

**“Helping People and Changing Lives”**



***Burlington County Community Action Program  
51st Annual Report  
2016***

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*Message from the President and the Executive Director*

For 51 years the Burlington County Community Action Program (BCCAP) has provided basic services and innovative programs that help empower individuals and families in Burlington County to overcome poverty, live with dignity, and achieve their full potential. The Burlington County Community Action Program (BCCAP) helps people and changes lives. BCCAP is focused on the results programs have on the lives of people across Burlington County.

This report includes many success stories that clearly document that people’s lives are changed for the better through BCCAP’s programs. BCCAP operates 32 programs and served 38,214 persons last year. Fifteen thousand, seven hundred and thirty-seven (15,737) households received heating assistance, 1,558 received housing counseling services, 213 received homelessness prevention services and 5,463 children received child care services. However it is not about statistics, it is not about how many programs we operate, what matters is: the bottom line results, the lives that are changed. It is about impacting lives for the better. To this end, BCCAP operates evidence-based programs and evidence-informed practices that lead to changed lives.

BCCAP’s Healthy Families/TIP and PAT Program is an evidence- based home visitation program that fosters parent-child bond, promotes positive parenting skills and educates first time parents on child care and development. The Central Intake Program provides referral, support and connection services. The program offers connections for all Burlington County residents, to include connections to insurance and medical providers, local and federal assistance programs, education and employment resources, parenting and support programs and early childhood and school-age programs.

BCCAP operates the Head Start and Early Head Start Child Development Programs that clearly document positive child outcomes for all children enrolled in the programs. BCCAP strengthens families by providing families with decent and affordable housing. BCCAP operates a 72-unit Senior Apartment complex in Burlington Township and 14 senior apartments in the historic Roebbling Village Inn. A Case Manager works with the residents at both developments, assisting with their day-to-day living. BCCAP also provides transitional housing for homeless veterans and low income families with children.

*William C. Probsting*  
President

*Dr. Ruben A. Johnson*  
Executive Director

## **BRIEF HISTORY:**

Burlington County Community Action Program (BCCAP) began operation 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 21-member Board of Trustees consisting of one-third representation from business, one-third from government, and one-third from the poor.

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 VISION: Helping our customers to become fully self-sufficient.**

## **MISSION STATEMENT**

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

1. Facilitating a community-based capacity for the human needs planning process, which focuses program strategies on promoting self-sufficiency among low-income people.
2. Removing barriers to self-sufficiency among low-income people in the organization and operation of institutions and programs.
3. 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.
4. Testing new approaches to solving basic causes of poverty provided that they do not involve BCCAP as a long-term, direct service provider.
5. Supporting self-help groups and other cooperative efforts among low-income people.
6. Working to better organize services related to the needs of the poor.
7. Broadening resource base of programs directed to the elimination of poverty.
8. Providing safe, decent, affordable housing to low- and moderate-income families.
9. Providing housing counseling services.

## **HOUSING PROGRAMS**

### **AFFORDABLE HOUSING**

#### **Senior Apartments**

BCCAP provides safe, affordable housing to senior citizens. The BCCAP Senior Housing Program includes a 72-unit housing complex in Burlington Township and a 14-unit housing development at the Historic Roebing Village Inn in Florence, NJ.

**Results:** In 2015, the BCCAP Senior Housing Program provided housing and support services to 73 seniors.



#### *Success Story:*

A senior wanted to relocate to this area so that she could be closer to her family. She applied to the Roebing Village Inn apartments and was placed on a waiting list. Just a few months later, she was called in for an apartment and was able to move into a beautiful one-bedroom apartment closer to her family. With the help of BCCAP’s staff, the client will also be getting monthly rent assistance from the State Rental Assistance Program (SRAP). The client is very happy with her new apartment and she is happy to live so much closer to her family.

#### **Senior Housing Case Management Services**

All of the residents of BCCAP’s Senior Housing units receive case management services through a dedicated Case Manager who provides supportive services to help the residents maintain self-sufficiency and live independently.

#### *Success Story:*

The seniors sometimes have a difficult time socializing; therefore, the Case Manager tries to generate their interest in several areas. One of the new residents who came into the building full of energy and ideas often brings puzzles, paint brushes, and music into the community room. As a result, several of the residents started to socialize and participate in various activities. The new resident is planning to start a garden on the property, and it looks like it will be successful.

#### **Beverly Permanent Rental Housing Project**

BCCAP provides permanent rental housing to former recipients of Temporary Assistance to Needy Families (TANF) benefits in five housing units that the Agency owns in Beverly, New Jersey. A Case Manager helps the residents maintain long-term self-sufficiency through the provision of support services.

**Results:** In 2015, the Beverly Permanent Rental Housing Project served five (5) single-parent families with children.

## **Transitional Housing with Supportive Services**

BCCAP owns and leases out two single-family homes to homeless, low-income families with children. A Case Manager provides supportive services to help the families achieve self-sufficiency and move into permanent housing.

**Results:** In 2015, the BCCAP Transitional Housing Program provided temporary shelter and supportive services to two (2) homeless families consisting of seven (7) persons.

## **State Rental Assistance Program (SRAP)**

The SRAP is designed to assist families in need of paying their monthly rent. In 2007, BCCAP received a State Rental Assistance Program (SRAP) award for two of BCCAP’s housing programs for a period of five to 10 years.

**Results:** In 2015, BCCAP provided SRAP assistance to 15 low-income households (29 persons).

## **HOUSING COUNSELING PROGRAM**

As a HUD-approved Housing Counseling Agency, BCCAP provides comprehensive housing counseling to low- and moderate-income households. 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.

**Results:** In 2015, the Housing Counseling Program assisted 1,558 households (3,895 persons).

## **Homelessness Prevention Programs**

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

**Results:** In 2015, BCCAP provided homelessness prevention and homeless services to 213 households (532 persons).

## ***Success Story:***

A tenant who was hit by a car while riding his bicycle to work sustained injuries that kept him out of work. This caused the tenant to fall behind in his rent. The tenant applied for temporary disability benefits; however, while he was waiting for his disability benefits, the landlord filed a court eviction against him. BCCAP provided back rent assistance on behalf of the tenant, which helped prevent the eviction. The tenant eventually received the disability benefits and was able to sustain his housing.

## **Foreclosure Prevention and Foreclosure Intervention Services**

BCCAP provides foreclosure prevention services in partnership with the New Jersey Housing and Mortgage Finance Agency (NJHMFA) through the National Foreclosure Mitigation Counseling (NFMC) Program.

**Results:** In 2015, BCCAP provided foreclosure prevention services and referrals to 71 homeowners facing foreclosure to help them keep their homes.

### *Success Story:*

A homeowner’s wife lost her job, and her unemployment benefits had expired. This caused the homeowner to fall behind in his mortgage payments. The homeowner needed one-month financial assistance to bring his mortgage current. BCCAP provided the assistance on behalf of the homeowner, which helped bring the mortgage current. The homeowner’s wife found a new position as a teacher. The family was then able to pay the mortgage going forward.

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

The BCCAP First-Time Homebuyer classes help potential low- and moderate-income families prepare for homeownership and become successful homeowners. 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. Participants who complete the classes receive a Certificate of Completion, and those who decide to purchase a home may obtain closing cost assistance through the County First-Time Homebuyer Program if they qualify for the assistance. 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.

**Results:** In 2015, BCCAP provided homebuyer education to 109 families including six (6) families that received one-on-one, pre-purchase counseling.

### *Success Story:*

A client who participated in BCCAP’s First-Time Homebuyer seminars decided to obtain one-on-one, pre-purchase counseling. A review of the client’s credit report revealed that she did not have any credit history. As a result, she was unable to get a credit score. Since the client never paid any of her bills late, she was able to obtain letters from all the merchants where she pays her bills to support her good credit. The client applied for a mortgage loan, and her application was approved.

## **EARLY CHILDHOOD PROGRAMS**

### **HEAD START AND EARLY HEAD START CHILD DEVELOPMENT**

BCCAP has operated the Head Start Program in Burlington County since 1966. The BCCAP Head Start Program provides education, parent involvement and access to community resources to low-income families with children. The BCCAP Head Start Program is funded to serve 431 children ages 3 to 5 years from low-income families and special needs children.

**Results:** In 2015, the BCCAP Head Start Program served 480 children.



### **Early Head Start**

Since its inception in 2010, the BCCAP Early Head Start Program has made tremendous strides and has instilled an exceptionally positive impact on the Burlington County area. This program offers comprehensive services that have spread throughout Burlington County, creating a reputation as a high quality and educational program now in high demand. The Wait List continues to grow, particularly for children age two years as well as pregnant women. The BCCAP Early Head Start Program is funded to serve 60 children.

**Results:** In 2015, the BCCAP Early Head Start Program served 78 children.

## **BCCAP Head Start/Early Head Start 2016 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.

### **Funding Sources**

#### **A. Total public and private funds received from each source:**

U.S. Department of Health and Human Services	\$5,427,467.00
U.S. Department of Agriculture	336,018.00

**B. Federal Budgetary Expenditures for 3/1/2015-2/29/2016**

**Head Start and Early Head Start - BUDGET**

Line Item	Budget
Personnel	\$2,849,451
Fringe	\$1,368,274
Travel	\$15,000
Equipment	\$118,032
Supplies	\$104,911
Contractual	\$209,478
Other	\$762,321
<b>Total Federal</b>	<b>\$5,427,467</b>
<b>Non-Federal</b>	<b>\$1,356,867</b>
<b>Grand Total</b>	<b>\$6,784,334</b>

**Head Start and Early Head Start - EXPENDITURES**

Line Item	Expenditures
Personnel	\$2,607,337
Fringe	\$1,177,351
Travel	\$14,204
Equipment	\$90,332
Supplies	\$261,383
Contractual	\$173,775
Other	\$1,075,385
<b>Total Federal</b>	<b>\$5,399,767</b>
<b>Non-Federal</b>	<b>\$1,356,867</b>
<b>Grand Total</b>	<b>\$6,756,634</b>

**Proposed Budget for 3/1/2016-2/29/2017**

**Head Start and Early Head Start - BUDGET**

Line Item	Budget
Personnel	\$2,955,662
Fringe	\$1,370,951
Travel	\$15,000
Equipment	0
Supplies	\$104,911
Contractual	\$209,478
Other	\$771,465
<b>Total Federal</b>	<b>\$5,427,467</b>
<b>Non-Federal</b>	<b>\$1,356,867</b>
<b>Grand Total</b>	<b>\$6,784,334</b>

**Audit**

- A. **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 following page is the Summary of the Audit Results for year ending February 2015.

**Burlington County Community Action Program**

**Schedule of Findings and Questioned Costs  
February 28, 2015**

**A. Summary of Independent Auditor's Results**

*Financial Statements*

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

Material weakness(es) identified? \_\_\_\_\_ Yes \_\_\_\_\_ X No

Significant deficiency(ies) identified? \_\_\_\_\_ Yes \_\_\_\_\_ X None  
Reported

Noncompliance material to financial statements noted? \_\_\_\_\_ Yes \_\_\_\_\_ X No

*Federal Awards*

Internal control over major programs:

Material weakness(es) identified? \_\_\_\_\_ Yes \_\_\_\_\_ X No

Significant deficiency(ies) identified? \_\_\_\_\_ Yes \_\_\_\_\_ X None  
Reported

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with Section 510(a) of OMB Circular A-133? \_\_\_\_\_ Yes \_\_\_\_\_ X No

Identification of major programs:

Name of Federal Program or Cluster	CFDA Number(s)	Fiscal Year 2/28/2014 Expenditures
Head Start	93.600	<u>\$ 5,425,246</u>
HHS Programs for Disaster Relief Appropriations Act - Non Construction	93.095	<u>\$1,041,633</u>
Dollar threshold used to distinguish between type A and type B programs		<u>\$ 320,414</u>

Auditee qualified as low-risk auditee? \_\_\_\_\_ X Yes \_\_\_\_\_ No

## **Head Start/Early Head Start Education**

Research indicates that the National Association for the Education of the Young Child’s (NAEYC) accreditation is an effective strategy for the improvement of program quality and identifying high-quality programs for parents, funders and policy makers. This goal of reaccreditation translates into sponsoring activities that are designed to improve the professional practice of BCCAP Head Start’s early childhood educators and assist in educating the public about the importance of high quality programs such as ours. The achievement of NAEYC reaccreditation has provided BCCAP Head Start with a sustained, enhanced status that continues to qualify the program to pursue new external funding sources such as foundations as well as innovative community partnerships.

In an effort to ensure developmentally appropriate educational services are provided, School Readiness goals specific to meet the needs of infants, toddlers and preschoolers were implemented.

### **C. School Readiness**

The BCCAP Head Start/Early Head Start Program is systematically and consistently focused on school readiness outcomes and other outcomes on which school readiness depends. This will be guided by data collection and analysis, with collective ownership of results for children and families, as well as a culture of innovation and improvement for reaching goals in a variety of individual ways. To ensure each child’s school readiness, BCCAP Head Start/Early Head Start will increase child outcomes and family well-building. There are 10 strategies to our School Readiness Plan:

#### **Strategy #1: Approaches to Learning**

Children will demonstrate an interest in varied topics and activities, desire to learn, creativeness, and independence in learning. Children will demonstrate the ability to begin and finish activities with persistence and attention. Children will demonstrate an interest and engagement in group experiences.

#### **Strategy #2: Perceptual Motor and Perceptual Motor and Physical Development**

Children will demonstrate the control of large muscles for movement, navigation, and balance. Children will demonstrate the control of small muscles for such purposes as using utensils, self-care, building and exploring.

#### **Strategy #3: Social & Emotional**

Children will demonstrate a healthy relationship and interactions with adults and peers. Children will show the ability to recognize and regulate emotions, attention, impulses, and behavior. Children will demonstrate a healthy range of emotional expression and learning positive alternatives to aggressive or isolating behaviors.

#### **Strategy #4: Language & Communication**

Children will demonstrate the ability to comprehend or understand and use language.

#### **Strategy #5: Literacy**

Children will show an interest in books and their characteristics, and the ability to understand and get meaning from stories and information from books and other texts. Children will show an awareness that Language and Communication can be broken into words, syllables, and smaller pieces of sound. Children will be able to identify the names and sounds associated with letters.

**Strategy #6: Mathematics**

Children will demonstrate the understanding that numbers represent quantities and have ordinal properties. Children will demonstrate the understanding of shapes, their properties, and how objects are related to one another. Children will demonstrate the recognition of patterns, sequencing, and critical thinking skills necessary to predict and classify objects in a pattern.

**Strategy #7: Scientific Reasoning**

Children will demonstrate the skills to observe and collect information, and use it to ask questions, predict, explain and draw conclusions. Children will demonstrate the acquisition of concepts and facts related to the natural and physical world and the understanding of naturally-occurring relationships.

**Strategy 8#: Family/Community Partnerships**

Support parents and families to advance their own learning interests through education, training and other experiences that support their parenting, careers, and life goals. Increase family knowledge and skills utilizing the Parent, Family, and Community Engagement Framework.

**Strategy 9#: Health Services**

Ensure children have an annual physical exam, dental exam, vision and hearing screening in order to ensure each child is ready to learn and be prepared to enter Kindergarten with all of the health requirements in place for enrollment.

**Strategy 10 #: Disabilities**

Classified children will be re-evaluated by the LEA and placements determined before entry into kindergarten

BCCAP Head Start/Early Head Start promotes school readiness by enhancing the social, cognitive, physical, and health development of children through the provision of educational, health, nutritional, social, and other services to enrolled children and families. The program uses an individualized, family focused approach to provide comprehensive child development services. The program has established school readiness goals based on a data driven analysis that is completed after each assessment period to ensure high quality, comprehensive services to children and families.

Each teaching team uses data gathered from parent input, developmental screenings, ongoing observation, and assessment with guidance from the Head Start Early Learning Outcomes Framework and the Creative Curriculum to plan for and individualize the educational approach for all children. The Center Based program uses Teaching Strategies GOLD, a seamless ongoing assessment system for children birth through Kindergarten. Through the Parent Connect, parents have the ability to view their child’s observations and provide feedback to staff, and engaging within the planning process. The Early Head Start Home Base option utilizes the Creative Curriculum Developmental Continuum for ongoing assessment. Home Visitors document observations and individual child development within the comprehensive Child Plus software system.

Observation and documentation is ongoing. Assessment of developmental progress is recorded at three times (fall, winter, spring) during the program year. Formally, staff meet with families during Parent Conferences upon the conclusion of the three checkpoint periods. Staff will share the child’s portfolio with families, which includes Brigance developmental screenings, (Devereux Early Childhood Assessment) DECA, “Snap Reports” of their child’s development across the domains as

## *“Helping People and Changing Lives”*

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well as work samples and photographs of their child engaged within developmental activities and experiences. Collaboratively, families and staff review and determine areas of progress and areas where improvement may be determined.

The BCCAP Head Start/Early Head Start Program utilizes multiple sources of information for each child's social emotional development and behavior, including Creative Curriculum, the DECA, input from family members, teachers, and other relevant staff who are familiar with the child's typical behavior for the following purpose:

- Discuss and anticipate children's behavior and social emotional development, including separation and attachment issues;
- Identify appropriate responses to children's behaviors;
- Discuss how to strengthen nurturing, supportive environments and relationships;
- Help parents to better understand mental health issues;
- Support parent's participation in any needed mental health interventions.

The BCCAP Head Start and Early Head Start Staff and families work together, identifying each child's nutritional needs, including those with special dietary needs and children with disabilities. In collaboration with each child's parent, teachers, and other relevant staff, we perform or obtain age appropriate screenings on the child. These screening procedures are also used for early identification or concerns regarding a child's developmental, sensory, behavioral, motor, language, social, cognitive, perceptual and emotional skills. After concerns are identified we consult with parents immediately and assist parents to be active in their child's health care.

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.

**The following presents results for the program year ending 8/31/2015.**

### *Early Head Start: Home Based Option*

#### *Overall Growth Report*

<i>Area of Development</i>	<i>% Demonstrating</i>	<i>% Mastered</i>
<i>Social/Emotional</i>	<i>49%</i>	<i>6%</i>
<i>Physical</i>	<i>58%</i>	<i>20%</i>
<i>Language</i>	<i>58%</i>	<i>9%</i>
<i>Cognitive</i>	<i>39%</i>	<i>5%</i>

**Early Head Start: Center Based Option**

<i>Area of Development</i>	<i>% Meeting Expectations</i>	<i>% Exceeding Expectations</i>
<i>Social/Emotional</i>	<i>52%</i>	<i>48%</i>
<i>Physical</i>	<i>63%</i>	<i>35%</i>
<i>Language</i>	<i>70%</i>	<i>30%</i>
<i>Cognitive</i>	<i>48%</i>	<i>52%</i>
<i>Literacy</i>	<i>13%</i>	<i>87%</i>

**Head Start Center Based**

<i>Area of Development</i>	<i>% Meeting Expectations</i>	<i>% Exceeding Expectations</i>
<i>Social/Emotional</i>	<i>10.8%</i>	<i>90%</i>
<i>Physical</i>	<i>11.90%</i>	<i>88.1%</i>
<i>Language</i>	<i>13.10%</i>	<i>86.9%</i>
<i>Cognitive</i>	<i>10.30%</i>	<i>89.7%</i>
<i>Literacy</i>	<i>4%</i>	<i>96%</i>
<i>Mathematics</i>	<i>21%</i>	<i>79%</i>

**Head Start/Early Head Start Family/Community Partnerships**

**A. Total Number of Children served ending 8/31/2015**

<i>Head Start/Early Head Start</i>	480
<i>Early Head Start</i>	78

**Total Number of Families Served ending 8/31/2015**

<i>Head Start</i>	456
<i>Early Head Start</i>	67

**Average monthly enrollment ending 8/31/2015**

<i>Head Start</i>	99%
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*(Parents usually don't enroll their children when there is less than 30 days left in the program)*

<i>Early Head Start</i>	100%
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**Percentage of eligible children served ending 8/31/2015**

**Head Start**

<i>0-100 poverty Line</i>	70%
<i>101-130 Percent</i>	6%
<i>Over-Income</i>	2%

*Public Assistance 19%*

*Homeless 2%*

**Early Head Start**

*0-100 poverty Line 71%*

*101-130 Percent 1%*

*Over-Income 3%*

*Public Assistance 24%*

*Homeless 1%*

**Information about Parent Involvement activities:**

**Parent Engagement Activities:** Parents are children’s first and most important teachers. At BCCAP Head Start and Early Head Start, we actively and intentionally engage parents, families and the community in order to support the positive growth and development of young children and families. Family engagement is promoted throughout the program and families are encouraged to participate. Recognizing that parent engagement is an ongoing process that varies from parent to parent, a variety of opportunities are provided to ensure parent participation. Parent activities are aligned with the parents’ interests as well as the Head Start and Early Head Start Performance Standards and Regulations and the Parent, Family and Community Engagement Framework (PFCE). BCCAP Head Start and Early Head Start’s opportunities for parent participation consist of:

- English as a Second Language (ESL) classes in partnership with Literacy Volunteers of America (Burlington County)
- Healthy Relationship Workshops in partnership with Legal Services of New Jersey.
- Parent Activity Letters (PALs) that are sent home weekly to parents with a developmentally appropriate activity that extends the classroom learning.
- Monthly Parent Committee Meetings that include classroom teachers presenting a presentation on extending the learning at home. Meetings include various speakers on financial literacy, resume writing, health, safety and nutrition, child development and kindergarten transition.
- Policy Council, Health Advisory Services Committee and Burlington County Council of Young Children (CCYC)
- I Can Problem Solve Workshop series, which is a universal school-based program designed to enhance the interpersonal cognitive processes and problem-solving skills of children in preschool through grade 6.
- Mental Health services for children and families
- Informational flyers, brochures and newsletters sent directly home, including resources in the community
- Family Partnership Agreements and referrals for services
- Annual Health and Wellness Fair in collaboration with the community
- Parent opportunities to volunteer in the classroom
- Parent opportunities to obtain Child Development Associate (CDA) and SerSafe
- Progress and Planning Meeting (Parent-Teacher Conferences)
- Transitional Services
- Winter Feast, Movie Night, Dr. Seuss and Read Across America Celebration and the Week of the Young Child
- Socialization (Early Head Start Home Based)

### ***Success Story:***

During Head Start enrollment, a parent discussed with her Family Partner that she was interested in working in the area of early childhood development. The Family Partner told her about Head Start and Early Head Start’s opportunities for job training and development including the opportunity to obtain the Child Development Associate (CDA) credential through the Head Start Program. With the support of the BCCAP Head Start and Early Head Start Supervising Teacher and her Family Partner, the parent pursued this opportunity and is currently employed as a Teacher Assistant.

## **Health and Nutrition Services**

Health, Wellness, Nutrition and Fitness as well as community partnerships are key performance standards for the Head Start and Early Head Start Program. Head Start and Early Head Start performance standards mandate that BCCAP provide annual wellness training for staff, parents and children. Evidence-based research has proven that daily fitness and healthy food choices save lives. Research also shows that fitness or moving promotes learning in children and fights memory loss and Alzheimer’s disease in adults.



### **The percentage of enrolled children that received Medical and Dental Exams ending 8/31/2015:**

#### **Head Start**

Medical Exams	90%
Dental Exams	98%

#### **Early Head Start**

Medical	94%
Dental	100%

### ***Success Story:***

In 2015, BCCAP Head Start and Early Head Start conducted several events as part of a \$10,000 grant from the Shaping NJ – Nutrition, Fitness, Health and Environment Change Grants. BCCAP implemented the “P.L.A.A.Y.” (Promoting Lifelong Activity for Adults and Youth) project to promote wellness for 491 students and families and the community. The 2015-2016 programs included community fitness sessions, healthy cooking demonstrations, community health day, and workshops on a variety of health topics. The community partners included the Burlington County Health Department, Pi Mu Omega Chapter of Alpha Kappa Alpha Sorority Inc., Tarae Morton, Fitness Instructor, Burlington County Department of Human Services, Ameri-Health and Dr. Trina Gipson-Jones.

## **Mental Health and Disabilities Services**

**Objective:** To make available, at a minimum, ten percent (10%) of Head Start enrollment opportunities to children with disabilities.

**Results:** During the school year ending August 31, 2015, the program exceeded the 10% requirement of services to children with disabilities. Head Start/Early Head Start has 21 Memorandums of Understanding signed for children with disabilities including 19 public schools, Virtua Early Intervention, and Visiting Nurse Association Early Intervention Coordination Unit.

### ***Success Story:***

BCCAP Head Start has once again provided mental health “drop-in” time for families involved in Head Start/Early Head Start. This “drop-in” opportunity offers parents a time to meet with our consultant psychologist to discuss their family’s mental health concerns. Additionally, BCCAP offered a limited number of play therapy slots for children experiencing a family crisis. Outside mental health services for children were obtained through the state-wide agency Perform Care. The families who were referred through this program received in-home and/or in-center mental health services. An additional five (5) parents took part in the “I Can Problem Solve” workshop, which is a problem solving workshop for parents and their children.

## **CHILD CARE RESOURCE & REFERRAL (CCR&R) PROGRAM**

The BCCAP Child Care Resource & Referral (CCR&R) Program has the most up-to-date listings 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.

## **Child Care Resource and Referral Electronic Child Care (CCR&R ECC) Program**

The Electronic Child Care (ECC) system began operation in the state of New Jersey in January of 2012 as a way to track real time attendance for children receiving a subsidy through the State and Federal programs administered by the Child Care Resource and Referral department. Two (2) ECC Specialists process attendance logs and discrepancy forms and offer direct technical assistance for this funding stream. The ECC Specialists help over 400 providers with payments and errors that occur in the system, which enables these providers to be confident in accepting contracts for our families.

**Results:** In 2015, the ECC Specialists processed 3,711 logs, and provided 2,543 technical assistance calls.

## **Child Care Resource and Referral (CCR&R) Consumer Education Resource Specialist (CERS)**

Parent Education is a “hot topic” in New Jersey. Parent Education concerning how to choose quality child care has become one of the main topics that Federal and State government agencies

have chosen to dedicate time and attention to in 2015 and 2016. It has been determined that when seekers of child care are given information related to what to look for and expect from the child care programs, quality always follows. Because of this mandate to quality, incidences of child abuse and neglect, along with injury related to health and safety issues are declining in New Jersey.

The Consumer Education Resource Specialist’s (CERS) role is to personally respond to families seeking childcare-related information in the Burlington County community. The Specialist manages a tracking database called NACCRRAware and is readily able to assist families by educating them about the options available to them. The Specialist also assesses the families’ ability to pay for those services, comparing them to the requirements of the State subsidy programs.

**Results:** In 2015, the CCR&R CERS provided 21,767 technical assistance calls and 3,157 referrals to child care providers.

## **Strengthening Families**

The Strengthening Families through Early Care and Education 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. In New Jersey, the initiative is utilized to facilitate systems change by standardizing practices, integrating services and including parents as partners in planning and programming. Strengthening Families is designed to build on and strengthen the existing relationship between preschool programs and families in selected communities. It serves as a model for building an integrated network of support and services in the community where children and families live, work and play.

**Results:** In 2015, Strengthening Families collaborated with four (4) child care centers and two (2) Family Child Care Providers to serve 174 families in Burlington County.

### ***Success Story:***

One of the Strengthening Families Protective Factors is to provide concrete support to children and families. A Child Care Center Director reports that she is so glad that her center is able to be a support and resource for parents since becoming a part of the Strengthening Families Initiative. She realizes that the teachers are doing a wonderful job nurturing and teaching the children; however, the center is also supporting the parents and connecting them to the resources they need. Through the Strengthening Families Initiative Program, they have been able to form a Parent/Teacher Association and involve many of the parents in the decisions that are made. The Director is thankful for being included in this program and all of the wonderful experiences and training that it affords her center.

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

The Work First New Jersey (WFNJ) Voucher Program is a two-year, State-subsidized Child Care Referral Program administered by the NJ Department 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. Persons eligible for the program are those who have received public assistance within two years of applying for child care assistance. The Partnership of BCCAP and the NJ Department of Human Services,

Division of Family Development is the catalyst through which people can choose to enrich their lives and that of their children.

**Objective:** The Division of Family Development has mandated that “no child be left behind” and that there are “no barriers” towards the goal of self-sufficiency of low-income individuals. To this end, the Division of Family Development has revised and repealed many of its regulations to fit changing societal and economic circumstances.

**Results:** In the year 2015, the WFNJ Voucher Program has counseled 1,034 persons and referred 853 families for child care.

### *Success Story:*

The Work First New Jersey Voucher Program provides individuals with the opportunity, the skills and the resources needed to achieve productive employment and maintain self-sufficiency. Among the employed participants assisted through the program, 65 participants maintained employment while participating in the program, including 42 participants who completed the first year of this two-year program, and 23 participants who successfully completed the second year of the program and will be transitioned over to the New Jersey Cares For Kids Program.

### **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.

**Objective:** To meet the Division of Family Development’s requirements to help low- and moderate-income working parents receive state subsidies for child care, including preschool instruction, after-school programs for children up to age 13, and care for children and teens with special needs.

**Results:** In 2015, the NJCK Voucher Program provided childcare subsidies for 2,696 children including 2,026 children through the CCAP; 89 children through the Kinship program; 452 children through the CPS (Child Protective Services); 83 children through the PTCC (Post-TANF) and 46 children through the PACC (Post Adoption) programs.

### *Success Story:*

A customer, who used to live in a three-bedroom apartment with her mother, sister, and all their children, received a subsidy as a child through NJCK for 10 years. The customer had her own child at the age of 17 while she was still in high school, and she received a subsidy for her child. The NJCK subsidy enabled the customer to continue her education. After graduating from high school, the customer took college courses, which led to her finding employment. She moved into her own place with her child. The customer was able to afford her own child care and no longer needed the NJCK subsidy. The NJCK Program enabled this customer to break the dependency cycle and advance on her own.

## **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. In the year 2015, the Family Child Care Program served 218 individuals.

**Objective:** To meet the Division of Family Development’s level of service of 70 FCC providers.

**Results:** BCCAP recruited 117 individuals, and 40 individuals completed the FCC training. Twenty-seven (27) individuals became FCC providers, and 23 providers renewed their registration.

### ***Success Story:***

During the past year, BCCAP helped 27 new FCC providers establish Family Child Care homes in Burlington County. This means that 27 women became independent businesswomen, successfully meeting the challenge of providing critically needed child care for infants, young children, and school age children.

## **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.

**Objective:** Enroll child care centers in the Grow New Jersey Kids program and provide resources to the centers to improve their programs.

**Results:** In 2015, eight (8) child care centers enrolled in the Grow New Jersey Kids program, and four (4) centers are awaiting enrollment. These centers currently serve up to 943 children.

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

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. Exceptions to the enrollment age are made for families receiving Temporary Assistance for Needy Families (TANF) or Emergency Assistance (EA) for a child that is 12 months old or younger. These families can receive up to 10 hours of non-core activity credit until their child is 12 months old. All families referred to the program will receive an in-depth assessment of their needs and concerns. Based on that assessment, families may be offered support through the home



visitation component or receive support through the referral and linkage component. Home Visitation services include information on child development, positive parenting practices, and child health and safety. Families also receive information and referrals to community resources. Families can remain in the program until the child turns three (3) years old.

**Results:** In 2015, the Healthy Families-TIP program served 114 families.

### *Success Story:*

A young mother had been searching for employment for months, but was having difficulty finding employment options. Her Parent Educator referred her to the Women’s Opportunity Center and encouraged her to call to make an appointment with them. She followed up with the referral and began attending the Women’s Opportunity Center weekly. The mother stated that her worker at the center helped her update her resume and also assisted her in her job search. A few weeks after attending the center, she received a phone call from a mortgage company stating that her worker at the Women’s Opportunity Center recommended that they interview her. She was interviewed and was offered a full-time job. She is now working at the mortgage company with full benefits.

## **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 interaction, 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. The program is designed to serve 60 families at any given time.

**Results:** In 2015, the BCCAP-PAT program served a total of 95 families.

### *Success Story:*

During a home visit, a mother showed the Home Visitor a disturbing note written by her seven-year old daughter, which indicated that the child was threatening to hurt herself. The Home Visitor encouraged the mother to call Drenk Mobile Response and discuss the note with them. The Drenk Mobile Response came to the home and assessed the child. The child is now receiving regular counseling.

## **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.

**Results:** In 2015, the Burlington County Connection Program processed 1,557 referrals.

### *Success Story:*

A family involved with home visiting had a fire in their apartment. The family moved into a hotel and began looking for alternative housing. The Family Support Worker brought lists of available apartments to the family, as well as information about funding resources to the family. The mother was able to obtain assistance with her down payment and first month’s rent, which enabled her to move into a stable living environment.

## **HOME ENERGY ASSISTANCE (HEA) PROGRAM**

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 NJ Department of Community Affairs. LIHEAP benefits are issued on a sliding scale 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. Households can receive one direct payment or credit on their utility account each season. In the event of an emergency lack of heat, one additional emergency payment may be authorized to purchase fuel or help the household to avoid utility shutoff. 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.

**Results:** In 2015, the LIHEAP staff processed 6,904 applications, and 15,737 persons benefited from the program. A total of 5,486 households received heating benefits; 1,198 households received cooling benefits; and 1,182 households received emergency fuel and utility payments.

### *Success Story:*

The Home Energy Assistance Program received numerous calls to say “thank you” for the benefits and the professional way our staff worked. An 85-year old customer wrote: “Thank you so much for being there whenever I have needed you.” One other customer wrote: “We are totally alone...God bless you because of your kindness... No one has tried to help...thank you.”

## **DIRECT-SERVICE COMMUNITY PROGRAMS**

### **“One-Stop Shopping” at the Dickens Community Service Center**

BCCAP operates the Dickens Community Service Center, which provides “one-stop shopping” to BCCAP customers. The Center houses most of the Agency’s direct service programs including Housing, Energy, and Child Care Resource and Referral. 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.

## **TANF Outreach and Referral**

BCCAP provides outreach, information and referral to TANF recipients who are at risk of losing their cash assistance, in partnership with the New Jersey Department of Human Services and the New Jersey Department of State. Outreach is conducted in Burlington County and Gloucester County to help customers participating in the Work First New Jersey (WFNJ) Cash Assistance Program comply with TANF requirements and continue to receive TANF cash assistance. The outreach workers inform customers of their sanction status and urge them to contact their WFNJ case worker to resolve any issues that prohibited them from participating in their WFNJ activity. Many customers express the need for continued cash assistance and further inquire how to have their sanction lifted and other benefits that may be available to them.

**Results:** In 2015, BCCAP provided outreach, information and referrals to 1,372 TANF recipients at risk of losing their cash assistance in Burlington and Gloucester counties to help them comply with their WFNJ activity.

## **Family Self-Sufficiency Program**

The Family Self-Sufficiency Program is a voluntary program designed to help low-income families achieve long-term economic self-sufficiency. A BCCAP Case Manager assesses the participants' needs and provides linkages to BCCAP programs and other community resources to help the participants meet their long-term self-sufficiency goals.

**Results:** In 2015, the Family Self-Sufficiency Program served five (5) families.

***Helping People Help Themselves Through Documented Outcomes:***

**Emergency Energy Intervention:**

**Objective:** To provide emergency payments to supplement crisis assistance or fuel payments to restore or prevent termination of utilities.

**Result:** BCCAP provided monetary assistance and helped prevent termination of utilities or restore service that was already terminated for 1,182 families.

**Transitional Housing for the Homeless:**

**Objective:** To offer temporary shelter with supportive services to homeless, low-income families with children.

**Result:** BCCAP provided temporary shelter and case management services to two (2) homeless families (7 persons).

**Homelessness Prevention Services:**

**Objective:** To provide rent/mortgage financial assistance to homeless persons or other low-income persons at risk of becoming homeless to help them remain in their homes.

**Result:** BCCAP helped 213 households obtain or remain in permanent affordable housing through rent/mortgage payment assistance, or security deposits and first month rent assistance.

**Housing Counseling:**

**Objective:** To provide housing counseling services that include: rental counseling budget management; mortgage default counseling; housing placement; delinquency counseling; fair housing counseling; and homebuyer education.

**Result:** BCCAP helped alleviate housing concerns for 1,558 households, including 109 families who received homebuyer education.

**Burlington County Community Action Program**

**Statement of Financial Position**

**February 29, 2016**

**(Unaudited)**

**ASSETS**

Cash	\$	235,345
Grants receivable	\$	1,499,926
Prepaid Expenses	\$	149,041
Due from Affiliates	\$	241,450
Land, buildings and equipment, less accumulated depreciation of \$5,477,451	\$	3,646,863
Other assets	\$	<u>1,500</u>
Total Assets	\$	<u><u>5,774,125</u></u>

**LIABILITIES and NET ASSETS**

Liabilities		
Mortgages & notes payable	\$	1,890,690
Accounts Payable and accrued expenses	\$	1,409,671
Deferred Revenue	\$	<u>216,868</u>
Total Liabilities	\$	<u><u>3,517,229</u></u>
Commitments and contingencies		
Net assests		
Unrestricted	\$	<u>2,256,896</u>
Total liabilities and net assets	\$	<u><u>5,774,125</u></u>

**Burlington County Community Action Program**

**Statement of Activities**

**Year ended February 29, 2016**

**(Unaudited)**

Unrestricted

Revenue

Grants	\$	9,910,572
Contributions in-kind	\$	1,356,867
Cash contributions	\$	1,317
Other revenue	\$	73,503
Total Revenue	\$	<u>11,342,259</u>

Operating Expenses

Program Service

Head Start	\$	4,603,293
New Jersey Programs	\$	3,890,455
Burlington County Programs	\$	748,164
Other Programs	\$	349,144
Total Program Services	\$	<u>9,591,056</u>

Support services - management and general

\$ 1,659,449

Total Operating expenses

\$ 11,250,505

Change in net assets

\$ 91,754

Net assets, unrestricted, beginning of year

\$ 2,165,142

Net assets, unrestricted, end of year

\$ 2,256,896

## **BCCAP SUMMARY OF CUSTOMERS SERVED**

Child Care Resource & Referral.....	5,463
Community Information, Advocacy, Referral.....	4,856
Emergency Energy Intervention.....	1,182
Family Child Care.....	218
Strengthening Families.....	174
Food Baskets.....	111
Head Start Enrollment.....	480
Early Head Start.....	78
Healthy Families/TIP Program.....	114
Parents as Teachers (PAT).....	92
Burlington County Connection Program (A Central Intake Initiative).....	1,557
Home Energy Assistance.....	15,737
Homelessness Prevention.....	213
Foreclosure Prevention.....	232
Housing Counseling.....	1,558
NJ Cares for Kids Child Care Voucher.....	2,696
Transitional Housing for Veterans and Their Families.....	3
Transitional Housing for Working Poor Families with Children.....	4
Family Self-Sufficiency Program.....	5
Senior Citizens Housing.....	73
TANF Outreach & Referral.....	1,372
Work First NJ Voucher Program.....	1,887
First-Time Homebuyer Program.....	109

**TOTAL.....38,214**

## **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 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

## OUR PROGRAMS

- *Head Start Early Childhood Development*
- *Early Head Start*
- *Child Care Resource & Referral Program*
- *Family Child Care Program*
- *Strengthening Families*
- *New Jersey Cares for Kids (NJCK) Child Care Voucher Program*
- *DOE Wraparound Services*
- *Work First New Jersey Voucher Program*
- *Healthy Families-TIP (TANF Initiative for Parents)*
- *Parents as Teachers (PAT)*
- *Burlington County Connection Program (A Central Intake Initiative)*
- *Adult Literacy Program*
- *Senior Housing - Roebling Village Inn Housing Development*
- *BCCAP Senior Apartments, Hancock Lane, Burlington Township*
- *Transitional Housing for Homeless Working Poor Families with Children*
- *Transitional Housing for Homeless Veterans and Their Families*
- *Permanent Rental Housing*
- *State Rental Assistance Program (SRAP)*
- *Homelessness Prevention*
- *Housing Counseling*
- *Foreclosure Mitigation Counseling*
- *First-Time Home Buyer Education*
- *Fair Housing Services & Coordinating Activities*
- *Emergency Energy Intervention*
- *Home Energy Assistance Program*
- *Information & Referral Program*
- *Client Advocacy*
- *Community Organization*
- *Community Education & Technical Assistance*
- *Family Self-Sufficiency Program*
- *TANF Outreach and Referral*
- *County Council for Young Children (CCYC)*

## OUR MISSION

BCCAP exists to combat the causes and reduce the effects of poverty in Burlington County by:

- *Promoting self-sufficiency.*
- *Removing barriers to self-sufficiency.*
- *Maximizing participation of our customers in the development and implementation of our programs.*
- *Testing new approaches to solving the causes of poverty.*
- *Supporting self-help groups that promote self-sufficiency.*
- *Working to better organize services related to the needs of the poor.*
- *Broadening resource base of programs directed to the elimination of poverty.*



Burlington County Community Action Program  
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