

LINCOLN UINTA CHILD DEVELOPMENT ASSOCIATION

BUDGET NARRATIVE FY 2009

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Anticipated revenues and expenditures are attached to this report. The basis for funding is described here for each funding source as well as a description of all line items.

D.D. (State Funds): This comprises the majority of LUCDA funding for the Developmental Disabilities services. It is provided through a grant application-contract process. Child Count (children identified as having disabilities) generates the funding at a rate of \$9203 per child. We are funded by the number of children we serve on December 1 of the year prior to the funding year. For FY 2009 we are funded for 218 children which was our December 1, 2007 child count.

Head Start: This federal grant provides center and home based services for income eligible 3 to 5 year olds. The grant allows this program to serve 27 children in Star Valley, 34 children in Evanston, 12 children in Kemmerer and 17 children in Bridger Valley (total of 90 children and their families). Specific requirements for service and distribution of funds for salaries and other areas such as parent support are part of this grant. The Head Start grant requires that 20% of our funded amount be provided through contributions or "in-kind" donations. We account for the contributions through parent volunteerism in the program, the provision of developmental disability services, county and community support of the facilities and other donations to the programs that occur throughout the year.

Title VIB (Federal Funds): These are Federal funds that the Wyoming Department of Education distributes to the Developmental Preschools annually. Funds are allocated to the regions based on counts of children with disabilities. There is a specific application process for these funds, with the amount subjected to federal decision annually. Two different grants are used for these funds, 619 funds are to be used for the 3-5 population only and 611 funds are to be used for 3-21 year olds. A portion of 611 funds flow through to the preschools from the Department of Education for the 3-5 population.

Part C (Federal Funds): These funds are allocated to the region based on the service requirements for infants and toddlers. There is a specific application process for these funds. They are based on a per child count, birth through age two.

TANF: This is a two year grant through the Department of Family Services and the Department of Education that allows us to provide a preschool experience to 45 at risk, low

income children throughout our region. We are in the first year of the current grant cycle.

Uinta County: This grant is written to the Uinta County Human Services Board. For the past several years the amount that LUCDA is funded through Uinta County has gone right back to the County in the rent we pay for the Evanston Center.

Lincoln County: This request for funds is written to the Lincoln County Commissioners. The application reflects funding allocated for the Kemmerer Child Development Center and the Star Valley Child Development Centers in Afton and Thayne. Funds are used to cover a portion of the utilities in all three centers as well as a portion of the travel costs incurred by the centers. Outreach services to children and families in La Barge and Cokeville are also partially funded through the Lincoln County grant.

Parent Fees: LUCDA has an inclusive preschool program in each of our five centers, this program is open to all children in the community age 3-5 who don't meet the requirements of any of the other programs. LUCDA charges a fee of \$65.00 per month for children who attend two times per week. These funds will be retained within the total LUCDA budget and distributed to cover the costs of facility operation, some staff hours, a portion of the materials and snack. LUCDA has been able to obtain several scholarship programs throughout the counties and block grant funds for low-income children so that many may attend without cost.

School District Child Identification Grants: It is the responsibility of public schools to locate and identify all children including those birth to five with delays and disabilities under IDEA 2007. The State Department of Education requires involvement by districts in the screening/identification process. We work closely with the districts to provide more complete screening services and annually develop contracts with districts for adequate funding of screening and testing.

United Way – Lincoln County: Funds are awarded through a grant proposal process with the Lincoln County United Way Committee. Funds are used to pay a portion of the professional staff salaries in our Kemmerer Center, as well as 4 scholarship opportunities in the Lincoln County Centers.

United Way – Uinta County: Funds are awarded through a grant proposal process through the Uinta County United Way. Funds are used to pay a portion of the early childhood education teachers in Bridger Valley and in Evanston as well as provide scholarships to 15 children in our Evanston facility.

Medicaid Reimbursements: All preschool developmental disabilities programs in Wyoming are eligible to receive third party reimbursement through the federal EPSDT program for children who are on Medicaid. We are able to obtain reimbursement for specific evaluation and therapy services. The funds reimbursed are non-restricted so we are able to use them for any other program expenses. The funds allocated for FY2009 are a combination of previously received funds and anticipated reimbursements. Included in this funding

category is the reimbursement for Children's Waiver Case Management.

Child Nutrition: The state nutrition reimbursement program provides some assistance for the cost of Head Start lunches as well as for snacks for all children attending our preschools.

LINE ITEM CATEGORIES

Salaries: Many individuals are paid salaries through a variety of funding sources. This category is the largest portion of the budget.

Insurance Benefits: This includes health and dental insurance for eligible employees (full-time, which is 30 hours per week or more).

FICA, SUTA, and FUTA: This line item includes Social Security and Medicaid withholdings as well as State and Federal Unemployment taxes.

Retirement: A 403(b) Thrift Plan is implemented for all employees upon their second year of employment and is paid at 5% of the annual or monthly wage.

Worker's Compensation and Unemployment: LUCDA pays Worker's Compensation and Unemployment to the Wyoming Department of Employment.

Payroll Fee: This is the annual cost to out-source our payroll to A Plus Benefits.

Contract Services: This includes Physical Therapy, Speech Therapy, Vision Services, Psychological Services and Audiological service or other individuals paid for a specific task. This may include outside evaluation services or consulting services. Lunch contracts with the various school districts for Head Start lunches are included in this line item, as are some janitorial services.

Rent: Facilities are rented in Evanston at the Human Services Building and in Kemmerer from the Lincoln County School District #1. Utilities are included in the rent figure. In the other sites, the facilities are community owned. The Regional Office, starting September 9, 2009, is renting office space in Mountain View, the cost of this office space is included in the *Rent* line item, utilities are included in the lease agreement.

Utilities: Expenses to operate facilities in Thayne, Afton and Bridger Valley. Water, gas, electric, sewer and garbage costs are included.

Travel: These costs include travel of itinerant staff within the region, home-based services, parent travel for services and travel to meetings. Travel may be reimbursed to individuals using their own cars, or allocated to fuel and maintenance of regionally owned vehicles. The mileage rate is 38 cents per mile.

Vehicle Repairs & Maintenance: The upkeep and repair of company vehicles and our five school buses.

Equipment Lease: All copy machines and leased fax machines are listed in this line item.

Materials/Supplies: Consumables, office supplies, basic furniture, teaching and curriculum materials as well as individualized special education materials and testing materials are included here.

Building Repairs/Maintenance: General maintenance and repair of all center buildings and equipment

Communications: This line item covers the use of telephone, electronic communications and postage.

In-service: The availability of in-service monies is a very important benefit to staff in this rural area. LUCDA sponsors local trainings and workshops which are held throughout the year. Other in-state, as well as out-of-state trainings are offered throughout the year to meet individual and regional goals.

Head Start requires a portion of funds to be set specifically for Training and Technical Assistance and funds must be used for Head Start staff or parents only.

Audit and Accounting: This includes technical assistance provided to regional office staff as well as the cost of the annual audit.

Board Expense: This is an expense item to cover travel of board members to meetings and any other needs of the Board.

New Facility Expense: This is a line item that was created in FY 2008. The money allocated to this line item will help defray the costs of the new facility in Alpine, and in other communities when the need to expand our program arises.

Program Insurance: All program insurance coverage has been consolidated into one comprehensive plan and the insurance is carried by HUB BHJ Insurance of Cheyenne. Coverage include: Commercial Property for all centers, Business Auto, Child Transportation, Crime, Commercial General Liability, Professional Liability and an umbrella liability coverage in the amount of \$2,000,000. Additional Director and Officer Liability is carried through the Philadelphia Insurance Company through the Association of Retarded Citizens.

Recruiting: Funds are allocated to advertise, interview, and entice new professional staff for this area. Assisting with some interview or moving costs is one important benefit that districts and other programs don't offer and it has often made the difference in our being able to hire quality people.

Public Awareness/Advertisement: This line item covers media advertisement and marketing strategies for child find and program enrollment.

Computer Technology: Computer systems, supplementary hardware, software and other expenses relating to the purchase and operation of our computers.

Professional Dues: Fees paid for program membership to affiliate organizations.

Adult Food: Meals purchased for staff and parent participation in the Head Start lunch program.

Parent Activities: Funds designed to promote parent involvement and activities.

Equipment: Therapeutic equipment, playground equipment and other inventoried large value purchases of over \$500 are included in this line item.

Child Snack: Food items required to provide a nutritious snack during the preschool session. As part of the planned curriculum, children's goals and opportunity for learning are supported during snack time.

Vehicle Purchase: We currently have 5 school busses, a utility truck and 5 regional vehicles, this line item will allow us to create a workable replacement plan for all our vehicles.