application is an application for Heating, Cooling, and the Universal Service Fund Program (USF). You may apply for all programs at the same time. To be eligible for LIHEAP benefits, the applicant household must be responsible for home heating or cooling costs, either directly or included in the rent; and have gross income at or below 200% of the federal poverty level. USF is a program created by the State of New Jersey to help make natural gas and electric bills more affordable for low-income households. If you are eligible, USF can lower the amount you pay for gas and electricity. To be eligible, a household gross income must be at or below 185% of the Federal Poverty Level, (please refer to income guidelines listed below), and pay more than 3% of its annual income for electric, or more than 3% for natural gas. If a household has electric heat, it must spend more than 6% of its monthly income on electricity to be eligible. For further information on the LIHEAP application process, call 609-747-4743. Additional information about LIHEAP and USF, including an application, is also available at [www.energyassistance.nj.gov](http://www.energyassistance.nj.gov)

The chart below gives specific monthly gross income maximums for FY 2021. Applicants who live in public housing and/or receive rental assistance are not eligible unless they pay for their own heating costs directly to the fuel supplier. The amount of the LIHEAP heating benefit is determined by income, household size, fuel type, and heating region. The medically necessary cooling assistance benefit amount will be \$200, which will be issued as a direct credit to an active electric account in our system, otherwise they will be issued a one-party check to the eligible applicant.

The 2021 Maximum Income Limits		
Household Size	HEA Monthly Gross Income	USF Monthly Gross Income
1	2127	1967
2	2873	2658
3	3620	3349
4	4367	4039
5	5113	4730
6	5860	5421
7	6607	6111
8	7353	6802
9	8100	7493
10	8847	8183
11	9072	8874
12	9257	9565
Amount for each additional member for households greater than 12	185	691

  

Federal Poverty Guidelines for 2021	
First Person	Each Additional Person
12760	4480

## Mark Your Calendar!

Upcoming Events	
<b>First Monday of</b>	Man Cave Mondays
<b>Every Thursday</b>	Youth Mentorship—Online Edition (for ages 12-18)
<b>Oct. 12th</b>	BCAP offices are closed—Columbus Day
<b>Oct 29th</b>	Parent Meeting - "Asking for Help" (Zoom info below)
<b>Nov. 3rd</b>	BCAP offices are closed—Election Day
<b>Nov. 11th</b>	BCAP offices are closed—Veterans Day
<b>Nov. 26th</b>	BCAP offices are closed—Thanksgiving
<b>Nov. 27th</b>	BCAP offices are closed—Thanksgiving Holiday
<b>Dec.</b>	BCAP Annual Meeting—Date TBA
<b>Dec. 25th</b>	BCAP offices are closed—Christmas Day

Visit the BCAP Facebook Page to find out more about upcoming events.

## Early Childhood Training Opportunities



The BCAP training team has been creating and delivering various online trainings since May. The trainings are available to all Family Child Care providers, Child Care Center staff and parents. A training flyer is currently being designed for the month of October. It will include all the available training topics for the month, along with the dates and times for when each training will be offered. Those who would like to attend a training, will need to register on the NJ Workforce Registry website ([www.njccis.com](http://www.njccis.com)). Training and/or registration questions can be answered by BCAP’s Lead Trainer at 609-288-3631 or at [kmayes@bccap.org](mailto:kmayes@bccap.org).

### Parent Meeting - "Asking for Help"

Time: Oct 29, 2020 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/78476074355?pwd=Y3NGYVBhMVdlaGFZRGZlWFdOOHlCZz09>

Meeting ID: 784 7607 4355

Passcode: dxd4jZ

For a current schedule of virtual training opportunities,  
please visit our website at:

<http://www.bccap.org/early-childhood-training-opportunities>

## Behind the Scenes

We are always busy making improvements to help BCAP run more smoothly and modernly.

Below are some of the changes that have been implemented this quarter:

- The Head Start program and all associated property was successfully transitioned to the Center for Family Services.
- With the need for staff to work remotely during the COVID-19 pandemic, arrangements were made to make sure all employees had the hardware and software to make working from home possible.
- Work Orders—The Work Order Form is now an electronic form! Rather than completing a Word document format and attaching it to an email, the electronic form reduces steps and allows you to send a Work Order request from anywhere that you can access the link from. Program Directors and Supervisors should contact Michelle Hewitt for a link to the form.



We continue to review BCAP's technological and operational needs and will be implementing more changes in the near future.

## Technical Support Information

### Computer, internet, and email issues:



Contact Shock I.T. Support  
Email: [help@ShockIT.com](mailto:help@ShockIT.com)

or call: 267-554-7070

### Telephone and voicemail issues:



Contact Telesystem  
Email: [vipsupport@telesystem.us](mailto:vipsupport@telesystem.us)  
Always CC: [customerservice@stratusip.net](mailto:customerservice@stratusip.net)  
or call: 888-808-6111, option 1

**Please note:** If you need to reset your voicemail PIN, change the name on an extension, or change how you receive voicemail messages, Michelle Hewitt, Program Specialist, has access to these settings. In her absence, you may contact Telesystem for assistance.

In the event that Shock IT or Telesystem need approval to do a repair, please have them contact Sharon Forman, Director of Administrative Services.

### To Set Up a New Employee



For new employees who need email, computer, and telephone set-up please remember to use the *New Employee Set-Up Form*.

This form should only be used by managerial staff. It is on Office 365 and sends the information to BCAP staff members who will make arrangements with Shock

I.T. for email and computer set-up. The recipient will also set up the staff member's extension. It is advised that this form be completed before the new employee's first day.

If you need a link to the form, please contact Michelle Hewitt Forman at [mihewitt@bccap.org](mailto:mihewitt@bccap.org)

### New Computer Request Form



We have implemented a new procedure for ordering computers. All computer requests must be made via the *New Computer Request* form *before* submitting a Purchase Order Request. This form allows us to streamline the computer ordering process and keep the inventory list updated. All new computers will be ordered from the Administrative Office and

delivered there for initial inventory tagging. From there it will be delivered to the program it was ordered from for set-up. Program Directors should contact Michelle Hewitt for access to this form.

## OUR MISSION

The Burlington Community Action Partnership, Inc. 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 BCAP 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.

## Our Programs

- ◇ First-Time Homebuyer Education and Pre-Purchase Counseling
- ◇ Permanent Housing with Supportive Services
- ◇ Homelessness Prevention Program
- ◇ Foreclosure Prevention and Foreclosure Intervention Services
- ◇ Housing Counseling Services
- ◇ Homelessness Prevention and Rapid Re-Housing Program (HPRP)
- ◇ Senior Apartments with Supportive Services
- ◇ Low Income Home Energy Assistance Program (LIHEAP)
- ◇ Universal Service Fund (USF)
- ◇ Healthy Families-TIP
- ◇ Parents as Teachers (PAT)
- ◇ Child Care Resource & Referral (CCR&R)
- ◇ New Jersey Cares For Kids (NJCK)
- ◇ Work First New Jersey (WFNJ)
- ◇ Grow NJ Kids
- ◇ Family Child Care
- ◇ Women's Resource Center (WRC)
- ◇ Civic Engagement and Community Partnerships

For more information about the above programs, please visit our website at [www.bccap.org](http://www.bccap.org).

### Special thanks to our funding sources

BURLINGTON COUNTY OFFICE OF COMMUNITY DEVELOPMENT - BURLINGTON COUNTY OFFICE OF HUMAN SERVICES - NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS - NEW JERSEY DEPARTMENT OF EDUCATION - NEW JERSEY DEPARTMENT OF HUMAN SERVICES - NEW JERSEY DEPARTMENT OF STATE - NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY - UNITED STATES DEPARTMENT OF ENERGY - UNITED STATES DEPARTMENT OF HUMAN SERVICES - UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT - UNITED WAY OF GREATER PHILADELPHIA AND SOUTHERN NEW JERSEY



**Burlington Community Action Partnership, Inc.**  
 718 Route 130 South  
 Burlington, New Jersey 08016  
 (609) 386-5800

Thank you to all who contributed to this issue of *The BCAP Buzz!*  
 If you'd like to submit an announcement, event, or program news for the next issue, please contact Michelle Hewitt at [mihewitt@bccap.org](mailto:mihewitt@bccap.org).