

Executive Committee Meeting Agenda | August 20, 2025

1. **Call to Order | Jeff Mason, Chairman**
2. **Roll Call | Sherry Thurman**
3. **Approval of Consent Agenda | Jeff Mason, Chairman**
 - a. Executive Committee Meeting Minutes – June 18, 2025
 - b. Policy Council Report
 - c. Emergency/Continuity of Operations Plan
4. **UCHRA Financial Report | Ginger Stout, Finance Director**
5. **Van Buren County Head Start Report | Jeff Mason, Chairman**
 - a. May, 2025 Financial Report
 - May Budget
 - Monthly Activity Report
 - In-Kind Report
 - Credit Card Report
 - b. Urgent Emergency One Time Request
 - c. Urgent Emergency One Time Supplement
 - d. Board of Directors Urgent Emergency One Time Supplement Request
 - e. Non-Federal Share Waiver Request
 - f. Selection Criteria
 - g. Application Process
 - h. Grievance/Complaint Policy
 - i. Part 1301 Program Governance
 - j. Income Verification
 - k. Eligibility Training Statement
 - l. 2024-2025 Annual Report
 - m. Caring for Our Children-National Health and Safety Performance Standards Guidelines for Early Care and Education Programs
6. **CSBG Update | LaNelle Godsey, Deputy Director/Community Services Director**
 - a. Dashboards
7. **Action Items | Jeff Mason, Chairman**
 - a. Community Services Block Grant (CSBG) FY 2026 Application
 - b. SSBG FY-2026 Application
 - c. 2025-2026 CACFP Daycare Homes Application
 - d. 2025-2026 CACFP Head Start Application
 - e. 2025-2026 Policy Council Members
 - f. UCHRA Office Building
8. **Executive Director Report | Mark Farley, Executive Director**
 - a. Program Dashboards
 - b. House Call Program

c. Commodities Update

9. **Old Business | Jeff Mason, Chairman**
10. **New Business | Jeff Mason, Chairman**
11. **Public Comments | Jeff Mason, Chairman**
12. **Adjourn | Jeff Mason, Chairman**

**Upper Cumberland Human Resource Agency
Executive Committee Meeting**

DRAFT MINUTES		JUNE 18, 2025	10:35 A.M.	COOKEVILLE, TN
MEETING CALLED BY	Chairman Jeff Mason			
TYPE OF MEETING	UCHRA Executive Committee Meeting			
FACILITATOR	Chairman Jeff Mason			
NOTE TAKER	Sherry Thurman			
MEMBERS PRESENT	Allen Foster, Josh Miller, Jim Morgan, Steve Jones, Steven Barlow, Lori Burnett, Jeff Mason, Alisa Farmer, Terry Bell, Denny Robinson, Jerry Lowery			
MEMBERS ABSENT	Greg Mitchell, Dale Reagan, Matt Adcock, Jimmy Johnson, Stephen Billbrey, Sam Gibson, Randy Porter, Laurin Wheaton, John Potts, David Sullivan, Alejandra Cisneros Conohan, Representative Cameron Sexton, Senator Paul Bailey			
CALL TO ORDER		CHAIRMAN JEFF MASON		
CALL TO ORDER	Chairman Jeff Mason called the meeting to order.			
	ROLL CALL			
ROLLCALL	Sherry Thurman called the roll and the attendance is recorded above. There was a quorum of the committee members present.			
	APPROVAL OF CONSENT AGENDA		CHAIRMAN JEFF MASON	
DISCUSSION	Chairman Jeff Mason advised that the consent agenda consist of the following: <ul style="list-style-type: none">Executive Committee Meeting Minutes – April 16, 2025Policy Council Report A motion was made to approve the Consent Agenda.			
ACTION	<u>Motion to Approve</u> Motion made by: Josh Miller Motion seconded by: Steven Barlow Chairman Jeff Mason asked for questions or discussion on the motion. The motion carried unanimously.			
	UCHRA FINANCIAL REPORT GINGER STOUT, FINANCE DIRECTOR			
DISCUSSION	Ginger Stout presented the UCHRA financial report as of April 30, 2025. A motion was made to approve the financial report.			
ACTION	<u>Motion to Approve</u> Motion made by: Steve Jones Motion seconded by: Steven Barlow			

ACTION	Chairman Jeff Mason asked for questions or discussion on the motion. The motion carried unanimously.
	VAN BUREN COUNTY HEAD START REPORT MARK FARLEY, EXECUTIVE DIRECTOR
DISCUSSION	Executive Director Mark Farley presented and discussed the agenda items for the Van Buren County Head Start Program. <ul style="list-style-type: none"> a. March-April, 2025 Financial Reports <ul style="list-style-type: none"> • March and April Budgets • Monthly Activity Report • In-Kind Report • Credit Card Reports b. Request Sale of a 2011 Thomas Minotour School Bus c. Board of Directors Carryover Request Letter HVAC d. HVAC Carryover Budget Request Justification e. HVAC Repair Carryover Request Narrative FY 2024 to FY 2025 f. NFS Waiver for HVAC Carryover <p>A motion was made to approve the Van Buren Head Start Report.</p>
ACTION	<u>Motion to Approve</u> Motion made by: Terry Bell Motion seconded by: Alisa Farmer Chairman Jeff Mason asked for questions or discussion on the motion. The motion carried unanimously.
	CSBG UPDATE LANELLE GODSEY, DEPUTY DIRECTOR/ COMMUNITY SERVICES DIRECTOR <ul style="list-style-type: none"> • Dashboards • Conflict of Interest
DISCUSSION	LaNelle Godsey provided an update on the CSBG program, highlighting the following: <ul style="list-style-type: none"> • Dashboards for April 2025 were presented. She encouraged board members to contact their county coordinator if there are any local outreach events where they would like UCHRA to participate. UCHRA will attend and share information about the programs it administers. • Conflict of Interest forms must be signed annually by the board, as required by the Community Services grant. <p>LaNelle also noted that, as part of the Child and Adult Care Food Program for reimbursed daycare homes, UCHRA is required to collect birthdates from board members. She will follow up with those from whom this information is still needed.</p>
	ACTION ITEMS CHAIRMAN JEFF MASON <ul style="list-style-type: none"> • 2025-2026 Work Plan • Performance Evaluations <ul style="list-style-type: none"> • Mark Farley, Executive Director • Ginger Stout, Finance Director

DISCUSSION	<p>Chairman Jeff Mason presented the Action Items and called for a motion to approve.</p> <p>A motion was made to approve the action items.</p>
ACTION	<p><u>Motion to Approve</u> Motion made by: Alisa Farmer Motion seconded by: Josh Miller</p> <p>Chairman Jeff Mason asked for questions or discussion on the motion.</p> <p>Motion carried unanimously.</p>
	<p>EXECUTIVE DIRECTOR REPORT MARK FARLEY, EXECUTIVE DIRECTOR</p>
DISCUSSION	<p>Executive Director Mark Farley reported that UCHRA received Opioid Abatement funds and will provide a more detailed update as the program progresses. He noted that another round of Abatement funding will be available this fall.</p> <p>The individuals partnering with UCHRA have expressed interest in developing a jail-based recovery program. Executive Director Farley asked if any county jails are currently using Opioid Abatement funds for recovery or similar services. If not, he inquired whether the board would be open to exploring this opportunity.</p> <p>The goal would be to implement medically assisted treatment during incarceration. If there are no objections, UCHRA will begin preliminary work on this initiative and see how it develops. It was suggested that a joint presentation be held for mayors and sheriffs to help illustrate the differences between this approach and other treatment options, as there remains a stigma surrounding medically assisted treatment.</p> <p>Executive Director Mark Farley shared that UCHRA has administered the Commodities Program for over 40 years, funded by the Department of Agriculture. Recently, UCHRA was notified that the State will be ending its partnership with the agency for this program and instead working directly with Second Harvest and three other regional food banks.</p> <p>Second Harvest will serve the majority of the Upper Cumberland counties, with the exception of Van Buren, Cumberland, and Fentress, which fall under a different food bank. While Second Harvest does excellent work, they will not have the capacity to immediately absorb the additional distribution. As a result, starting October 1st, there may be a reduction in food distribution until additional local partners are identified.</p> <p>The board needs to decide whether to approach the Department of Agriculture about continuing UCHRA's role for one more year to allow for a smoother transition. It was suggested that a meeting be scheduled with the Commissioner at Department of Agriculture to discuss the transition of the Commodities Program.</p>

	OLD BUSINESS	CHAIRMAN JEFF MASON
DISCUSSION	No old business was presented for discussion.	
	NEW BUSINESS	CHAIRMAN JEFF MASON
DISCUSSION	No new business was presented for discussion.	
	PUBLIC COMMENTS	CHAIRMAN JEFF MASON
DISCUSSION	There were no public comments presented for discussion.	
	ADJOURN	CHAIRMAN JEFF MASON
DISCUSSION	Chairman Jeff Mason advised that he would accept a motion to adjourn.	
ACTION	<p><u>Motion to Adjourn:</u> Motion made by: Steven Barlow Motion seconded by: Steve Jones</p> <p>The UCHRA Executive Committee voted unanimously to adjourn the June 18, 2025 meeting.</p>	
CONCLUSION 10:55 a.m.		

Jeff Mason, Chairman

Sam Gibson, Secretary

**Upper Cumberland Human Resource Agency
Policy Council Meeting**

DRAFT MINUTES		AUGUST 6, 2025	10:30 A.M.	COOKEVILLE, TN
MEETING CALLED BY	City Mayor Sam Gibson called the meeting to order.			
TYPE OF MEETING	UCHRA Policy Council			
FACILITATOR	City Mayor Sam Gibson			
NOTETAKER	Sherry Thurman			
MEMBERS PRESENT	Sam Gibson, Keisha Richards, Phil Fox, Kristi Paling, Bill Gibson, Tracie Long, Alejandra Cisneros-Conohan, Michael Burton, Barbara, Bob DePriest, Linda Pastrick, Marilyn Davis, Patti Ognibene			
MEMBERS ABSENT	Charlene Whitaker, Cindy Putman, Zack Gilpin, Anne Stamps, Misty Phy			
		CALL TO ORDER	MAYOR SAM GIBSON	
CALL TO ORDER	City Mayor Sam Gibson called the meeting to order and welcomed everyone in attendance.			
	ROLL CALL			
ROLL CALL	Sherry Thurman called the roll and the attendance is recorded above. There was a quorum of the committee members present.			
	APPROVAL OF MINUTES		MAYOR SAM GIBSON	
DISCUSSION	City Mayor Sam Gibson asked for a motion to approve the minutes of the June 4, 2025 Policy Council meeting. A motion was made to approve the minutes.			
ACTION	<u>Motion to Approve</u> Motion made by: Linda Pastrick Motion seconded by: Keisha Richards City Mayor Sam Gibson asked for discussion on the motion. Motion carried unanimously.			
	CSBG • CSBG Dashboards		LANELLE GODSEY, DEPUTY DIRECTOR/COMMUNITY SERVICES DIRECTOR	
DISCUSSION	LaNelle Godsey reported that the dashboards for May and June 2025, along with updates on other programs administered through the Community Services Program, were presented. She noted that the ERA rental program, which aimed to prevent homelessness, has concluded. All program funds were fully utilized, including additional funds reallocated from other agencies that were unable to spend theirs. She also highlighted the agency’s significant work in providing Information and Referral services, connecting clients to resources not available within the agency by			

directing them to other organizations.

LaNelle also provided updates on the following Community Services Programs:

- **SCSEP Older Worker Program** – Currently on furlough pending the release of funds and documents from the federal government. Updates are provided every two weeks, and both participants and county offices are being kept informed.
- **Social Services Block Grant (SSBG)** – This grant provides referrals from Adult Protective Services for in-home services offered by UCHRA. The program also partners with the Area Agency on Aging and Disability to provide additional in-home support.
- **Options** – Funding source for in-home services that UCHRA provides.
- **Title III** – Funding source for in-home services that UCHRA provides.
- **Alzheimer's HMK/Respite** – Support services for Alzheimer's patients and caregivers.
- **Child and Adult Care Food Program (CACFP)** – Provides reimbursement for programs serving healthy meals to children.
- **Weatherization** – Assistance for energy efficiency improvements in homes.
- **CREST and CREVAA** – Serve vulnerable elderly adults who have been victims of crime or neglect.

DISCUSSION

Commodities Program Update:

The Commodities program will conclude in September 2025. Distributions will continue through August and end on September 20th with the agency's final—and largest—event. This event will be held at UCHRA's warehouse in Cookeville and will serve all 14 counties. The goal is to distribute as much food as possible, ensuring every item in the warehouse is given out. Policy Council members received flyers to share within their counties. Those interested in volunteering on September 20th are encouraged to contact Judy Sanchez, Jordan Herald, or LaNelle Godsey. Distributions originally scheduled after September 20th have been moved up to ensure all counties receive food before the program's end.

LaNelle noted that she and Executive Director Mark Farley will meet next Tuesday with representatives from food banks and the Department of Agriculture to finalize the official transition plan. They expect to have information to share after that meeting.

Executive Director Mark Farley stated that UCHRA has administered the Commodities program since its inception 30–40 years ago. The agency board chairman sent a letter to the Commissioner of Agriculture on behalf of the executive board of all mayors, but there has been no response. Numerous attempts to contact the commissioner or other high-level officials have also gone unanswered. Moving forward, Second Harvest of Middle Tennessee will serve 11 Upper Cumberland counties; Cumberland and Fentress counties will be served out of East Tennessee; and Van Buren County will be served out of Chattanooga.

	UCHRA ROUNDTABLE • Community Action Plan Discussion and Approval	MARK FARLEY, EXECUTIVE DIRECTOR
DISCUSSION	<p>Jordan Herald presented the Community Action Plan, which is submitted annually and is a comprehensive document. A summary was provided to the Policy Council members. Jordan advised that anyone interested in reviewing the full plan can contact her, and she will send it to them.</p> <p>Jordan explained that UCHRA is evolving not only in how services are delivered but also in how the agency connects with the individuals and families it serves. Thanks to CSBG funding, UCHRA is shifting from a model focused primarily on emergency one-time vouchers to a holistic, person-centered approach that supports long-term self-sufficiency. Historically, CSBG funds have helped respond to crisis situations, which remains important. However, the agency is now working to meet individuals where they are and walk alongside them as they set and work toward meaningful goals.</p> <p>To support this shift, the agency has partnered with Volunteer Behavioral Health Care System to provide in-depth staff training in September. This training will cover assessment, goal setting, service planning, and effective documentation—all critical components of the ongoing case management process.</p> <p>Jordan then presented several initiatives expanding or launching this year, all supported through CSBG funding:</p> <p>Holistic Goal-Setting Approach – Staff are being trained to move beyond crisis response and assist clients in planning for long-term success. This aligns with the Tennessee DHS mission and UCHRA’s commitment to self-sufficiency. County Coordinators are also receiving leadership development through community partnerships.</p> <p>Poverty Simulation and Community Education – UCHRA has partnered with local agencies and HR departments to offer hands-on poverty simulation experiences. These events help local businesses, HR professionals, and others better understand the challenges faced by people living in poverty.</p> <p>Fee-Based Home Repair Program for Older Adults – Launching soon, this program will provide basic home repairs for adults aged 60 and over. CSBG funding will assist with staff salaries to get the program started. Executive Director Mark Farley noted that because it is fee-based, the program will start small, initially serving Putnam, Overton, White, and Jackson counties. Two experienced individuals will perform the repairs, with hopes to expand across all fourteen counties.</p> <p>CREST and CREVAA Program Integration – These programs support older and vulnerable adults. CREST helps seniors remain in their homes, while CREVAA provides advocacy and assistance to victims of crime and abuse. CSBG supports the administrative side of these programs.</p> <p>CHOICES Program Startup Support – This program delivers critical in-home services to eligible individuals, helping them stay independent and safe in their homes.</p>	

DISCUSSION	<p>CSBG also supports frontline staff in county offices who connect residents with transportation, utility assistance, and other local resources. Administrative support is provided for programs under the Community Services umbrella, including LIHEAP, SCSEP, SSBG, CREST, and CREVAA.</p> <p>Jordan provided an update on the Needs Assessment, which is part of the CSBG application process. The last assessment was completed in 2023, with feedback from the Policy Council members. In 2023, the top five needs identified were: higher paying jobs; access to affordable housing; quality job opportunities; resources for individuals who are homeless; and access to mental health services.</p> <p>Jordan is currently beginning a new assessment. Often, the same needs reemerge, though sometimes priorities shift. The Policy Council helped initiate the new assessment, and their current top five needs are: childcare and healthcare access; housing affordability and availability; transportation limitations; lack of higher wage jobs; and an underprepared workforce. Jordan welcomes continued feedback from anyone interested.</p> <p>A motion was made to approve the Community Action Plan as presented.</p>
ACTION	<p><u>Motion to Approve</u> Motion made by: Bill Gibson Motion seconded by: Alejandra Cisneros-Conohan City Mayor Sam Gibson asked for discussion on the motion. Motion carried unanimously.</p>
DISCUSSION	<p>Executive Director Mark Farley presented the ALICE Report. These reports are prepared for each individual county and were shared during our summer strategy meetings. The ALICE Report illustrates the income required for someone in the community to cover all their bills, save money monthly, and maintain a decent quality of life.</p> <p>In Tennessee, the annual income needed is \$29,328 for a single adult aged 16-64; \$32,796 for a single adult aged 65 and older—though there are not many seniors in the region earning that amount. Our aging population and waitlists for aging programs continue to grow, and this trend is expected to worsen. For a household of two adults, one infant, and one preschooler, the annual income needed is \$74,796. This highlights the urgent need for higher wages, and we are continuing to advocate for ways to increase people’s earnings.</p> <p>Executive Director Farley also updated on current agency projects:</p> <p>An application has been submitted to the Department of Human Services for a partnership with the Putnam County School System. Putnam County plans to consolidate most Pre-K classes into an older school building. We aim to extend our Empower Program’s work by partnering with the school system to support those Pre-K classes and their families, replicating the positive impact Empower has had on</p>

DISCUSSION	<p>children.</p> <p>In the coming weeks, we plan to collaborate with the Trauma Informed Community Alliance (TICA), a coalition of nonprofits and groups in Cumberland County that serve struggling families. We will be presenting a proposal to a national organization funded by the New York Federal Reserve to explore participation in a pilot project. This initiative would help childcare facilities strengthen their curricula with a focus on early childhood education and family support.</p> <p>Please let us know if there are nonprofits in your community interested in partnering with UCHRA. Also, if there are new initiatives underway in your area, inform us so we can explore potential collaborations.</p>
	<p>OLD/NEW BUSINESS MAYOR SAM GIBSON</p>
DISCUSSION	<p>LaNelle Godsey reminded Tracie and Alex that she had emailed them an overview of the Policy Council. She asked them to review, sign, and return the document via email.</p> <p>Kristi Paling shared that the 2025 County Profiles in Child Well-Being are now available on TCCY's website. The 2025 overall rankings for the Upper Cumberland counties are as follows: Cannon County – 73rd; Clay County – 58th; Cumberland County – 42nd; DeKalb County – 77th; Jackson County – 59th; Macon County – 63rd; Overton County – 41st; Pickett County – 85th; Putnam County – 31st; Smith County – 12th; Van Buren County – 49th; Warren County – 74th; and White County – 36th.</p> <p>Barbara Wheeler announced that the Food Bank will be in Jackson County on August 7th.</p>
	<p>PUBLIC COMMENTS MAYOR SAM GIBSON</p>
DISCUSSION	<p>No public comments were presented for discussion.</p>
	<p>ADJOURN MAYOR SAM GIBSON</p>
ADJOURN	<p>City Mayor Sam Gibson advised that he would accept a motion to adjourn.</p>
ACTION	<p><u>Motion to Adjourn:</u> Motion made by: Linda Pastrick Motion seconded by: Alejandra Cisnero-Conohan</p> <p>The Policy Council members voted unanimously to adjourn the August 6, 2025 meeting.</p>
CONCLUSION 11:15 A.M.	

Mayor Sam Gibson



EMERGENCY/CONTINUITY OF OPERATIONS PLAN

Adopted by: _____

Adopted on: _____

The following signatures are provided as proof that the following **Continuity of Operations and Resumption Plan** has been approved and adopted by the Upper Cumberland Development District/Human Resource Agency on the recorded date.

Preparer Signature/HR Department

Date

Executive Director Signature

Date

Board Chairman Signature

Date



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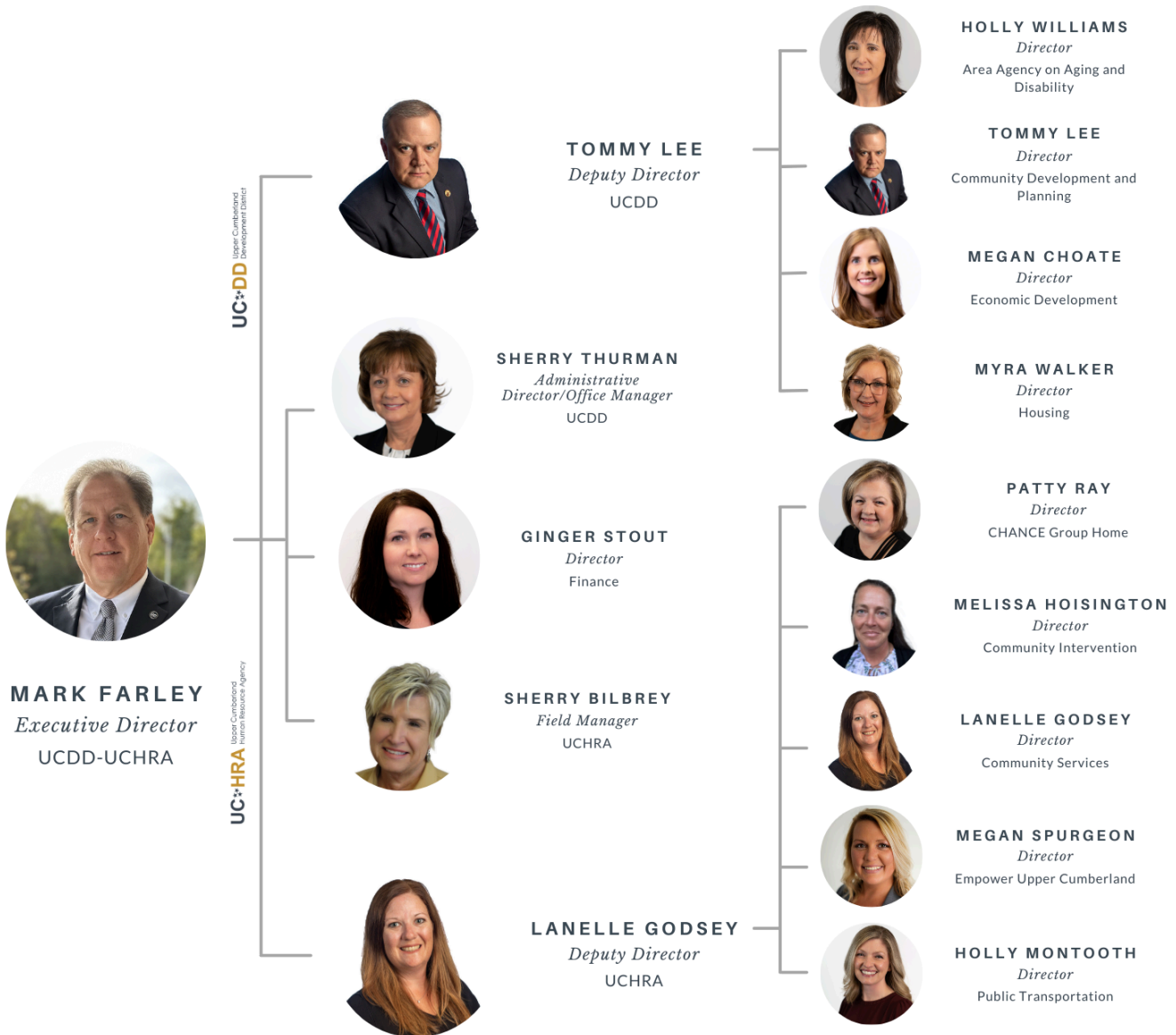


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If staff does not wish to comply with the recommendation of the Safety Officer/Designated Staff for Non-Work Related injury/illness they will be asked to sign a Hold Harmless Agreement.



UCDD & UCHRA CHAIN OF COMMAND/STRUCTURE



UCDD/UCHRA OFFICE LOCATIONS & CONTACT INFORMATION

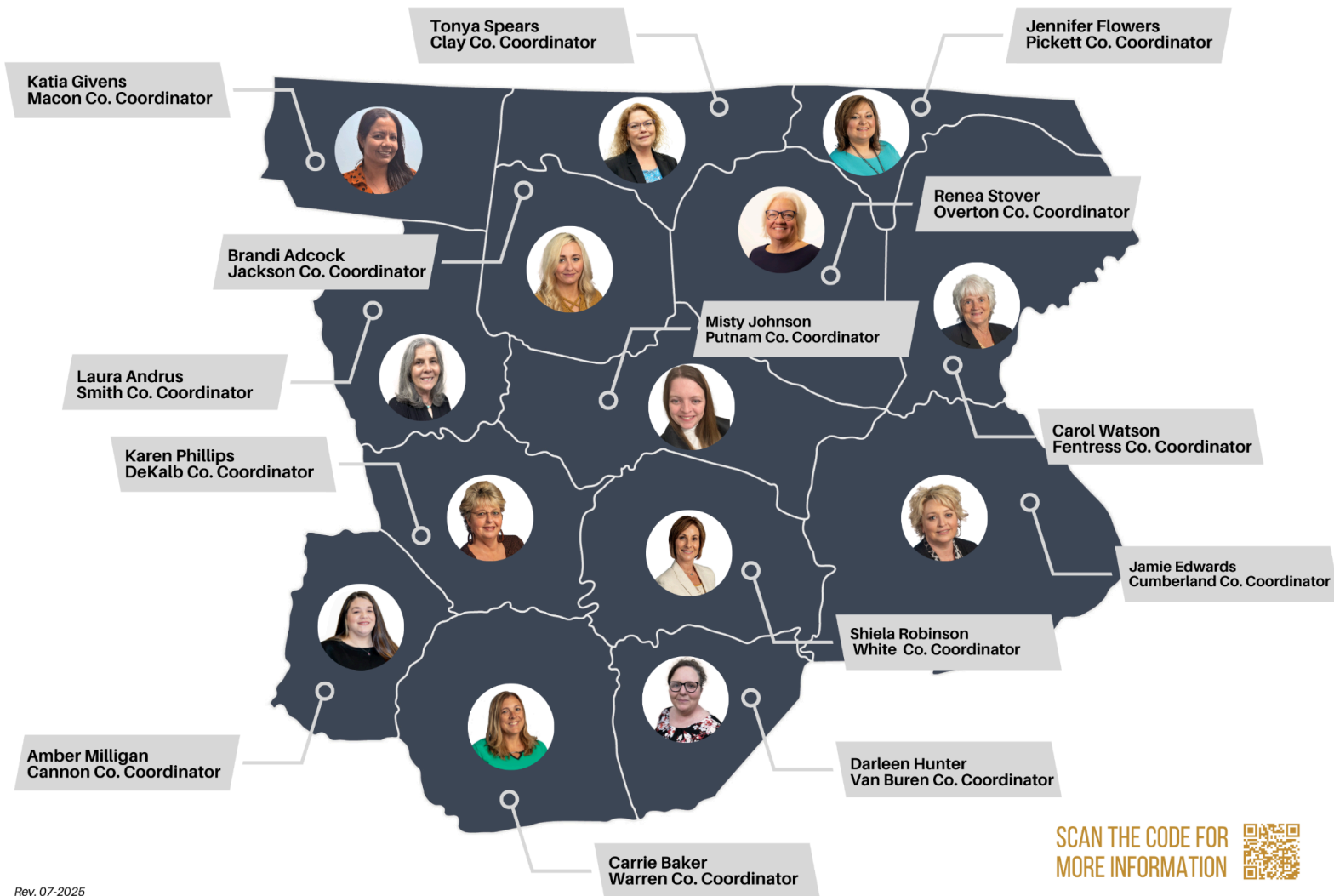
UCDD/Administrative Offices of UCHRA 1104 England Dr. Cookeville, TN 38501 P: (931) 432-4111	Cannon Co. Amber Milligan, Co. Coord. 301 W. Main St./Adams Memorial Bldg., Room 302 Woodbury, TN 37190 P: (615) 563-2916
Clay Co. Tonya Spears, Co. Coord. 601 Brown St. Celina, TN 38551 P: (931) 243-3674	Cumberland Co. Jamie Edwards, Co. Coord. 1720 West Ave. Crossville, TN 38555 P: (931) 456-0691
Dekalb Co. Karen Phillips, Co. Coord. 726 S. Congress Blvd. Smithville, TN 37166 P: (615) 597-4504	Fentress Co. Carol Watson, Co. Coord. 308 Main St. S., Ste. 101 Jamestown, TN 38556 P: (931) 879-8040
Jackson Co. Brandi Adcock, Co. Coord. 744 School Dr. Gainesboro, TN 38562 P: (931) 268-9840	Macon Co. Katia Givens, Co. Coord. 607 Highway 52 By-Pass Lafayette, TN 37083 P: (615) 666-3377
Overton Co. Renea Stover, Co. Coord. 106 W. Henson St. Livingston, TN 38570 P: (931) 823-7323	Pickett Co. Jennifer Flowers, Co. Coord Byrdstown Community Center/105 S. Main St., Room #6 Byrdstown, TN 38549 P: (931) 864-6540
Putnam Co. Misty Johnson, Co. Coord. 580 S. Jefferson Ave., Suite B Cookeville, TN 38501 P: (931) 528-1127	Putnam County DRC 580 S. Jefferson Ave., Suite B Cookeville, TN 38501 P: (931) 528-1127
Putnam Co. Fleet Maint. Riley Sparks 5698 S. Jefferson Ave. Cookeville, TN 38501 P: (931) 520-9594	Putnam County: Chance Brenda Miller 1744 Deberry Rd./P.O. Box 8 Bloomington Springs, TN 38545-0008 P: (931) 526-4565
Smith Co. Laura Andrus, Co. Coord. 120 Pauline Gore Way, Ste. A Carthage, TN 37030 P: (615) 735-0476	Smith County DRC 120 Pauline Gore Way, Ste. A Carthage, TN 37030 P: (615) 735-0476
Van Buren Co. Darleen Hunter, Co. Coord. 779 Old McMinnville Hwy. Spencer, TN 38585 P: (931) 946-7151	Van Buren Co. Head Start Elsie Blaylock 24038 State Route 30 Spencer, TN 38585 P: (423) 881-5182 F: (423) 881-5292
Warren Co. Carrie Baker, Co. Coord. 201 Locust St. McMinnville, TN 37110 P: (931) 473-6652	Warren County DRC 124 Hobson. St. McMinnville, TN 37110 P: (931) 520-9566
White Co. Sheila Robinson, Co. Coord. 826 Valley View Dr. Sparta, TN 38583 P: (931) 738-6255	



UCDD/UCHRA OFFICE LOCATIONS MAP



County Coordinators by location



Rev. 07-2025

SCAN THE CODE FOR
MORE INFORMATION



AGENCY LEADERSHIP CONTACT INFORMATION

Mark Farley, Executive Director (931) 510-4467	
Ginger Stout, Finance Director (931) 267-3295	
Lewis Betterton, IT Director (931) 252-7456	
Tammy Kulpa, Human Resources (931) 650-0050 Nestor Chavez, Human Resources (931) 267-1235	
Amye Anderson, Communications Coordinator (931) 476-4116	
Sherry Thurman Administrative Services Director (931) 476-4113	Sherry Bilbrey Field Manager (931) 349-4093
Tommy Lee, UCDD Deputy Director/Planning & Community Development (931) 979-2170	LaNelle Godsey UCHRA Deputy Director/Community Services Director (931) 267-8089
Myra Walker Director of Housing (931) 260-4872	Holly Montooth Public Transportation Director (931) 265-0283
Megan Choate Director of Lending & Economic Development (931) 510-4674	Megan Spurgeon Empower UC Director (931) 267-3446
Holly Williams AAAD Director (931) 476-4136	Melissa Hoisington Community Intervention Director (931) 265-0679
Patty Ray CHANCE Group Home Director (931) 528-1127	

POLICY STATEMENT

It is the policy of the Upper Cumberland Development District (UCDD) and Upper Cumberland Human Resource Agency (UCHRA) to have in place a comprehensive and effective plan to ensure the continuity of essential functions under any circumstance. The changing threat environment and recent emergencies have shifted awareness to the need for Emergency/Continuity of Operations Plan capabilities that enable the agencies to continue their essential functions across a broad spectrum of emergencies.



PLAN TO STAY IN BUSINESS

If this location is not accessible we will operate from the location below:

Business Name: Upper Cumberland Development District (UCDD)
Address: 1104 England Dr.
City, State, Zip Code: Cookeville, TN 38501
Telephone Number: 931-432-4111

Business Name: Upper Cumberland Human Resource Agency (UCHRA)
Address: 580 S. Jefferson Ave., Ste. B
City, State, Zip Code: Cookeville, TN 38501
Telephone Number: 931-528-1127
UCHRA is a nonprofit organization.

The following person is our primary crisis manager and will serve as the company spokesperson in an emergency:

UCDD & UCHRA
Primary Emergency Contact: Mark Farley Telephone Number: 931-432-4111 Alternative Number: 931-510-4467 Email: mfarley@ucdd.org

If the person is unable to manage the crisis, the person(s) below will succeed in management:

UCDD	UCHRA
Secondary Emergency Contact: Sherry Thurman Phone: 931-432-4111 Alt. Phone: 931-510-4281 Email: sthurman@ucdd.org	Secondary Emergency Contact: Sherry Bilbrey Phone: 931-528-1127 Alt. Phone: 931-349-4093 Email: sbilbrey@uchra.com

EMERGENCY CONTACT INFORMATION

- **Dial 9-1-1** in an Emergency
- Non-Emergency Police or Fire: 931-526-2125
- Agency Insurance Provider: Sprouse Insurance 931-949-6026

OUR CRITICAL OPERATIONS

The following is a prioritized list of our critical operations, staff and procedures we need to recover from a disaster:

- Operation: personnel, data
- Staff in Charge: Directors, Lewis Betterton
- Action Plan: see attached



UCDD/UCHRA PROTOCOL FOR EMERGENCIES

In the event operations at either UCDD or UCHRA or a satellite location are impeded due to a natural or man-made disaster, the following chain of communications should be adhered to:

1. First, the employee making the discovery must:
 - ☐ Alert their immediate supervisor and/or the primary and secondary contacts (listed on page 8) of the situation and advise if an extended closure of the impacted office is necessary.
 - For example, in the event an office experiences flooding due to burst pipes, staff are advised to first take care to avoid contact with any live wires, unseen tripping hazards, etc., and locate the water shut-off valve; turning off the water to prevent additional flooding while proceeding through the Protocol for Emergencies.
 - *Staff should familiarize themselves with the locations of the water shut-off valves, and breaker boxes and be prepared to access these areas in the event of an emergency.*
 - ☐ Additionally, the relevant deputy director and department director(s) (i.e. Community Services, Public Transportation, etc.) should be notified.
2. Second, all staff operating out of the affected office should be alerted of the impact on that location's operations (i.e. office closure, damages, alternative operating procedures, etc.). A separate attachment in the Appendix section of this document lists identified alternate operating sites for each county office.
 - ☐ At this time, IT should be notified/advised if call forwarding should be implemented and
 - ☐ The Communications Coordinator should be notified to ensure prompt communication to media outlets, social media channels, agency websites as necessary.
3. Third, staff are to:
 - ☐ Begin contacting clients who have in-person appointments scheduled and advise of the temporary changes in location (i.e. visiting a nearby county office, etc.)
 - ☐ Transportation, depending on the scenario, will continue to transport clients. *It is important to clarify if the Driver Discretion protocol is in effect.* While transportation calls to the impacted county office may be forwarded to the Transportation Call Center, Call Center staff may be limited on how effectively they are able to provide targeted transportation assistance to clients.

Important note: UCHRA county office locations are leased by UCHRA.

- ☐ The building's owner must be contacted to coordinate needs, repairs, and target date of reoccupation of damaged facilities. *The UCHRA Field Manager can assist with this.*

The designated emergency personnel groups have the responsibility for implementation, operation of the Agency's programs, accountability, and emergency functions. Operational capacity must be obtained within 12 hours. These individuals will designate staff to assist in their areas of responsibility.



PLAN TO STAY IN BUSINESS - County offices/satellite locations

This section is primarily for UCHRA county office staff use.

In the event circumstances require the closure of an office for more than 24 hours (e.g. office flooding, prolonged severe weather events such as ice and snow storms) the designated point of contact within the impacted satellite location (e.g. UCHRA county coordinator or other designated employee) will be responsible for communicating any operational disruptions (e.g. office closures) with the agency's primary and secondary emergency contacts as well as any pertinent department directors (i.e. Community Services, Public Transportation, Empower Upper Cumberland, etc.) to further tailor the response and mitigation to the unique circumstances impacting otherwise normal operations.

In the following pages, the plans for various emergency scenarios can and should be tailored to meet the unique needs and features of secondary locations. Within those plans, the "administrator/designee" role falls to that office's county coordinator or senior-most role within that location.

ACTIVATION IMPLEMENTATION

To ensure a logical sequence of events in the emergency plan, the following shall occur:

- ☐ Notify alternate facility managers of impending activation and relocation requirements
- ☐ Notify the appropriate agencies of the relocation decision and the time of execution
- ☐ Activate plans, procedures and schedules to transfer activities, personnel, records and equipment to alternate operating facility
- ☐ Instruct all emergency and non-emergency personnel on what they are to do
- ☐ Assemble necessary documents and equipment required to continue performance of essential operations at the alternate operating facility
- ☐ Order equipment and supplies, if not in place
- ☐ Transport documents and designated communications, automated data processing and other equipment to the alternate operating facility
- ☐ Secure essential operations at the normal operating facility if available, until the alternate facility is operational
- ☐ Advise alternate operating facility manager(s) on the status of personnel
- ☐ Provide guidance to other key staff and non-emergency personnel employees
- ☐ Identify replacements for missing personnel
- ☐ Commence full execution of essential operations at alternate operating facilities
- ☐ Notify all appropriate agencies immediately of the Agency's alternate location, operational and communications status and anticipated duration of relocation if known
- ☐ Communicate schedules to phase down alternate facility operations and return activities, personnel, records and equipment to the primary facility
- ☐ Inform all personnel that the threat of or actual emergency no longer exists and provide instructions for resumption of normal operations
- ☐ Supervise the orderly return to the normal operating facility, or movement to other temporary or permanent facility/ies using a phased approach
- ☐ Report status of relocation to agencies if applicable
- ☐ Determine, plan and proceed with the resumption of normal operations, and
- ☐ Conduct a post-emergency review of operations and procedures



EVACUATION PLAN FOR: 1104 England Dr, Cookeville, TN 38501

We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock. We have located, copied, and posted building and site maps. Exits are clearly marked. We will practice evacuation procedures four (4) times a year.

If we must leave the workplace quickly in case of a fire, we have a designated meeting space in the back parking lot area.

Warning System: Intercom Paging System

We will test the warning system and record results four (4) times a year.

Assembly Site: Rear (North) Parking Lot

Assembly Site Manager & Alternate: Sherry Thurman (UCDD), Sherry Bilbrey (UCHRA), and Safety Committee Chair

Responsibilities Include:

- Roll call
- Contacting appropriate agency staff as needed

Shut Down Manager & Alternate: Mark Farley and Sherry Thurman (UCDD)/Mark Farley and Sherry Bilbrey (UCHRA)

Responsibilities Include:

- Determining if the agency should close
- Contacting UCDD and/or UCHRA Board Members; pertinent city and/or county mayors, etc.
- Contacting directors of agency to assign duties as needed

The Safety Committee is responsible for issuing “all clear.”

SHELTER IN PLACE PLAN FOR: 1104 England Dr., Cookeville TN 38501

We have located, copied, and posted building and site maps. We will practice shelter procedures two (2) times a year.

If we must take shelter quickly in case of a tornado, all agency staff have a designated room inside the central location (middle of the building). Currently, it is the four (4) bathrooms in the middle of the building. No windows are in the designated rooms. *See map list on page 26.*

Warning System: Intercom System: NOAA Weather Radios

We will test the warning system and record results twice yearly.

1. Storm Shelter Location: Four (4) Bathrooms in the center of the building.
2. “Seal the Room” Shelter Location: Four (4) Bathrooms in the center of the building.
3. Shelter Location and Alternate: Sherry Thurman and Safety Committee Chair
4. Responsibilities include:
 - a. Maintaining sign-in sheet
 - b. Receptionist announcing tornado/tornado drill
 - c. Lock-down mode until all is clear



- d. Shutdown Manager and Alternate: Mark Farley and Sherry Thurman (UCDD)/Mark Farley and Sherry Bilbrey (UCHRA)
 - i. Responsibilities Include:
 1. Determining if the building is safe to remain in if a tornado occurs
 2. Designating appropriate staff if needed for triage (nurses, safety committee)
 3. Mark Farley and the Safety Committee is responsible for issuing “all clear”

COMMUNICATION OF EMERGENCY PLANS

We will communicate our emergency plans with co-workers in the following way:

- Annual training
- Employee handbook
- Periodic drills
- Email alerts regarding inclement weather forecasts

In the event of a disaster, we will communicate with employees in the following way:

- Verbal
- Cell phones, if possible
- Landlines, if possible
- Email, if possible
- Internet
- Media

CYBER SECURITY

The following measures are implemented to enhance cyber security for UCDD and UCHRA.

Firewall

There are three levels of firewall protection at each organization:

- TwinLakes Point of Entry Xyel Router restricting inbound and outbound traffic
- Unify Dream Machine Pro - router restricting ports for both inbound and outbound traffic
- Comodo - Software-based firewall restricting inbound and outbound traffic

Google Workspace Environment

SPF, DKIM, and DMARC records are established to reduce unwanted emails. Domain whitelist and blacklist are maintained for all domains. Web apps are limited to a need basis. Multi-Factor Authentication is implemented for email (2023), secure apps, and Administrative consoles.

Antivirus

Comodo Antivirus runs aggressive antivirus protection on all PCs. Incident monitoring is integrated into this system.

End User Protection

Ethical Phishing is implemented to train users on phishing risk and proper email use. Passwords are required for PC access and data-sensitive applications. Users do not have administrative access.



Data Protection

Local data is backed up daily to an external drive. External hard drives are encrypted and PIN code protected. Local backups are stored off-site in a fireproof safe. Google Workspace data is backed up nightly. Backups are completed by two separate parties.

Disaster Mitigation

In the event of a disaster, our infrastructure strives to reduce its impact on daily operations. To achieve this goal the following procedures are in place:

Infrastructure inventory

Inventory will be maintained to facilitate the quick recovery of damaged networked assets. While it is not fiscally feasible to keep a large inventory of PCs, we do maintain a dozen. Network Inventory is distributed between two locations. Because the same infrastructure is used at all locations, assets can be redistributed geographically if need be. Further, this also allows us to seamlessly move staff geographically.

Phone Systems

The following offices use Twin Lakes phone services.

- UCDD
- UCHRA Central
- UCHRA, Jackson, Clay, Overton, Fentress, CHANCE, Cannon, Van Buren, Garage, Pickett

Sites on this service have the following functionality:

- IT Staff remote access to phone systems
- Remote site phone usage
- Routing of any extension



CALL FORWARDING INSTRUCTIONS

Secondary sites have specific processes for call forwarding should operations close at the site.
The below list is in progress.

County	Provider	Provider Contact	Pin Access	Call Forwarding	Remote Call Forwarding Unavailable
Cannon	Remote Twin Lakes			IT Staff Reroute	
Clay	Twin Lakes		1359, 13579, or 135790	IT Staff Reroute	
Cumberland	Ben Lomand		1359, 13579, or 135790	IT Staff Reroute	
DeKalb	DTC	(615) 529-2955	1359, 13579, or 135790	From the phone press CFWD type "8" followed by the long-distance number. Press "#" to save.	X
Fentress	Twin Lakes		1359, 13579, or 135790	IT Staff Reroute	
Jackson	Twin Lakes		1359, 13579, or 135790	IT Staff Reroute	
Macon	North Central Telephone	(615) 529-2955	1359, 13579, or 135790	IT Staff Reroute	
Overton	Twin Lakes		1359, 13579, or 135790	IT Staff Reroute	
Pickett	Twin Lakes		1359, 13579, or 135790	IT Staff Reroute	
Putnam	Twin Lakes		1359, 13579, or 135790	IT Staff Reroute	
Smith	DTC	(615) 529-2955	1359, 13579, or 135790	From the phone press CFWD type "8" followed by the long-distance number. Press "#" to save.	X
Van Buren	Remote Twin Lakes			IT Staff Reroute	
Warren DRC	Remote Twin Lakes			IT Staff Reroute	
Warren	Ben Lomand		1359, 13579, or 135790	IT Staff Reroute	
White	Ben Lomand	(931) 738-2201	1359, 13579, or 135790	IT Staff Reroute	
Chance Girls Home	Twin Lakes		1359, 13579, or 135790	IT Staff Reroute	
Van Buren Co. Head Start	Bledsoe Tel Coop	(423) 447-2121	1359, 13579, or 135790		X
Garage	Remote Twin Lakes			IT Staff Reroute	
Call Center 800	Number Barn			IT via portal	



**AREA AGENCY ON AGING AND DISABILITY (AAAD)
EMERGENCY MANAGEMENT PLAN (UCDD-only)**



1. Purposes:
 - a. Plan has been formulated to:
 - i. Implement resources and disaster preparedness
 - ii. Assign areas of responsibilities
 - iii. Identify and describe the availability of resources and services to be provided.
2. Considerations/Pre-planning/Organizations:
 - a. Aging Director, Assistant Director and/or the Senior Center Services Coordinator will contact senior center directors in counties affected by the disaster for assessment of need and for coordination of assistance.
3. Changes/Updates:
 - a. Changes and updates will be included during an annual review of the Emergency Management Plan in May of each year.
4. Geographical Area Covered:
 - a. The information contained in this plan is applicable to only the Upper Cumberland 14-county area, encompassing the counties of Cannon, Clay, Cumberland, DeKalb, Fentress, Jackson, Macon, Overton, Pickett, Putnam, Smith, Van Buren, Warren, and White.
5. Personnel:
 - a. AAAD Director: Holly Williams
 - i. 1104 England Dr., Cookeville, TN 38501
 - ii. Work: (931) 476-4136
 - iii. Cell: (931) 252-0582
 - b. AAAD Assistant Director: Kelly Clarkson
 - i. 1104 England Dr., Cookeville, TN 38501
 - ii. Work: (931) 476-4139
 - lii. Cell: (931) 261-1844
 - c. AAAD Disaster Preparedness Coordinator/Emergency Services Coordinator: Chrystal Harris
 - i. 1104 England Dr, Cookeville, TN 38501
 - ii. Work: (931) 476-4119
 - iii. Cell: (931) 224-4641
 - d. AAAD Disaster Preparedness Coordinator/Emergency Services Coordinator
Alternate: Emily Sells
 1. 1104 England Dr, Cookeville, TN 38501
 2. Work: (931) 476-4138
 3. Cell: (931) 267-8563



6. Coordination:

The personnel will contact the nearest senior center for the affected county, who in turn will contact the following in that designated county:

- Local Law Enforcement (as needed)
- Emergency Medical Personnel (as needed)
- Fire Department (as needed) or as indicated in their individual Disaster Preparedness Plan Center

In the event of an emergency or disaster in the 14-county Upper Cumberland area, the following steps will be taken on behalf of older persons and adults with disabilities in the affected communities:

- Senior center director(s) in the affected county will attempt to contact members by phone to assess needs. Local law enforcement will be notified of unaccounted-for seniors. Options Counselors and Public Conservators will contact home-bound clients to assess needs and determine safety. The AAAD will work with DDA to coordinate TEMA efforts in affected areas.

Coordination with Agencies:

The AAAD has an ongoing working relationship with locally elected public officials in that the county executive/mayor(s) serves on the Board of Directors of the Upper Cumberland Development District. Additionally, the AAAD has worked with numerous other agencies in providing educational information, training, and technical assistance. Law enforcement staff are invited to participate in Vulnerable Adult Abuse Training, etc.

7. Working With Media: Senior center directors will be provided information and asked to work with the local media. . The senior center will be listed in the media information as the local contact for victims.
8. Summary: The AAAD will participate in local emergency event planning, as applicable, such as the following: mock disaster drills, evacuation plans, etc. Additionally, the AAAD will encourage senior center directors to attend local planning meetings in their respective counties.

The AAAD will work closely with the state offices in the event of a disaster and/or emergency. Any relevant data or information will be forwarded to the State Agency:

Tennessee Department of Disability and Aging
Andrew Jackson Building; 502 Deaderick St., 9th Floor
Nashville, TN 37243
Phone: (615) 741-2056



EMPOWER UPPER CUMBERLAND DISASTER RECOVERY/CONTINUATION OF OPERATIONS PLAN (UCHRA-Only)

1. Purposes:
 - a. The plan has been formulated to:
 - i. Implement resources and disaster preparedness
 - ii. Assign areas of responsibilities
 - iii. Identify and describe the availability of resources and services to be provided.
2. Considerations/Pre-planning/Organizations:
 - a. Empower Upper Cumberland Director has coordinated with the Leadership Team across all partners to ensure the continuity of operations and to ensure that services are not interrupted to the greatest extent possible when there is a natural disaster, epidemic, outbreak, or pandemic that prevents face-to-face contact or large social gatherings.
3. Continuation Plan:
 - a. All staff are equipped with equipment that allows them to work remotely and meet virtually with participants in the event of a disaster.
 - b. Approved policies through this grant allow for the purchase of laptops and remote equipment for participants so that programs such as Circles USA, Highlands Training Center, WCTE, and TTU ILPs can continue without interruption.
 - c. Empower UC will use available resources such as Google Meet, Zoom, Facebook groups, and other means of virtual communication to engage families remotely to safely provide or continue services; strengthen relationships within families; better support student learning outside of the school setting; and provide families with the tools and resources to bridge communication.
4. Participant Feedback Plan:
 - a. Should Empower UC have to implement these strategies to continue operations, participants will be surveyed through the program's case management platform to provide feedback on how the processes can be improved. The platform allows for communication via email and text message which allows for multiple avenues for families to respond to elevate their needs and concerns.



UCDD & UCHRA EVACUATION ROUTE NOTIFICATION

Evacuation route maps have been posted and the following information is marked (as available): emergency exits, primary and secondary evacuation routes, locations of fire extinguishers, fire alarm pull station locations, assembly points, and shelter-in-place locations.

Site personnel should know at least two (2) evacuation routes. Site personnel should ensure that all on-site employees are familiar with the above-listed items as well as where evacuation maps are posted.

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel include medical, fire, severe weather, bomb threat, chemical spill, structure climbing/descending, extended power loss, etc.

Other: _____
(e.g., terrorist attack, hostage-taking, etc.)

All emergencies should be reported to the on-site designated official, the HR/Safety Coordinator, and the Executive Director and Deputy Director.

EMERGENCY PHONE NUMBERS

Fire Department: _____
Paramedics: _____
Ambulance: _____
Police: _____
Federal Protective Service: _____
Security: _____
Building manager: _____
Owner of building: _____

UTILITY COMPANY EMERGENCY CONTACTS

(Specify the name of the company, phone number, and point of contact.)

Electric: _____
Water: _____
Gas (if applicable): _____
Telephone company: _____
Fire system: _____



UCDD & UCHRA SAFETY PLAN FIRE EVACUATION

UCDD's/UCHRA's goal in case a fire occurs would be to evacuate the building as quickly and safely as possible. The following is a plan to be carried out in case of an emergency:

- ☐ Activate the nearest fire alarm (if installed)
- ☐ **Notify the local fire department/call 9-1-1.**
- ☐ If the fire alarm is not available, notify site personnel of the fire emergency
 - ☐ Voice communication
 - ☐ Phone paging
 - ☐ Radio
 - ☐ Other: _____
- ☐ Fight the fire only if:
 - ☐ The fire department has been notified
 - ☐ The fire is small and not spreading to other areas
 - ☐ Escaping the area is possible by backing up to the nearest exit
 - ☐ The fire extinguisher is in working condition and personnel are trained to use it
- ☐ Upon notification of the fire emergency, occupants must:
 - ☐ Leave the building using the designated routes
 - ☐ Assemble in the designated area
 - ☐ Remain outside until the competent authority (designated official or designee) announce it is safe to re-enter
- ☐ Designated official, emergency coordinator, or supervisors must:
 - ☐ Coordinate an orderly evacuation
 - ☐ Perform an accurate headcount of personnel reported to the designated area
 - ☐ Provide fire department personnel with necessary information about the facility
- ☐ Area/floor monitors must:
 - ☐ Ensure all employees have evacuated the area/floor
 - ☐ Report any problems to the emergency coordinator at the assembly area
- ☐ Assistance to persons with limited mobility
 - ☐ Assist all physically-challenged/persons with limited mobility in an emergency evacuation

***An evacuation route map is located throughout the building, designating how each individual should exit. If that route is blocked, take the safest route possible.*

***Exiting the building calmly and safely will help each individual reach safety.*

FIRE SAFETY STEPS FOR UCDD AND/OR UCHRA

- Fire drills will be performed at least four (4) times per year.
- Smoke detectors are tested often and batteries are changed at least once per year
- Emergency lights are checked monthly



IN CASE OF FIRE

Evacuate as soon as possible. If smoke is present, drop to the floor and crawl (the cleanest air is near the floor). If your clothing catches on fire: Stop, drop to the floor, and roll until the fire is out. Never go back into a burning building. **Call 9-1-1** immediately!

FIRE AND EMERGENCY EXIT MAPS

See page 26.

EXTENDED POWER LOSS

In the event of extended power loss, certain precautionary measures should be taken (depending on the geographical location and environment of the facility). Unnecessary electrical equipment and appliances should be turned off in the event that a power restoration would surge, causing damage to electronics and sensitive equipment. Upon restoration of heat and power, fire and water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and the water turned back on.

LOCKDOWN PROCEDURE

UCDD's/UCHRA's goal is to keep staff, visitors, and vendors safe from harm in the event of an emergency. Suppose there is immediate danger inside or outside the building due to a hostile or armed intruder. In that case, the following procedure should be followed:

- ☐ When a lockdown is deemed necessary, the administrator or designee will alert employees that we are in lockdown mode. The administrator or designee will notify local emergency responders of the emergency.
- ☐ The administrator will lock all entrances to the building. Once the alarm has sounded and local emergency responders have been notified, the administrator or designee will announce the lockdown and give instructions. The administrator or designee will then direct all staff and identifiable visitors to the nearest office or secured place. If you are in an office or secure place, remain there until an "all clear" has been announced.
- ☐ Once inside an office or secure place, lock all doors if possible and turn off all lights. Stay away from doors and windows. Get down on the floor or under a desk. Do not use cell phones or office phones and remain very quiet until the "all clear" has been announced. Keep out of sight. DO NOT respond to anyone at the door unless the "all clear" has been given. REMAIN CALM. Once the "all clear" has been announced, report to the rear (North) parking lot for a roll call.

LOCKDOWN/SAFE ROOM MAPS

See page 26.



BOMB THREAT PLAN

UCDD's/UCHRA's goal in case of a bomb threat would be to ensure the safety of the occupants of the building. Most bomb threats are usually received by telephone, but they may also be received by note, letter, or email. The following is a plan to be carried out in case of such an emergency. If you receive a bomb threat, get as much information from the caller as possible. Take good notes when talking to the person on the telephone. Keep the caller on the line, and write down everything that is said. Be aware of background noise, special voice characteristics, music, machinery, or other sounds. If you are at work, have a co-worker **call 9-1-1 immediately**. Plan how you are going to alert your co-workers. If you receive a bomb threat, do not touch any suspicious packages. Clear the area around the suspicious package, and notify the police immediately! Do not touch or attempt to move a suspicious package. Call for help and evacuate the building. All staff and visitors should move to the rear parking lot until the Directors give an "all clear" to re-enter the building.

Designated area for all staff: Rear Parking Lot (UCDD)

BOMB THREAT CHECKLIST

- ☐ The exact time of call: _____
- ☐ Exact words of caller: _____

Questions to ask:

- ☐ When is the bomb going to explode? _____
- ☐ Where is the bomb? _____
- ☐ What does it look like? _____
- ☐ What kind of bomb is it? _____
- ☐ What will cause it to explode? _____
- ☐ Did you place the bomb? _____
- ☐ Why? _____
- ☐ Where are you calling from? _____
- ☐ What is your address? _____
- ☐ What is your name? _____
- ☐ Were there any background noises? _____
- ☐ If the voice is familiar, who did it sound like? _____
- ☐ The person receiving the call: _____
 - ☐ Date and time: _____
 - ☐ Telephone number: _____

Caller's voice (check all that apply):

- | | | |
|----------------------------------|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Broken | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Giggling | <input type="checkbox"/> Excited |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Accent | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Angry | <input type="checkbox"/> Sincere |
| <input type="checkbox"/> Stutter | <input type="checkbox"/> Rapid | <input type="checkbox"/> Squeaky |
| <input type="checkbox"/> Deep | <input type="checkbox"/> Stressed | <input type="checkbox"/> Normal |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Nasal | |



CHEMICAL SPILL/HAZARDOUS MATERIALS INCIDENT PLAN

When a large chemical spill has occurred:

- ☐ Immediately notify the designated official and emergency coordinator
- ☐ Contain the spill with available equipment (e.g., pads, brooms, absorbent powder, etc.)
- ☐ Secure the area and alert other site personnel
- ☐ Do not attempt to clean the spill unless trained to do so
- ☐ Attend to injured personnel and call the medical emergency number, if required
- ☐ Evacuate the building as necessary
- ☐ **Contact Human Resources, Safety Officer, or Office Manager to locate a local spill cleanup company or the fire department to perform a large chemical (e.g. mercury) spill cleanup**
 - ☐ Phone: _____

When a small chemical spill has occurred:

- ☐ Notify the emergency coordinator and/or supervisor
- ☐ If toxic fumes are present, secure the area (with caution tape or cones) to prevent other personnel from entering
- ☐ Deal with the spill in accordance with the instructions described in the MSDS
- ☐ Small spills must be handled in a safe manner, while wearing the proper PPE
- ☐ Review the general spill cleanup procedures

The following are locations of:

- Spill containment and security equipment: _____
- PPE (Personal Protective Equipment): _____
- MSDS: _____

TORNADO PLAN

UCDD's/UCHRA's goal in case of a tornado would be to ensure the safety of the occupants of the building. The following is a plan to be carried out in case of such an emergency. When a warning is issued by sirens or other means, seek an inside shelter. Consider the following:

- ☐ Go to the designated tornado safe room immediately
 - ☐ Small interior rooms on the lowest floor and without windows,
 - ☐ Hallways on the lowest floor away from doors and windows, and
 - ☐ Rooms constructed with reinforced concrete, brick, or block with no windows
- ☐ Stay away from outside walls and windows
- ☐ Use arms to protect head and neck
- ☐ Remain sheltered until the tornado threat is announced to be over

EARTHQUAKE PLAN

Stay calm and await instructions from the emergency coordinator or the designated official. Keep away from overhead fixtures, windows, filing cabinets, and electrical power. Assist people



with disabilities in finding a safe place. Evacuate as instructed by the emergency coordinator and or the designated official.

FLOOD PLAN

If indoors, be ready to:

- ☐ Evacuate as directed by the emergency coordinator and/or the designated official
- ☐ Follow the recommended primary or secondary evacuation routes

If outdoors:

- ☐ Climb to higher ground and stay there
- ☐ Avoid walking or driving through flood waters
- ☐ If car stalls, abandon it immediately and climb to higher ground

In the event of flooding occurring within an office/agency facility resulting from burst pipes, locate the water valve and shut off the water. Be alert to avoid contact with live wires, trip hazards, or other hazards. Alert your supervisor(s) and executive director immediately.

INCLEMENT WEATHER

Employees should use their discretion when inclement weather, such as snowy/icy conditions, is present unless otherwise directed by supervisors. Inclement weather may sometimes result in a deviation from regular operations including operating routes, operating/business hours, scheduled events, program distributions, etc. In some instances, inclement weather may result in the closing of agency office(s). If the state closes office in Middle Tennessee, all UCDD/UCHRA offices will also be closed. A notice will be shared with employees at the time of the closure announcement.

Refer to “PLAN TO STAY IN BUSINESS - County offices/satellite locations” on page 11 of this document for additional information.



UCDD/UCHRA PROTOCOL FOR MEDICAL EMERGENCIES

Work-Related Injuries/Illness: Any injury that requires more than basic first aid should be reported to Human Resources and/or the agency Office Manager within 24 hours.

Immediately call the medical emergency phone number(s) as needed (paramedics, ambulance, fire department, other) and provide the following information: nature of the medical emergency, location of the emergency (address, building, room number), and your name and phone number from which you are calling.

Do not move the victim unless absolutely necessary. Call the following personnel trained in CPR and first aid to provide required assistance prior to the arrival of professional medical assistance.

Name: _____	Number: _____
Name: _____	Number: _____
Name: _____	Number: _____

If trained personnel are unavailable, at a minimum, the following assistance should be attempted:

- Stop blood loss with firm pressure on the wound(s), taking care to avoid contact with blood or bodily fluids.
- Clear air passages using the Heimlich Maneuver (abdominal thrusts) if the victim is choking.

If rendering assistance to someone exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid **only if trained and qualified.**

Environmental incidents while on the job; Contact HR for MSDS Data Sheets

Non-Work Related Injuries/Illness: Report to Safety Officers or designated staff (Program Directors and Assistant Directors)



UCDD/UCHRA EXIT/SAFE ROOM LOCATIONS

See attached maps and county-specific emergency plan information for exit/safe room locations and locations of first aid equipment (as available) within UCDD and UCHRA offices.

UCDD	UCDD	Pg. 27
UCHRA (Central Office/Putnam County)	UCHRA	Pg. 55-56
Cannon County	UCHRA	Pg. 28
Chance Residential	UCHRA	Pg. 57-58
Clay County	UCHRA	Pg. 31
Cumberland County	UCHRA	Pg. 34
DeKalb County	UCHRA	Pg. 37
Fentress County	UCHRA	Pg. 40
Jackson County	UCHRA	Pg. 43
Macon County	UCHRA	Pg. 46
Overton County	UCHRA	Pg. 49
Pickett County	UCHRA	Pg. 52
Smith County	UCHRA	Pg. 59
Van Buren County	UCHRA	Pg. 63
Van Buren County Head Start	UCHRA	Pg. 65
Warren County	UCHRA	Pg. 87
White County	UCHRA	Pg. 90



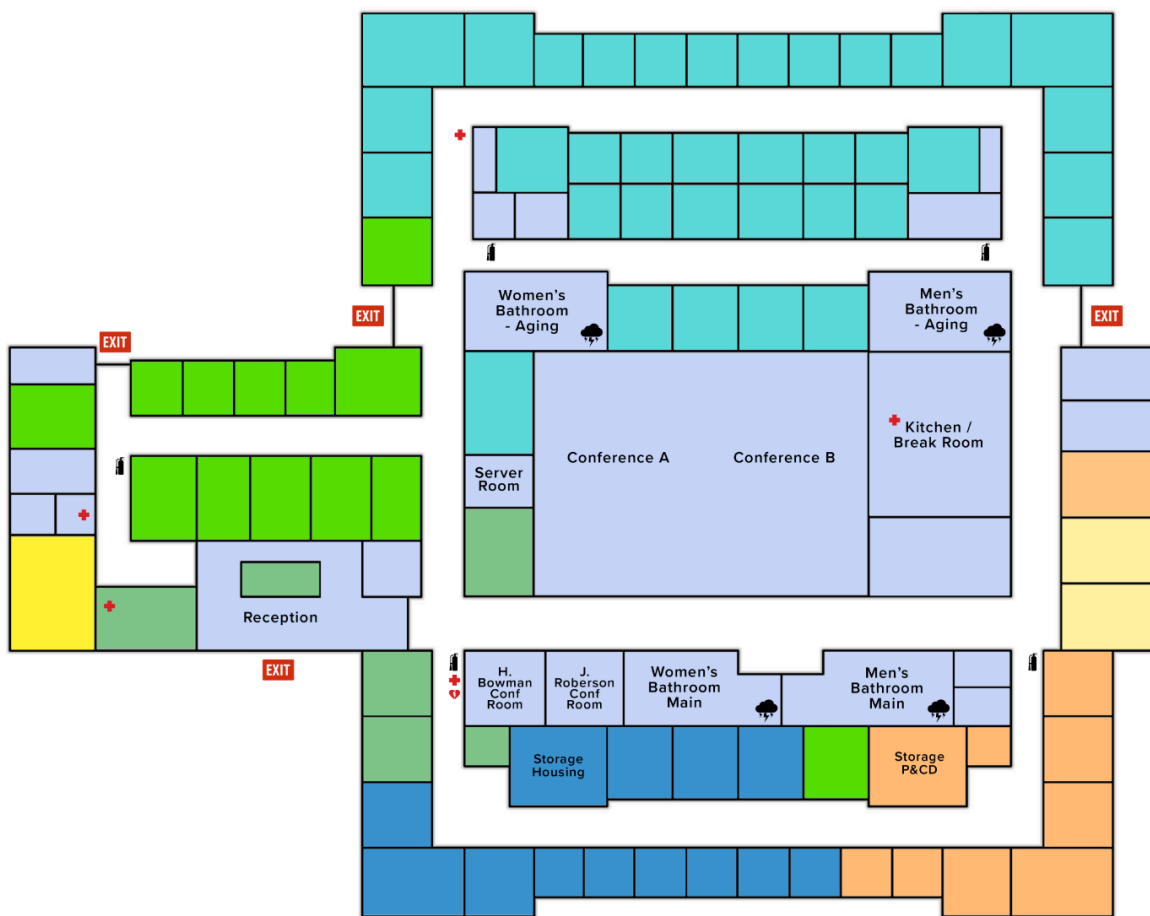
FIRE, EMERGENCY EXIT, TORNADO, AND LOCKDOWN MAP

UCDD Building

1104 England Drive,
Cookeville, TN 38501

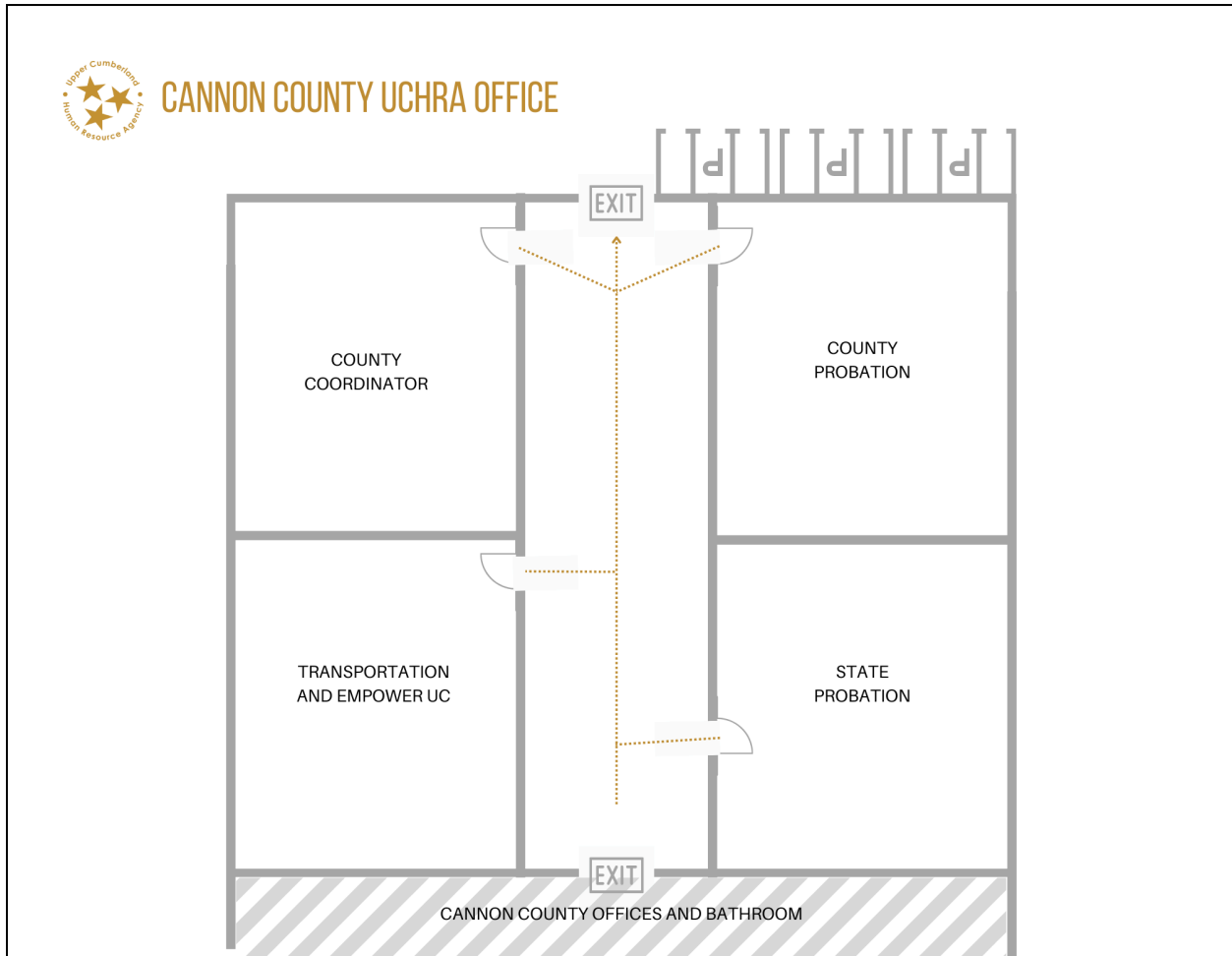
Department

AAAD	P&CD
Admin	Finance
Lending	Housing
Director	Common



	Fire Extinguisher		First Aid
	Emergency Exit		AED
	Tornado/Lockdown Area		





CANNON COUNTY

Phone: (615) 563-2916

Address: 301 W. Main St./Adams Memorial Bldg., Room 302; Woodbury, TN 37190

EMERGENCY CONTACT INFORMATION

- **Dial 9-1-1** in an Emergency
- Non-Emergency Police or Fire: See below
- Agency Insurance Provider: Sprouse Insurance 931-949-6026

EMERGENCY PHONE NUMBERS

Fire Department: 911/615-563-4158

Paramedics: 911/615-563-4158

Ambulance: 911/615-563-4158

Police: Woodbury Police Dept. 911/615-563-5940

Federal Protective Service: 1-877-437-7411

Security: 615-563-2320

Building manager: Greg Mitchell 615-563-2320 or 615-563-3068

Owner of building: Cannon County 615-563-3068



UTILITY COMPANY EMERGENCY CONTACTS *(Specify the name of the company, phone number, and point of contact.)*

Electric: MTEMC 877-777-9020

Water: City of Woodbury Water Dept. 615-580-9281

Gas (if applicable): N/A

Telephone company: DTC 615-597-2955

Fire system: Security Equipment Company 931-473-6300

EVACUATION PLAN FOR: Cannon County UCHRA

We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock. We have located, copied, and posted building and site maps. Exits are clearly marked. We will practice evacuation procedures four (4) times a year.

If we must leave the workplace quickly in case of a fire, we will meet have a designated meeting space in the parking lot area.

Warning System: Intercom Paging System

We will test the warning system and record results four (4) times a year.

Assembly Site: Parking Lot Area

Assembly Site Manager & Alternate: County Coordinator or alternate.

Responsibilities Include:

- Roll call
- Contacting appropriate agency staff as needed

Shut Down Manager & Alternate: Mark Farley and Sherry Thurman (UCDD)/Mark Farley and Sherry Bilbrey (UCHRA)

Responsibilities Include:

- Determining if the agency should close
- Contacting UCDD and/or UCHRA Board Members; pertinent city and/or county mayors, etc.
- Contacting directors of the agency to assign duties as needed

The County Coordinator or alternate is responsible for issuing “all clear.”

SHELTER IN PLACE PLAN FOR: Cannon County UCHRA

We have located, copied, and posted building and site maps. We will practice shelter procedures two (2) times a year.

If we must take shelter quickly in case of a tornado, all agency staff have a designated room inside the central location (middle of the building). No windows are in the designated rooms. *See map list on page 26.* Warning System: NOAA Weather Radios.

We will test the warning system and record results twice yearly.



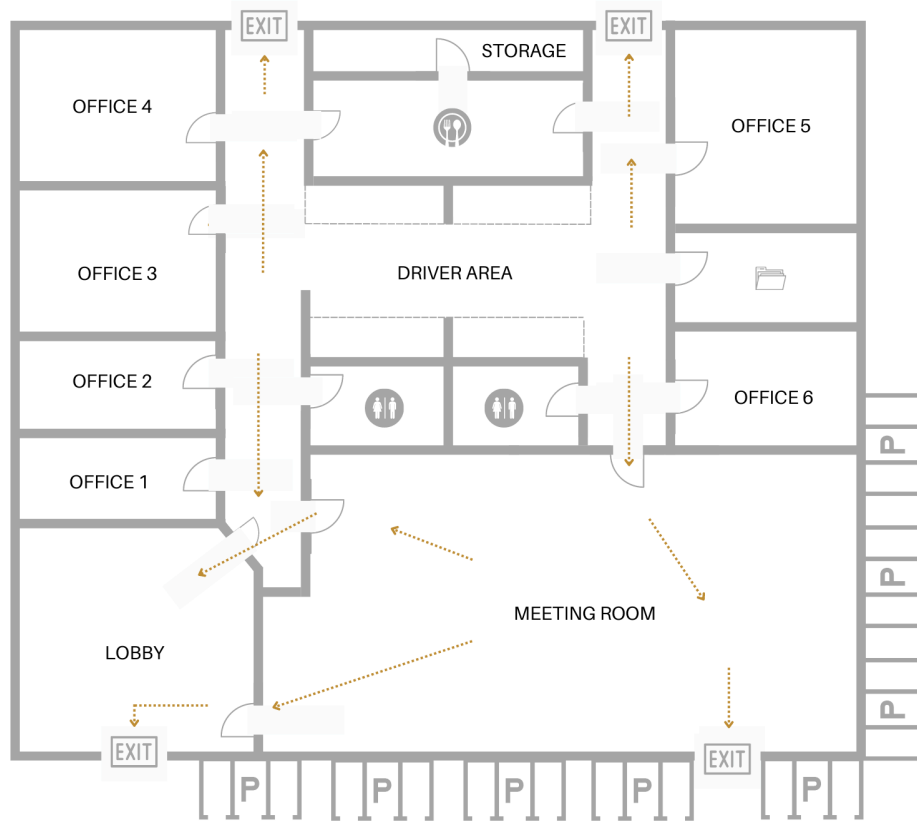
- Storm Shelter Location: Windowless room in the center of the building.
- “Seal the Room” Shelter Location: Windowless room in the center of the building.
- Shelter Location and Alternate: County Coordinator or Alternate
- Responsibilities include:
 - Maintaining sign-in sheet
 - Receptionist announcing tornado/tornado drill
 - Lock-down mode until all is clear
 - Shutdown Manager and Alternate: Mark Farley and Sherry Bilbrey (UCHRA)
 - Responsibilities Include:
 - Determining if the building is safe to remain in if a tornado occurs
 - Designating appropriate staff if needed for triage (nurses, safety committee)

County Coordinator or alternate is responsible for issuing “all clear”.





CLAY COUNTY UCHRA OFFICE



CLAY COUNTY

Phone: (931) 243-3674

Address: 601 Brown St.; Celina, TN 38551

EMERGENCY CONTACT INFORMATION

- **Dial 9-1-1** in an Emergency
- Non-Emergency Police or Fire: See below
- Agency Insurance Provider: Sprouse Insurance 931-949-6026

EMERGENCY PHONE NUMBERS

Fire Department: 931-243-3266/911

Paramedics: 931-243-3147/911

Ambulance: 931-243-3147/911

Police: 931-243-3266

Federal Protective Service: 1-877-437-7411

Security: N/A

Building manager: Ricky Melton 931-260-7014

Owner of building: Ricky Melton 931-260-7014



UTILITY COMPANY EMERGENCY CONTACTS *(Specify the name of the company, phone number, and point of contact.)*

Electric: Tri-County Electric 1-800-369-2111 x350 or x554

Water: City of Celina Water 931-243-2115

Gas (if applicable): N/A

Telephone company: Twin Lakes Telephone 931-243-2121

Fire system: N/A

EVACUATION PLAN FOR: Clay County UCHRA

We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock. We have located, copied, and posted building and site maps. Exits are clearly marked. We will practice evacuation procedures four (4) times a year.

If we must leave the workplace quickly in case of a fire, we have a designated meeting space in the front parking lot area.

Warning System: Intercom Paging System

We will test the warning system and record results four (4) times a year.

Assembly Site: Front (West) Parking Lot

Assembly Site Manager & Alternate: County Coordinator or alternate.

Responsibilities Include:

- Roll call
- Contacting appropriate agency staff as needed

Shut Down Manager & Alternate: Mark Farley and Sherry Thurman (UCDD)/Mark Farley and Sherry Bilbrey (UCHRA)

Responsibilities Include:

- Determining if the agency should close
- Contacting UCDD and/or UCHRA Board Members; pertinent city and/or county mayors, etc.
- Contacting directors of agency to assign duties as needed

The County Coordinator or alternate is responsible for issuing "all clear."

SHELTER IN PLACE PLAN FOR: Clay County UCHRA

We have located, copied, and posted building and site maps. We will practice shelter procedures two (2) times a year.

If we must take shelter quickly in case of a tornado, all agency staff have a designated room inside the central location (middle of the building). No windows are in the designated rooms. *See map list on page 26.* Warning System: NOAA Weather Radios.

We will test the warning system and record results twice yearly.



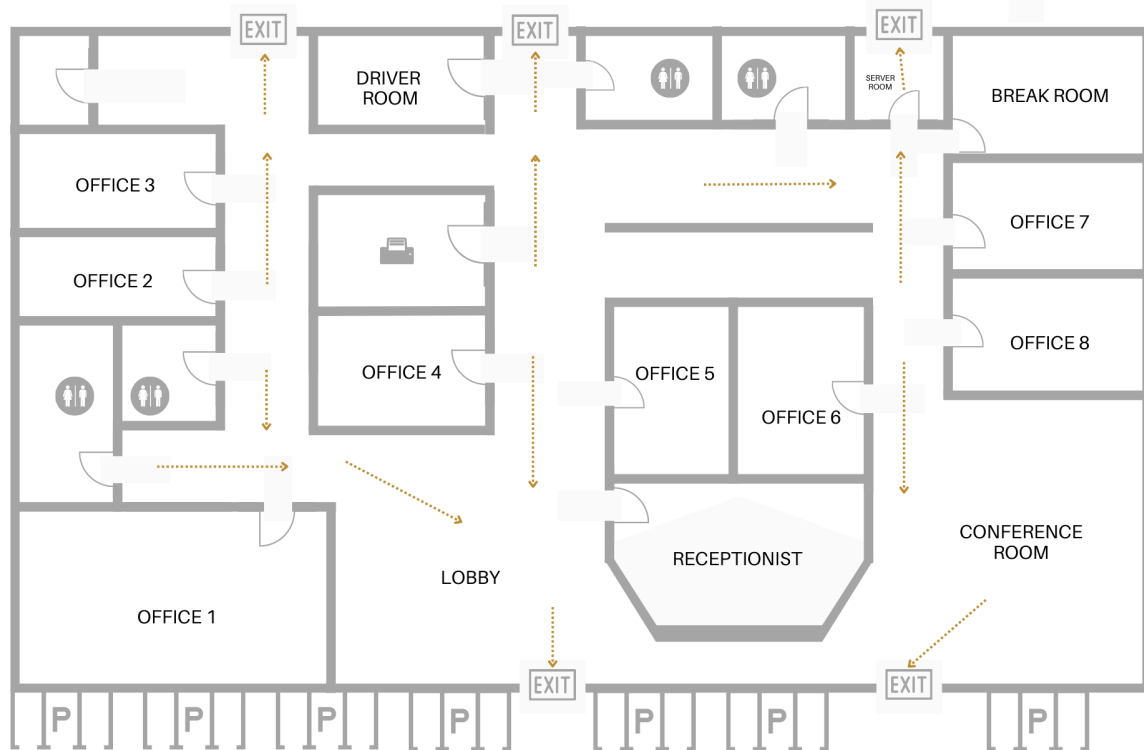
- Storm Shelter Location: Windowless room in the center of the building.
- “Seal the Room” Shelter Location: Windowless room in the center of the building.
- Shelter Location and Alternate: County Coordinator or Alternate
- Responsibilities include:
 - Maintaining sign-in sheet
 - Receptionist announcing tornado/tornado drill
 - Lock-down mode until all is clear
 - Shutdown Manager and Alternate: Mark Farley and Sherry Bilbrey (UCHRA)
 - Responsibilities Include:
 - Determining if the building is safe to remain in if a tornado occurs
 - Designating appropriate staff if needed for triage (nurses, safety committee)

County Coordinator or alternate is responsible for issuing “all clear”.





CUMBERLAND COUNTY UCHRA OFFICE



CUMBERLAND COUNTY

Phone: (931) 456-0691

Address: 1720 West Ave., Crossville, TN 38555

EMERGENCY CONTACT INFORMATION

- **Dial 9-1-1** in an Emergency
- Non-Emergency Police or Fire: See below
- Agency Insurance Provider: Sprouse Insurance 931-949-6026

EMERGENCY PHONE NUMBERS

Fire Department: 931-484-6144

Paramedics: 931-484-1044

Ambulance: 931-484-1044

Police: County 931-484-6126; City 931-484-7231

Federal Protective Service: 1-877-437-7411

Security: N/A

Building manager: David Otto 931-510-3070

Owner of building: David Otto 931-510-3070



UTILITY COMPANY EMERGENCY CONTACTS *(Specify the name of the company, phone number, and point of contact.)*

Electric: Volunteer Electric 931-484-3527

Water: City of Crossville 931-438-6864

Gas (if applicable): Middle Tennessee Natural Gas 931-438-6864

Telephone company: Ben Lomand Connect 931-484-5097

Fire system: N/A

EVACUATION PLAN FOR: Cumberland County UCHRA

We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock. We have located, copied, and posted building and site maps. Exits are clearly marked. We will practice evacuation procedures four (4) times a year.

If we must leave the workplace quickly in case of a fire, we have a designated meeting space in the parking lot area.

Warning System: Intercom Paging System

We will test the warning system and record results four (4) times a year.

Assembly Site: Parking Lot Area

Assembly Site Manager & Alternate: County Coordinator or alternate.

Responsibilities Include:

- Roll call
- Contacting appropriate agency staff as needed

Shut Down Manager & Alternate: Mark Farley and Sherry Thurman (UCDD)/Mark Farley and Sherry Bilbrey (UCHRA)

Responsibilities Include:

- Determining if the agency should close
- Contacting UCDD and/or UCHRA Board Members; pertinent city and/or county mayors, etc.
- Contacting directors of agency to assign duties as needed

The County Coordinator or alternate is responsible for issuing "all clear."

SHELTER IN PLACE PLAN FOR: Cumberland County UCHRA

We have located, copied, and posted building and site maps. We will practice shelter procedures two (2) times a year.

If we must take shelter quickly in case of a tornado, all agency staff have a designated room inside the central location (middle of the building). No windows are in the designated rooms. *See map list on page 26.* Warning System: NOAA Weather Radios.

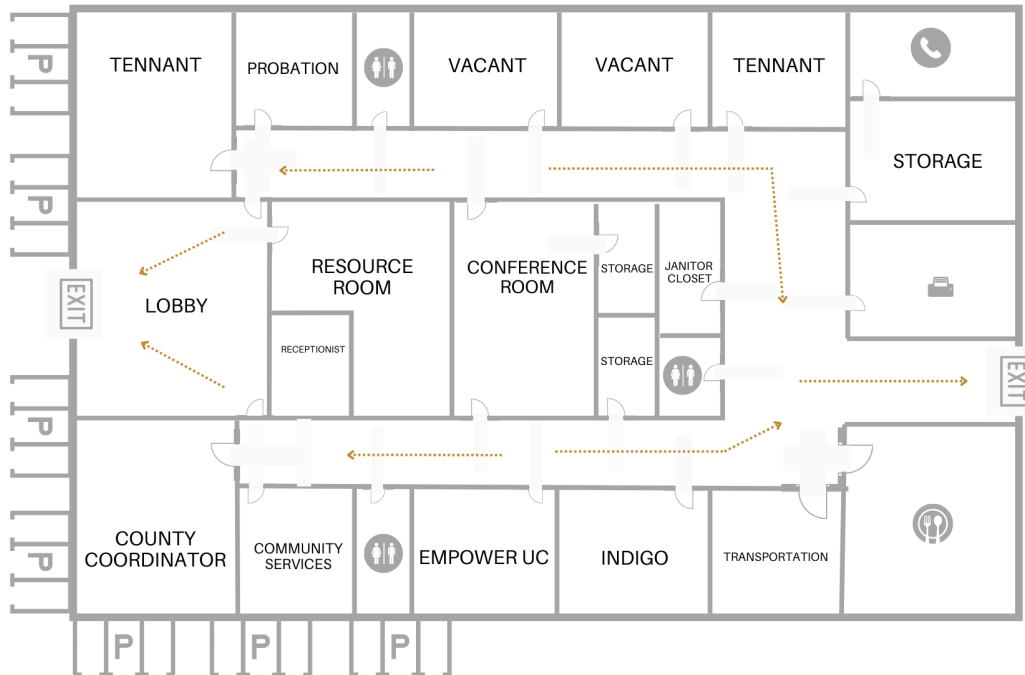
We will test the warning system and record results twice yearly.



- Storm Shelter Location: Windowless room in the center of the building.
- “Seal the Room” Shelter Location: Windowless room in the center of the building.
- Shelter Location and Alternate: County Coordinator or Alternate
- Responsibilities include:
 - Maintaining sign-in sheet
 - Receptionist announcing tornado/tornado drill
 - Lock-down mode until all is clear
 - Shutdown Manager and Alternate: Mark Farley and Sherry Bilbrey (UCHRA)
 - Responsibilities Include:
 - Determining if the building is safe to remain in if a tornado occurs
 - Designating appropriate staff if needed for triage (nurses, safety committee)

County Coordinator or alternate is responsible for issuing “all clear”.





Phone: (615) 597-4504
Address: 726 S. Congress Blvd.; Smithville, TN 37166

- **Dial 9-1-1** in an Emergency
- Non-Emergency Police or Fire: 615-215-3000
- Agency Insurance Provider: Sprouse Insurance 931-949-6026

Fire Department: 911/615-517-2631
Paramedics: 911/615-597-6768
Ambulance: 911/615-597-6768
Police: Sheriff 615-597-4935; City 615-597-4089
Federal Protective Service: 1-877-437-7411
Security: N/A
Building manager: Matt Adcock 931-982-0517
Owner of building: DeKalb County



UTILITY COMPANY EMERGENCY CONTACTS *(Specify the name of the company, phone number, and point of contact.)*

Electric: Smithville Electric 615-597-4735

Water: Smithville Water Dept. 615-597-6318, After hours 615-215-3000

Gas (if applicable): 1-8033-438-6864

Telephone company: DTC 615-683-4033 (24 hours), Office 615-683-1010

Fire system: Gemini Alarm System 931-691-0631

EVACUATION PLAN FOR: DeKalb County UCHRA

We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock. We have located, copied, and posted building and site maps. Exits are clearly marked. We will practice evacuation procedures four (4) times a year.

If we must leave the workplace quickly in case of a fire, we have a designated meeting space in the parking lot area.

Warning System: Intercom Paging System

We will test the warning system and record results four (4) times a year.

Assembly Site: Parking Lot Area

Assembly Site Manager & Alternate: County Coordinator or alternate.

Responsibilities Include:

- Roll call
- Contacting appropriate agency staff as needed

Shut Down Manager & Alternate: Mark Farley and Sherry Thurman (UCDD)/Mark Farley and Sherry Bilbrey (UCHRA)

Responsibilities Include:

- Determining if the agency should close
- Contacting UCDD and/or UCHRA Board Members; pertinent city and/or county mayors, etc.
- Contacting directors of agency to assign duties as needed

The County Coordinator or alternate is responsible for issuing “all clear.”

SHELTER IN PLACE PLAN FOR: DeKalb County UCHRA

We have located, copied, and posted building and site maps. We will practice shelter procedures two (2) times a year.

If we must take shelter quickly in case of a tornado, all agency staff have a designated room inside the central location (middle of the building). No windows are in the designated rooms. *See map list on page 26.* Warning System: NOAA Weather Radios.

We will test the warning system and record results twice yearly.

- Storm Shelter Location: Windowless room in the center of the building.
- “Seal the Room” Shelter Location: Windowless room in the center of the building.



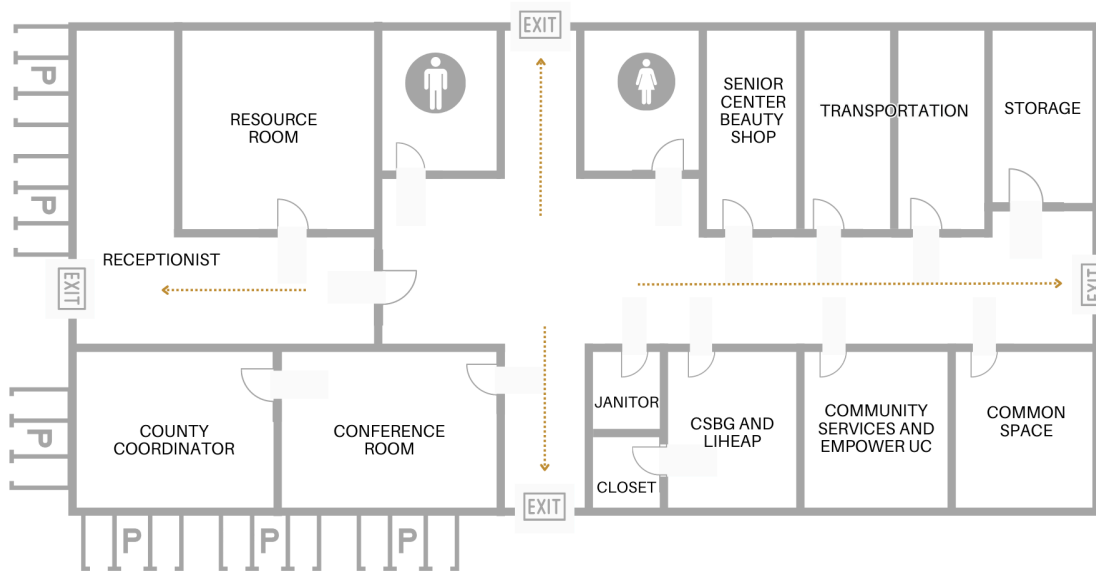
- Shelter Location and Alternate: County Coordinator or Alternate
- Responsibilities include:
 - Maintaining sign-in sheet
 - Receptionist announcing tornado/tornado drill
 - Lock-down mode until all is clear
 - Shutdown Manager and Alternate: Mark Farley and Sherry Bilbrey (UCHRA)
 - Responsibilities Include:
 - Determining if the building is safe to remain in if a tornado occurs
 - Designating appropriate staff if needed for triage (nurses, safety committee)

County Coordinator or alternate is responsible for issuing “all clear”.





FENTRESS COUNTY UCHRA OFFICE



FENTRESS COUNTY

Phone: (931) 879-8040

Address: 308 Main St. S., Ste. 101; Jamestown, TN 38556

EMERGENCY CONTACT INFORMATION

- **Dial 9-1-1** in an Emergency
- Non-Emergency Police or Fire: See below.
- Agency Insurance Provider: Sprouse Insurance 931-949-6026

EMERGENCY PHONE NUMBERS

Fire Department: 931-879-8310

Paramedics: 931-879-8147

Ambulance: 931-879-8147

Police: 931-879-8313

Federal Protective Service: 1-877-437-7411

Security: N/A

Building manager: Jimmy Johnson

Owner of building: Fentress County Government 931-879-7713



UTILITY COMPANY EMERGENCY CONTACTS *(Specify the name of the company, phone number, and point of contact.)*

Electric: Volunteer Electric 931-879-5853

Water: Jamestown Gas & Water 931-879-7560

Gas (if applicable): Jamestown Gas & Water 931-879-7560

Telephone company: Twin Lakes Telephone 931-879-5811

Fire system: Simplex 1-800-877-3624

EVACUATION PLAN FOR: Fentress County UCHRA

We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock. We have located, copied, and posted building and site maps. Exits are clearly marked. We will practice evacuation procedures four (4) times a year.

If we must leave the workplace quickly in case of a fire, we have a designated meeting space in the back parking lot area and safe room at the DHS building.

Warning System: Intercom Paging System

We will test the warning system and record results four (4) times a year.

Assembly Site: Parking Lot Area

Assembly Site Manager & Alternate: County Coordinator or alternate.

Responsibilities Include:

- Roll call
- Contacting appropriate agency staff as needed

Shut Down Manager & Alternate: Mark Farley and Sherry Thurman (UCDD)/Mark Farley and Sherry Bilbrey (UCHRA)

Responsibilities Include:

- Determining if the agency should close
- Contacting UCDD and/or UCHRA Board Members; pertinent city and/or county mayors, etc.
- Contacting directors of agency to assign duties as needed

The County Coordinator or alternate is responsible for issuing "all clear."

SHELTER IN PLACE PLAN FOR: Fentress County UCHRA

We have located, copied, and posted building and site maps. We will practice shelter procedures two (2) times a year.

If we must take shelter quickly in case of a tornado, all agency staff have a designated room inside the central location (middle of the building). No windows are in the designated rooms. See map list on page 26. Warning System: NOAA Weather Radios.

We will test the warning system and record results twice yearly.



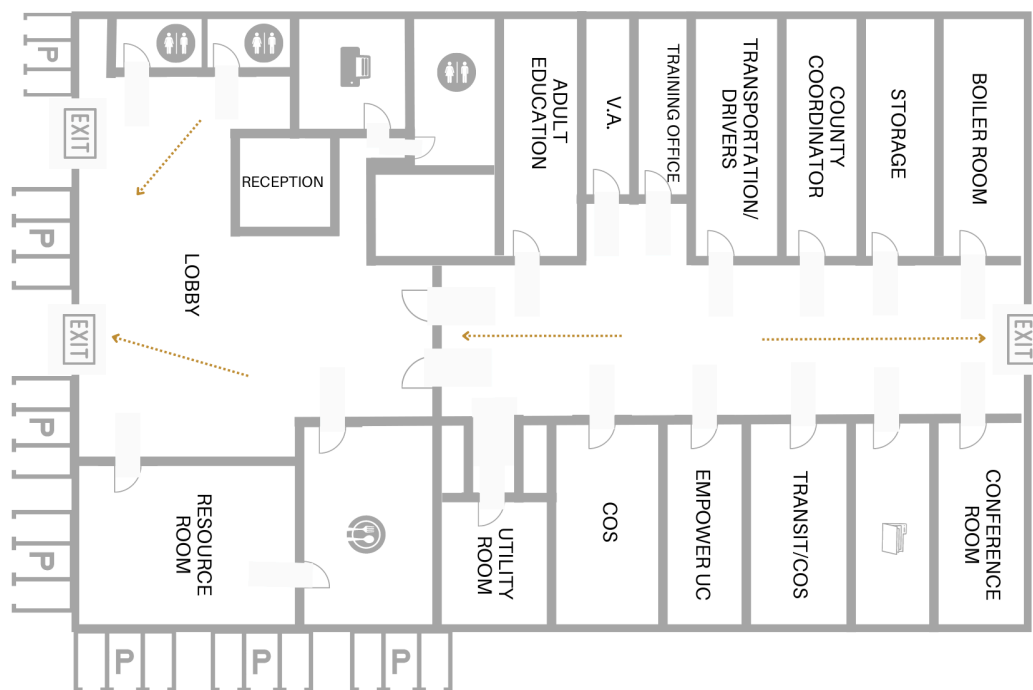
- Storm Shelter Location: Windowless room in the center of the building.
- “Seal the Room” Shelter Location: Windowless room in the center of the building.
- Shelter Location and Alternate: County Coordinator or Alternate
- Responsibilities include:
 - Maintaining sign-in sheet
 - Receptionist announcing tornado/tornado drill
 - Lock-down mode until all is clear
 - Shutdown Manager and Alternate: Mark Farley and Sherry Bilbrey (UCHRA)
 - Responsibilities Include:
 - Determining if the building is safe to remain in if a tornado occurs
 - Designating appropriate staff if needed for triage (nurses, safety committee)

County Coordinator or alternate is responsible for issuing “all clear”.





JACKSON COUNTY UCHRA OFFICE



JACKSON COUNTY

Phone: (931) 268-9840

Address: 744 School Dr.; Gainesboro, TN 38562

EMERGENCY CONTACT INFORMATION

- **Dial 9-1-1** in an Emergency
- Non-Emergency Police or Fire: See below.
- Agency Insurance Provider: Sprouse Insurance 931-949-6026

EMERGENCY PHONE NUMBERS

Fire Department: Central 931-268-0304

Paramedics: 931-268-3447 Jackson County Rescue

Ambulance: 931-268-3447 Jackson County Rescue

Police: 931-268-6226 Sheriff Dept.

Federal Protective Service: 1-877-437-7411

Security: N/A

Building manager: Jim Morgan 931-268-9172

Owner of building: Jackson County 931-268-0866



UTILITY COMPANY EMERGENCY CONTACTS *(Specify the name of the company, phone number, and point of contact.)*

Electric: UCEMC 800-261-2940

Water: Gainesboro Water and Sewer 931-268-9315

Gas (if applicable): N/A

Telephone company: Twin Lakes 931-268-9315

Fire system: N/A

EVACUATION PLAN FOR: Jackson County UCHRA

We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock. We have located, copied, and posted building and site maps. Exits are clearly marked. We will practice evacuation procedures four (4) times a year.

If we must leave the workplace quickly in case of a fire, we have a designated meeting space in the parking lot area.

Warning System: Intercom Paging System

We will test the warning system and record results four (4) times a year.

Assembly Site: Parking Lot Area

Assembly Site Manager & Alternate: County Coordinator or alternate.

Responsibilities Include:

- Roll call
- Contacting appropriate agency staff as needed

Shut Down Manager & Alternate: Mark Farley and Sherry Thurman (UCDD)/Mark Farley and Sherry Bilbrey (UCHRA)

Responsibilities Include:

- Determining if the agency should close
- Contacting UCDD and/or UCHRA Board Members; pertinent city and/or county mayors, etc.
- Contacting directors of agency to assign duties as needed

The County Coordinator or alternate is responsible for issuing "all clear."

SHELTER IN PLACE PLAN FOR: Jackson County UCHRA

We have located, copied, and posted building and site maps. We will practice shelter procedures two (2) times a year.

If we must take shelter quickly in case of a tornado, all agency staff have a designated room inside the central location (middle of the building). No windows are in the designated rooms. *See map list on page 26.* Warning System: NOAA Weather Radios.

We will test the warning system and record results twice yearly.



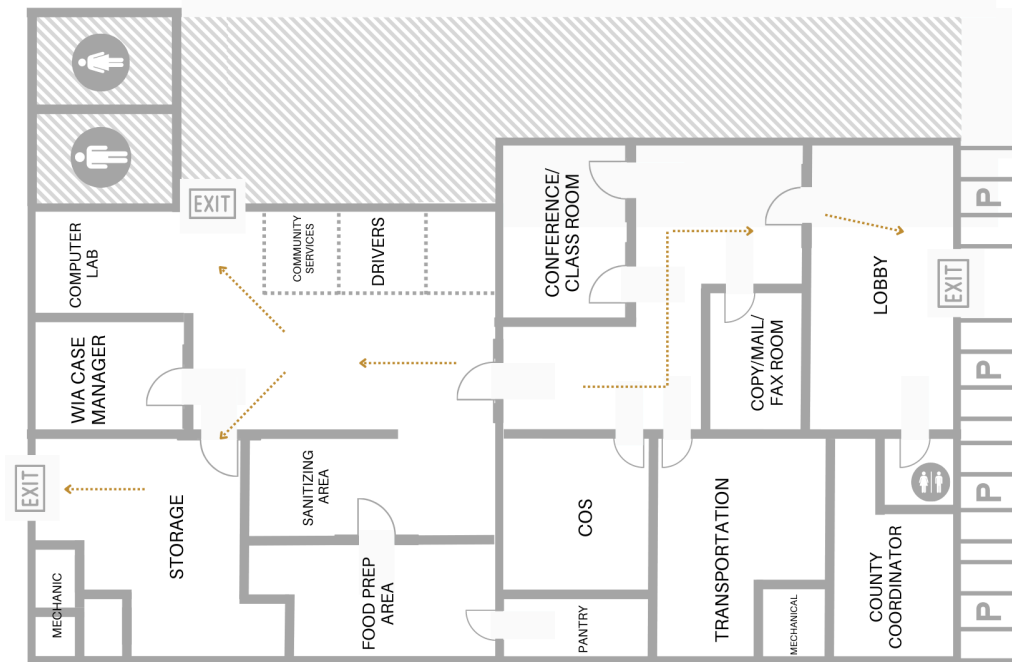
- Storm Shelter Location: Windowless room in the center of the building.
- “Seal the Room” Shelter Location: Windowless room in the center of the building.
- Shelter Location and Alternate: County Coordinator or Alternate
- Responsibilities include:
 - Maintaining sign-in sheet
 - Receptionist announcing tornado/tornado drill
 - Lock-down mode until all is clear
 - Shutdown Manager and Alternate: Mark Farley and Sherry Bilbrey (UCHRA)
 - Responsibilities Include:
 - Determining if the building is safe to remain in if a tornado occurs
 - Designating appropriate staff if needed for triage (nurses, safety committee)

County Coordinator or alternate is responsible for issuing “all clear”.





MACON COUNTY UCHRA OFFICE



MACON COUNTY

Phone: (615) 666-3377

Address: 607 Highway 52 By-Pass; Lafayette, TN 37083

EMERGENCY CONTACT INFORMATION

- **Dial 9-1-1** in an Emergency
- Non-Emergency Police or Fire: See below.
- Agency Insurance Provider: Sprouse Insurance 931-949-6026

EMERGENCY PHONE NUMBERS

Fire Department: 615-666-3535

Paramedics: 615-666-2324

Ambulance: 615-666-2324

Police: 615-666-4725

Federal Protective Service: 1-877-437-7411

Security:

Building manager: Steve Jones 615-572-0911

Owner of building: Macon County 615-666-2363



UTILITY COMPANY EMERGENCY CONTACTS *(Specify the name of the company, phone number, and point of contact.)*

Electric: Tri City Electric 800-369-2111

Water: City of Lafayette 615-666-4580

Gas (if applicable): 615-666-2194

Telephone company: North Central Telephone Cooperative) - 615-666-2151

Fire system:

EVACUATION PLAN FOR: Macon County UCHRA

We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock. We have located, copied, and posted building and site maps. Exits are clearly marked. We will practice evacuation procedures four (4) times a year.

If we must leave the workplace quickly in case of a fire, we have a designated meeting space in the parking lot area.

Warning System: Intercom Paging System

We will test the warning system and record results four (4) times a year.

Assembly Site: Parking Lot Area

Assembly Site Manager & Alternate: County Coordinator or alternate.

Responsibilities Include:

- Roll call
- Contacting appropriate agency staff as needed

Shut Down Manager & Alternate: Mark Farley and Sherry Thurman (UCDD)/Mark Farley and Sherry Bilbrey (UCHRA)

Responsibilities Include:

- Determining if the agency should close
- Contacting UCDD and/or UCHRA Board Members; pertinent city and/or county mayors, etc.
- Contacting directors of agency to assign duties as needed

The County Coordinator or alternate is responsible for issuing "all clear."

SHELTER IN PLACE PLAN FOR: Macon County UCHRA

We have located, copied, and posted building and site maps. We will practice shelter procedures two (2) times a year.

If we must take shelter quickly in case of a tornado, all agency staff have a designated room inside the central location (middle of the building). No windows are in the designated rooms. *See map list on page 26.* Warning System: NOAA Weather Radios.

We will test the warning system and record results twice yearly.



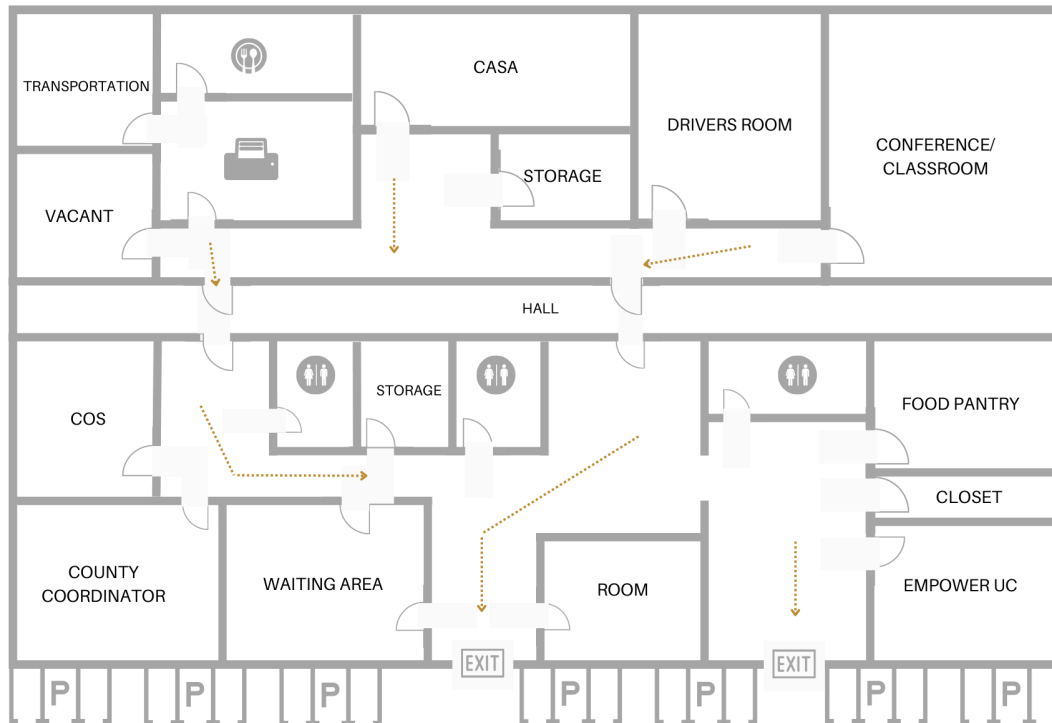
- Storm Shelter Location: Windowless room in the center of the building.
- “Seal the Room” Shelter Location: Windowless room in the center of the building.
- Shelter Location and Alternate: County Coordinator or Alternate
- Responsibilities include:
 - Maintaining sign-in sheet
 - Receptionist announcing tornado/tornado drill
 - Lock-down mode until all is clear
 - Shutdown Manager and Alternate: Mark Farley and Sherry Bilbrey (UCHRA)
 - Responsibilities Include:
 - Determining if the building is safe to remain in if a tornado occurs
 - Designating appropriate staff if needed for triage (nurses, safety committee)

County Coordinator or alternate is responsible for issuing “all clear”.





VERTON COUNTY UCHRA OFFICE



VERTON COUNTY

Phone: (931) 823-7323

Address: 106 W. Henson St.; Livingston, TN 38570

EMERGENCY CONTACT INFORMATION

- **Dial 9-1-1** in an Emergency
- Non-Emergency Police or Fire: See below.
- Agency Insurance Provider: Sprouse Insurance 931-949-6026

EMERGENCY PHONE NUMBERS

Fire Department: 931-823-2853 or 931-823-6496

Paramedics: 911

Ambulance: 911

Police: 931-823-6496; Sheriff 931-823-5635

Federal Protective Service: 1-877-437-7411

Security: 202-282-8000

Building manager: Amy Hollersl 931-510-4274

Owner of building: JAmy Hollersl 931-510-4274



UTILITY COMPANY EMERGENCY CONTACTS *(Specify the name of the company, phone number, and point of contact.)*

Electric: 931-823-8655

Water: 931-823-5278

Gas (if applicable): 931-823-5278 or 931-823-1269

Telephone company: 931-823-5511

Fire system: 931-537-6391

EVACUATION PLAN FOR: Overton County UCHRA

We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock. We have located, copied, and posted building and site maps. Exits are clearly marked. We will practice evacuation procedures four (4) times a year.

If we must leave the workplace quickly in case of a fire, we have a designated meeting space in the front parking lot area.

Warning System: Intercom Paging System

We will test the warning system and record results four (4) times a year.

Assembly Site: Front Parking Lot

Assembly Site Manager & Alternate: County Coordinator or alternate

Responsibilities Include:

- Roll call
- Contacting appropriate agency staff as needed

Shut Down Manager & Alternate: Mark Farley and Sherry Thurman (UCDD)/Mark Farley and Sherry Bilbrey (UCHRA)

Responsibilities Include:

- Determining if the agency should close
- Contacting UCDD and/or UCHRA Board Members; pertinent city and/or county mayors, etc.
- Contacting directors of agency to assign duties as needed

The County Coordinator or alternate is responsible for issuing “all clear.”

SHELTER IN PLACE PLAN FOR: Overton County UCHRA

We have located, copied, and posted building and site maps. We will practice shelter procedures two (2) times a year.

If we must take shelter quickly in case of a tornado, all agency staff have a designated room inside the central location (middle of the building). No windows are in the designated rooms. *See map list on page 26.* Warning System: NOAA Weather Radios.

We will test the warning system and record results twice yearly.



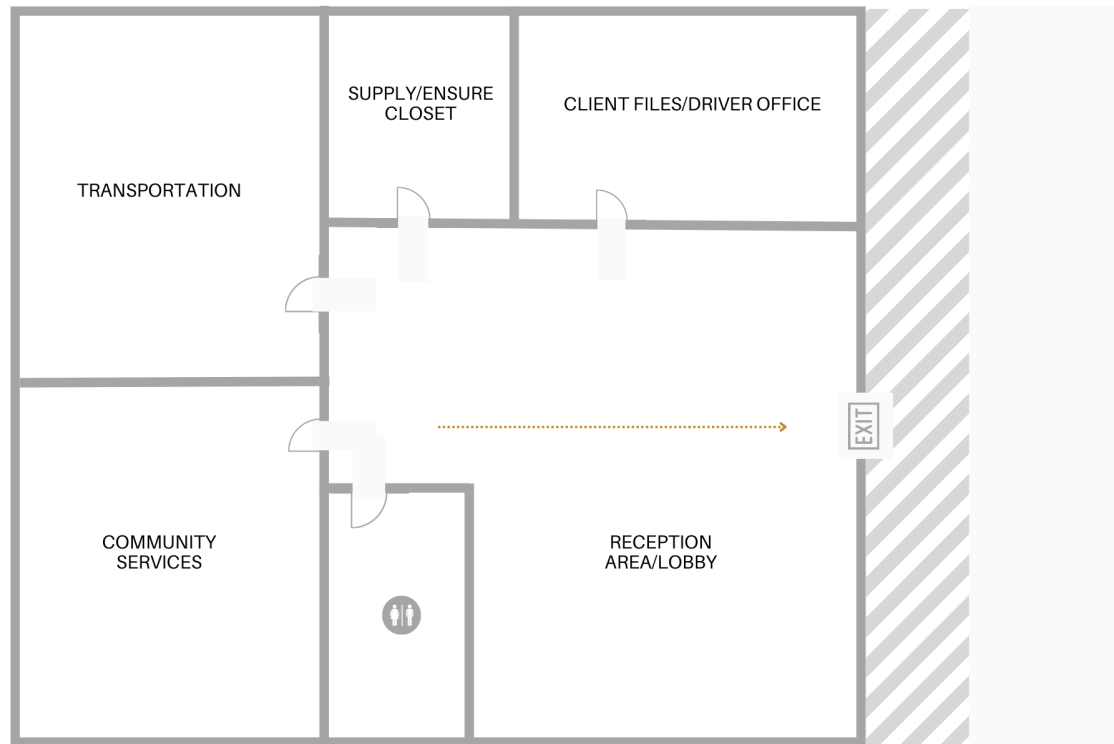
- Storm Shelter Location: Windowless room in the center of the building.
- “Seal the Room” Shelter Location: Windowless room in the center of the building.
- Shelter Location and Alternate: County Coordinator or Alternate
- Responsibilities include:
 - Maintaining sign-in sheet
 - Receptionist announcing tornado/tornado drill
 - Lock-down mode until all is clear
 - Shutdown Manager and Alternate: Mark Farley and Sherry Bilbrey (UCHRA)
 - Responsibilities Include:
 - Determining if the building is safe to remain in if a tornado occurs
 - Designating appropriate staff if needed for triage (nurses, safety committee)

County Coordinator or alternate is responsible for issuing “all clear”.





PICKETT COUNTY UCHRA OFFICE



PICKETT COUNTY

Phone: (931) 864-6540

Address: Byrdstown Community Center/105 S. Main St., Room #6; Byrdstown, TN 38549

EMERGENCY CONTACT INFORMATION

- **Dial 9-1-1** in an Emergency
- Non-Emergency Police or Fire: See below.
- Agency Insurance Provider: Sprouse Insurance 931-949-6026

EMERGENCY PHONE NUMBERS

Fire Department: Non-Emergency is 931-526-2125

Paramedics: Non-Emergency is 931-864-3181

Ambulance: 931-864-3181

Police: 931-864-3210

Federal Protective Service: 1-877-437-7411

Security: N/A

Building manager: Stephen Bilbrey County Executive 931-864-3798

Owner of building: Pickett County 931-864-3798



UTILITY COMPANY EMERGENCY CONTACTS *(Specify the name of the company, phone number, and point of contact.)*

Electric: Volunteer Energy Co-op, Shannon Rector 931-64-3685 ext: 8761

Water: Byrdstown, Water and Sewer 931-864-6215

Gas (if applicable): N/A

Telephone company: Twin Lakes 931-864-2151

Fire system: N/A

EVACUATION PLAN FOR: Pickett County UCHRA

We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock. We have located, copied, and posted building and site maps. Exits are clearly marked. We will practice evacuation procedures four (4) times a year.

If we must leave the workplace quickly in case of a fire, we have a designated meeting space in the parking lot area.

Warning System: Intercom Paging System

We will test the warning system and record results four (4) times a year.

Assembly Site: Parking Lot Area

Assembly Site Manager & Alternate: County Coordinator or alternate

Responsibilities Include:

- Roll call
- Contacting appropriate agency staff as needed

Shut Down Manager & Alternate: Mark Farley and Sherry Thurman (UCDD)/Mark Farley and Sherry Bilbrey (UCHRA)

Responsibilities Include:

- Determining if the agency should close
- Contacting UCDD and/or UCHRA Board Members; pertinent city and/or county mayors, etc.
- Contacting directors of agency to assign duties as needed

The County Coordinator or alternate is responsible for issuing "all clear."

SHELTER IN PLACE PLAN FOR: Pickett County UCHRA

We have located, copied, and posted building and site maps. We will practice shelter procedures two (2) times a year.

If we must take shelter quickly in case of a tornado, all agency staff have a designated room inside the central location (middle of the building). No windows are in the designated rooms. *See map list on page 26.* Warning System: NOAA Weather Radios.

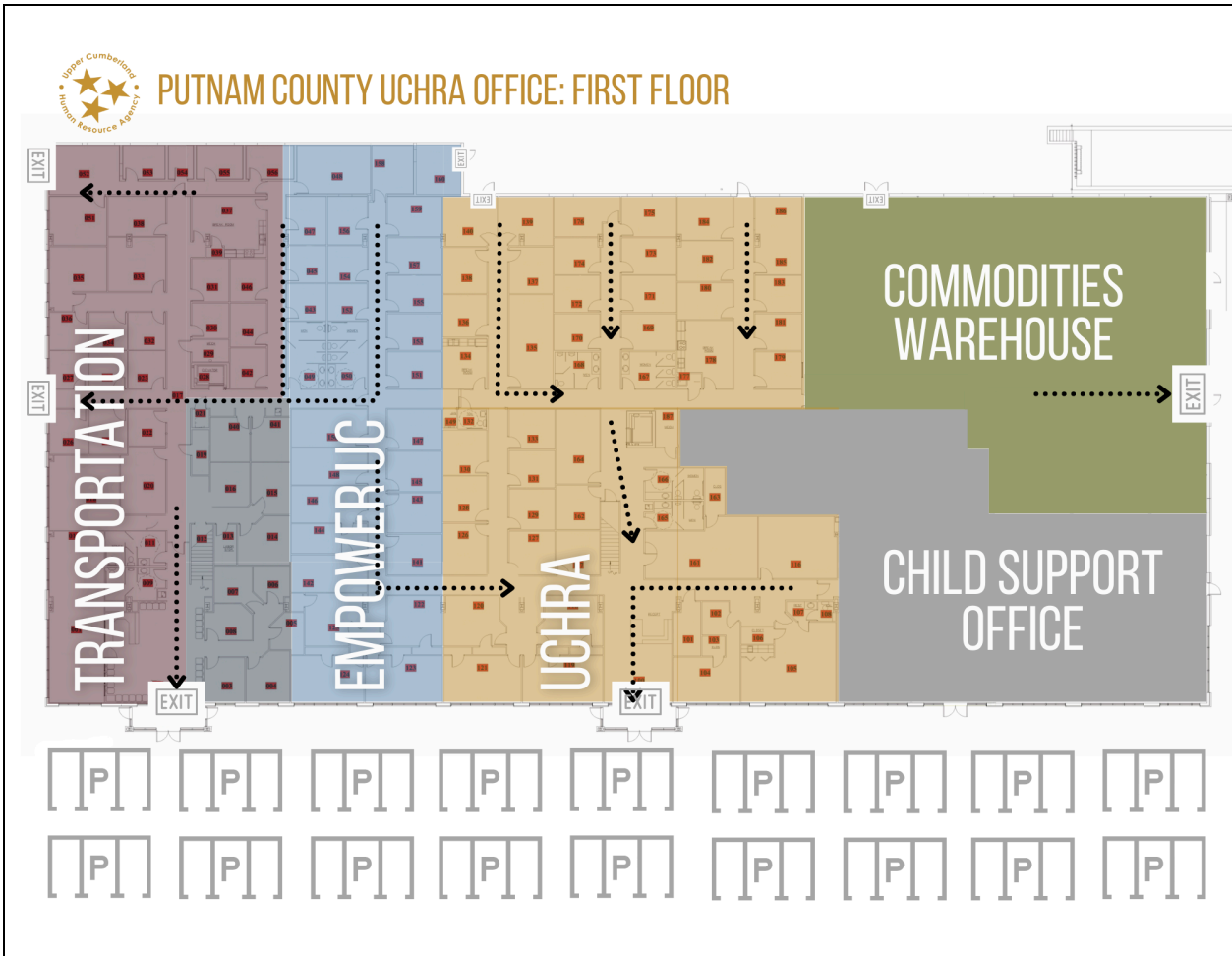
We will test the warning system and record results twice yearly.



- Storm Shelter Location: Windowless room in the center of the building.
- “Seal the Room” Shelter Location: Windowless room in the center of the building.
- Shelter Location and Alternate: County Coordinator or Alternate
- Responsibilities include:
 - Maintaining sign-in sheet
 - Receptionist announcing tornado/tornado drill
 - Lock-down mode until all is clear
 - Shutdown Manager and Alternate: Mark Farley and Sherry Bilbrey (UCHRA)
 - Responsibilities Include:
 - Determining if the building is safe to remain in if a tornado occurs
 - Designating appropriate staff if needed for triage (nurses, safety committee)

County Coordinator or alternate is responsible for issuing “all clear”.



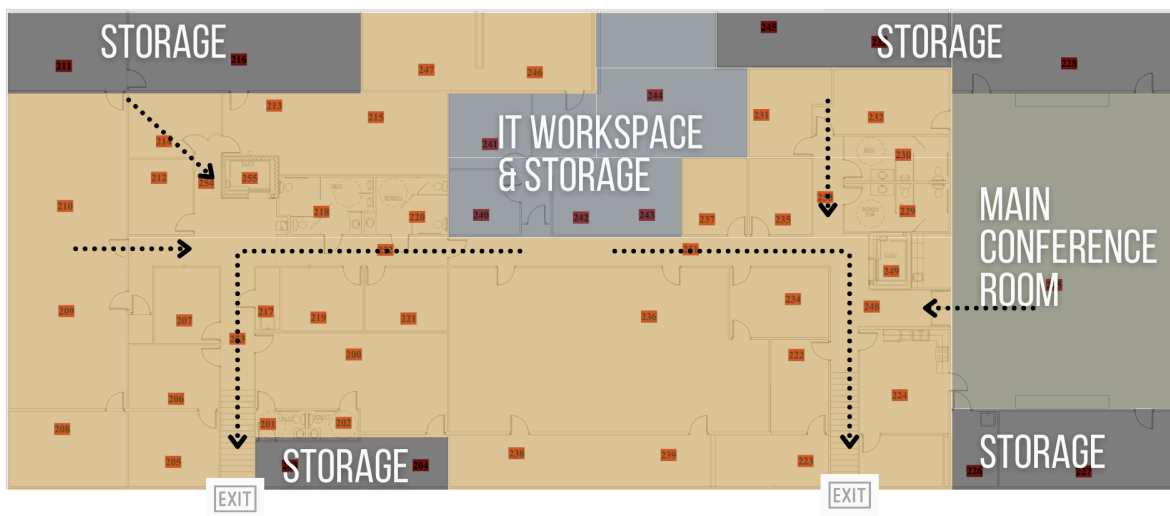


PUTNAM COUNTY



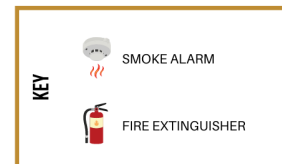
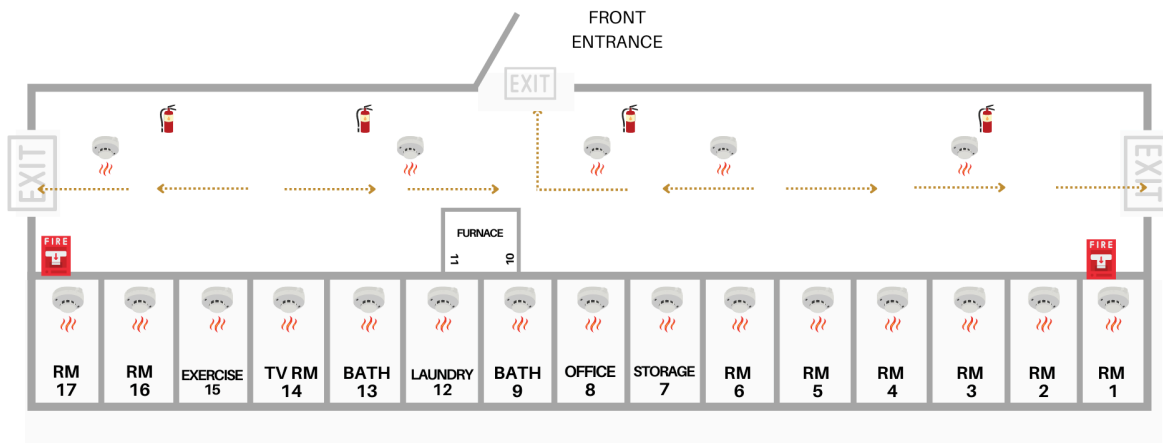


PUTNAM COUNTY UCHRA OFFICE: SECOND FLOOR



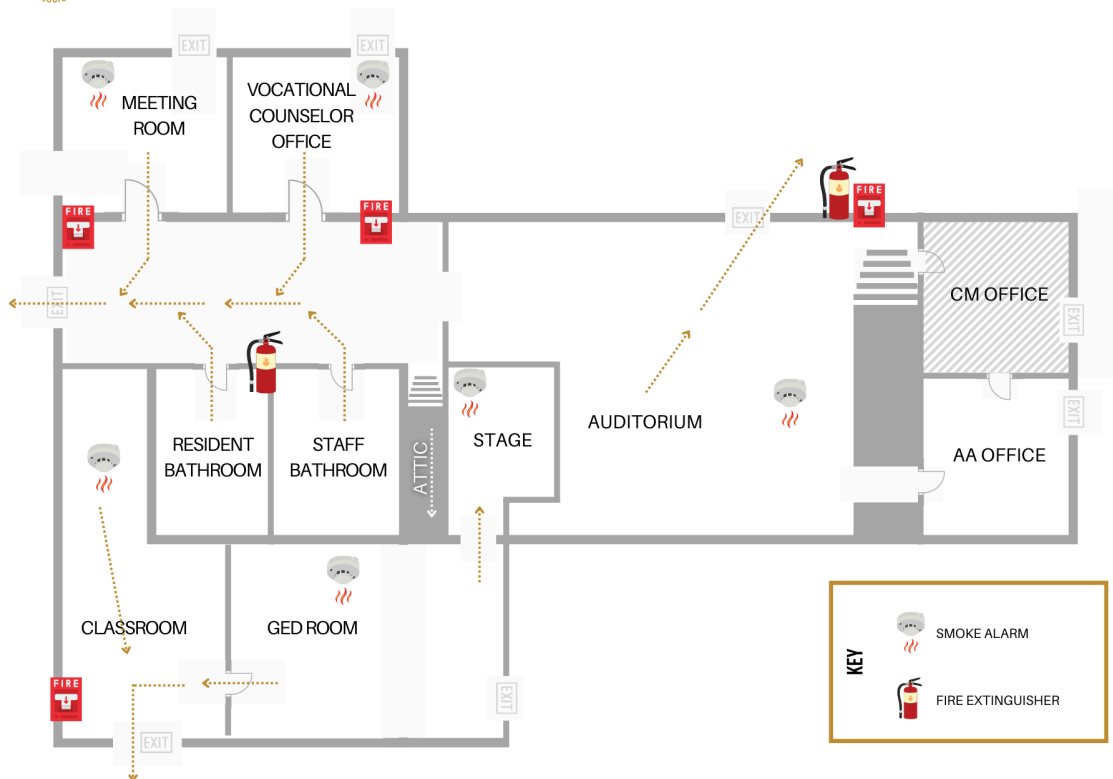


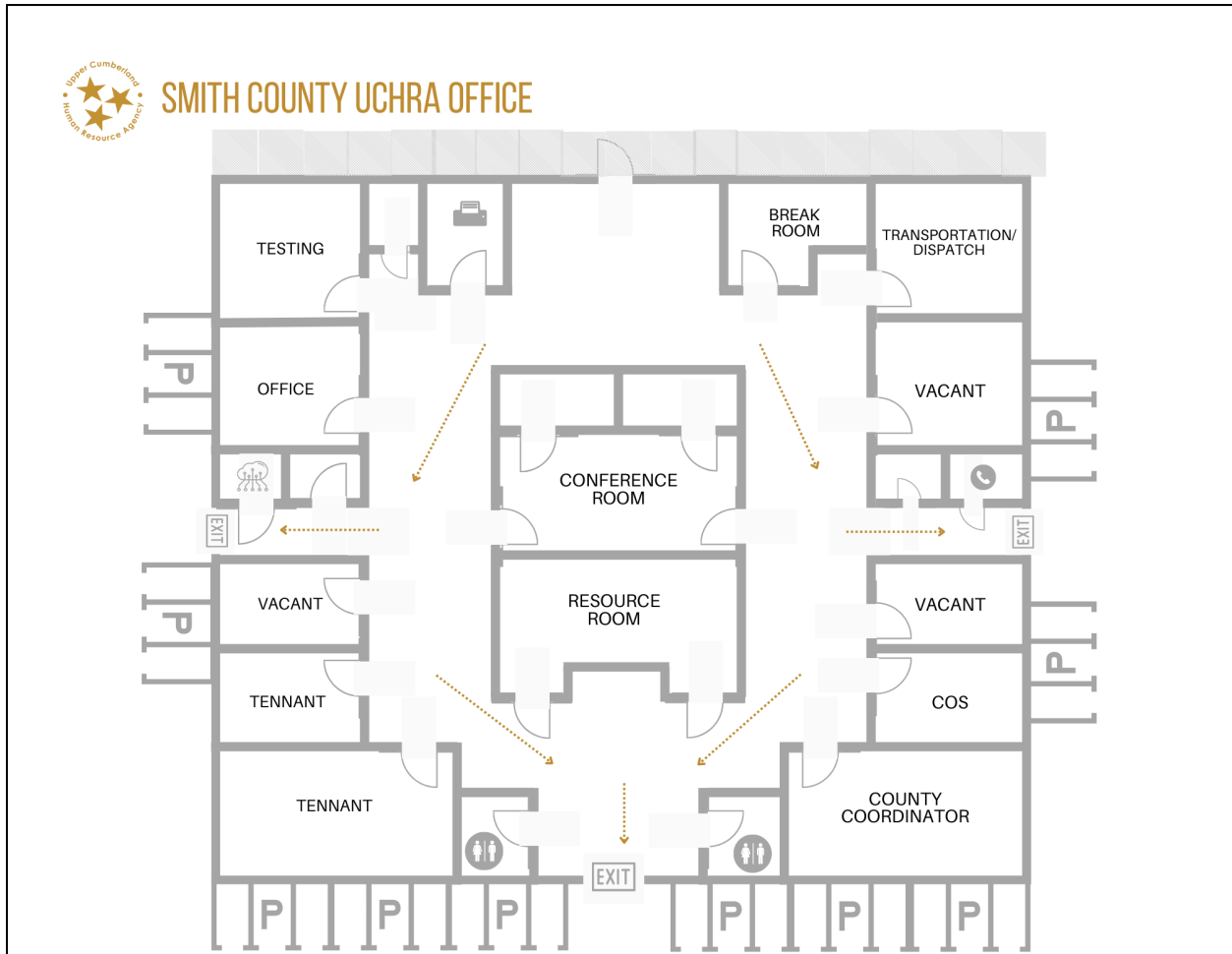
CHANCE RESIDENTIAL CENTER: DORMITORY





CHANCE RESIDENTIAL CENTER: EDUCATIONAL BUILDING





SMITH COUNTY

Phone: (615) 735-0476

Address: 120 Pauline Gore Way, Ste. A; Carthage, TN 37030

EMERGENCY CONTACT INFORMATION

- **Dial 9-1-1** in an Emergency
- Non-Emergency Police or Fire: See below.
- Agency Insurance Provider: Sprouse Insurance 931-949-6026

EMERGENCY PHONE NUMBERS

Fire Department: 615-735-2121

Paramedics: 615-735-2121

Ambulance: 615-735-2121

Police: Smith County Sheriff's Office 615-715-2626

Federal Protective Service: 1-877-437-7411

Security: N/A

Building manager: Jeff Mason 615-735-2294/615-735-7804

Owner of building: Smith County 615-735-2294



UTILITY COMPANY EMERGENCY CONTACTS *(Specify the name of the company, phone number, and point of contact.)*

Electric: 4CEMC 800-261-2940

Water: Smith Utility District 615-735-2793

Gas (if applicable):

Telephone company: DTC 615-529-2955

Fire system: Fire-Lite Alarms and Twin Lakes Security 931-528-2005

EVACUATION PLAN FOR: Smith County UCHRA

We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock. We have located, copied, and posted building and site maps. Exits are clearly marked. We will practice evacuation procedures four (4) times a year.

If we must leave the workplace quickly in case of a fire, we have a designated meeting space in the parking lot area.

Warning System: Intercom Paging System

We will test the warning system and record results four (4) times a year.

Assembly Site: Parking Lot Area

Assembly Site Manager & Alternate: County Coordinator or alternate.

Responsibilities Include:

- Roll call
- Contacting appropriate agency staff as needed

Shut Down Manager & Alternate: Mark Farley and Sherry Thurman (UCDD)/Mark Farley and Sherry Bilbrey (UCHRA)

Responsibilities Include:

- Determining if the agency should close
- Contacting UCDD and/or UCHRA Board Members; pertinent city and/or county mayors, etc.
- Contacting directors of agency to assign duties as needed

The County Coordinator or alternate is responsible for issuing "all clear."

SHELTER IN PLACE PLAN FOR: Smith County UCHRA

We have located, copied, and posted building and site maps. We will practice shelter procedures two (2) times a year.

If we must take shelter quickly in case of a tornado, all agency staff have a designated room inside the central location (middle of the building). No windows are in the designated rooms. *See map list on page 26.* Warning System: NOAA Weather Radios.

We will test the warning system and record results twice yearly.

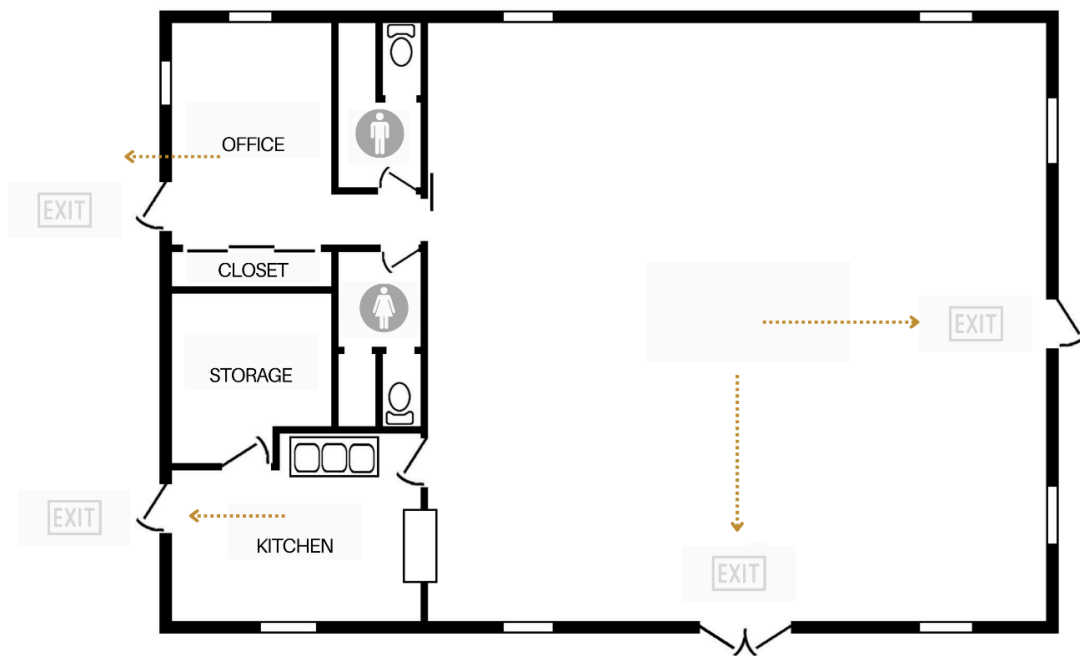


- Storm Shelter Location: Windowless room in the center of the building.
 - “Seal the Room” Shelter Location: Windowless room in the center of the building.
 - Shelter Location and Alternate: County Coordinator or Alternate
 - Responsibilities include:
 - Maintaining sign-in sheet
 - Receptionist announcing tornado/tornado drill
 - Lock-down mode until all is clear
 - Shutdown Manager and Alternate: Mark Farley and Sherry Bilbrey (UCHRA)
 - Responsibilities Include:
 - Determining if the building is safe to remain in if a tornado occurs
 - Designating appropriate staff if needed for triage (nurses, safety committee)
- County Coordinator or alternate is responsible for issuing “all clear”.





VAN BUREN COUNTY OFFICE



VAN BUREN COUNTY

Phone: (931) 946-7151

Address: 779 Old McMinnville Hwy.; Spencer, TN 38585

EMERGENCY CONTACT INFORMATION

- **Dial 9-1-1** in an Emergency
- Non-Emergency Police or Fire: See below.
- Agency Insurance Provider: Sprouse Insurance 931-949-6026

EMERGENCY PHONE NUMBERS

Fire Department: 911

Paramedics: 911 or Local EMA 931-946-8181

Ambulance: 911

Police: 911 or Sheriff 931-946-2118, City Police Chief 931-946-2188

Federal Protective Service: 1-877-437-7411

Security: 911

Building manager: David Sullivan, County Mayor 931-946-2314

Owner of building: Van Buren County 931-946-2314



UTILITY COMPANY EMERGENCY CONTACTS *(Specify the name of the company, phone number, and point of contact.)*

Electric: Caney Fork Electric 931-946-7575

Water: Spencer Utility Department 931-946-2351

Gas (if applicable): Middle Tennessee Natural Gas 931-836-2825

Telephone company: Ben Lomand 931-946-7794

Fire system: N/A

EVACUATION PLAN FOR: Van Buren County UCHRA

We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock. We have located, copied, and posted building and site maps. Exits are clearly marked. We will practice evacuation procedures four (4) times a year.

If we must leave the workplace quickly in case of a fire, we have a designated meeting space in the parking lot area.

Warning System: Intercom Paging System

We will test the warning system and record results four (4) times a year.

Assembly Site: Parking Lot Area

Assembly Site Manager & Alternate: County Coordinator or alternate.

Responsibilities Include:

- Roll call
- Contacting appropriate agency staff as needed

Shut Down Manager & Alternate: Mark Farley and Sherry Thurman (UCDD)/Mark Farley and Sherry Bilbrey (UCHRA)

Responsibilities Include:

- Determining if the agency should close
- Contacting UCDD and/or UCHRA Board Members; pertinent city and/or county mayors, etc.
- Contacting directors of agency to assign duties as needed

The County Coordinator or alternate is responsible for issuing “all clear.”

SHELTER IN PLACE PLAN FOR: Van Buren County UCHRA

We have located, copied, and posted building and site maps. We will practice shelter procedures two (2) times a year.

If we must take shelter quickly in case of a tornado, all agency staff have a designated room inside the central location (middle of the building). No windows are in the designated rooms. *See map list on page 26.* Warning System: NOAA Weather Radios.

We will test the warning system and record results twice yearly.

- Storm Shelter Location: Windowless room in the center of the building.



- “Seal the Room” Shelter Location: Windowless room in the center of the building.
- Shelter Location and Alternate: County Coordinator or Alternate
- Responsibilities include:
 - Maintaining sign-in sheet
 - Receptionist announcing tornado/tornado drill
 - Lock-down mode until all is clear
 - Shutdown Manager and Alternate: Mark Farley and Sherry Bilbrey (UCHRA)
 - Responsibilities Include:
 - Determining if the building is safe to remain in if a tornado occurs
 - Designating appropriate staff if needed for triage (nurses, safety committee)

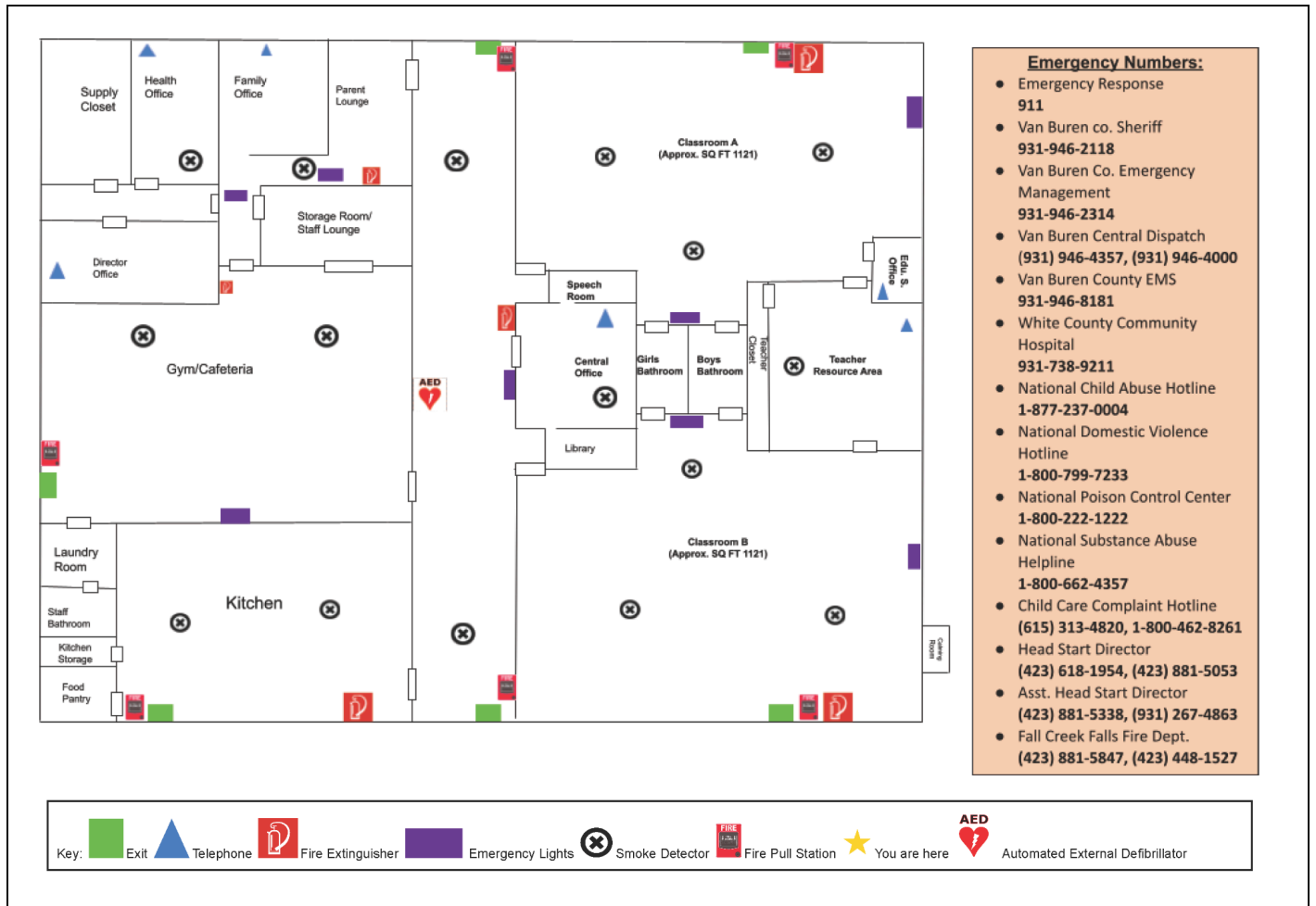
County Coordinator or alternate is responsible for issuing “all clear”.



VAN BUREN COUNTY HEAD START

Phone: (423) 881-5182

Address: 24038 TN-30; Spencer, TN 38585



Van Buren County Head Start's Emergency Preparedness Plan can be viewed on the following pages.





Tennessee Department of Human Services

**Child Care Agency Emergency Preparedness Plan
Checklist and Template**

In accordance with the requirements of T.C.A. § 71-3-517 and the Child Care Development and Block Grant (CCDBG), child care agencies shall develop written multi-hazard (or emergency preparedness) plans in consultation with local authorities and emergency management to protect children in the event of emergencies. Child care agencies are required to inform parents of the emergency preparedness plan.

Emergency preparedness plans shall include: provisions for evacuation, relocation, shelter-in-place and lock down; staff and volunteer emergency preparedness training and practice drills; communication and reunification with families; accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions; and maintaining continuity of operations.

This Child Care Agency Emergency Preparedness Plan Checklist and Template is designed as a guide for all child care agencies licensed by the Tennessee Department of Human Services and all other regulated and unregulated child care agencies and Authorized Professionals participating in the Child Care Payment Assistance/Certificate Program to meet all basic requirements for emergency preparedness planning in compliance with CCDBG requirements.

- ☒ Provisions for a range of possible events that include, but are not limited to:
 - ☒ Fires
 - ☒ Chemical Spills
 - ☒ Shelter in Place
 - ☒ Tornadoes
 - ☒ Floods
 - ☒ Lockdown
 - ☒ Earthquakes
 - ☒ Law Enforcement Emergencies
- ☒ Potential risks specific to agency location have been identified
- ☒ Designated relocation sites and evacuation routes to those sites
- ☒ Procedures for notifying parents/guardians in an emergency
- ☒ Reunification plans for children and families
- ☒ Parents/Guardians of enrolled children have been informed of the plan
- ☒ Written individualized emergency plans to accommodate children with special needs, including infants and toddlers; children with disabilities; and children with chronic medical conditions
- ☒ Documentation that agency emergency plan is reviewed monthly
- ☒ Documentation that agency staff and volunteers are trained on the emergency plan annually
- ☒ Documentation of the following practice drills shall be maintained for one (1) year:
 - ☒ Monthly fire drills
 - ☒ Alternating monthly drills for every shift, including extended hours
 - ☒ One drill other than fire every six (6) months
 - ☒ Practice drills conducted to simulate (as closely as practical) conditions of a real emergency (utilizing alarms, practice evacuation, etc.)
- ☒ The following emergency numbers posted next to agency telephones and readily available to staff:
 - ☒ Nearest Hospital Emergency Room
 - ☒ Ambulance or Rescue Squad
 - ☒ Poison Control Center
 - ☒ Department of Children's Services
 - ☒ Child Abuse Hotline
 - ☒ 911 (or equivalent)
 - ☒ Police Department and/or Sheriff's Office
 - ☒ Local Emergency Management Agency
 - ☒ Fire Department
 - ☒ Department of Human Services
 - ☒ Child Care Complaint Hotline
- ☒ Emergency contact information for parents/guardians readily available to staff and maintained in a portable travel format
 - ☒ Includes work, home and cell phone numbers

DHS staff should check the "Forms" section of the intranet to ensure the use of current versions. Forms may not be altered without prior approval.
Distribution: Child Care Agencies and Child Care Licensing Staff
HS-3275 (02/2021)

RDA: Pending
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CHILD CARE AGENCY INFORMATION – (Please Print)		
Agency Name: UCHRA Van Buren County Head Start		
Street Address: 24038 State Route 30		
City: Spencer	State: TN	Zip Code: 38585
Primary Agency Contact	Primary Contact Phone	Primary Contact Email
Elsie Blaylock	(423)618-1954	eblaylock@uchra.com
Alternate Agency Contact	Alternate Contact Phone	Alternate Contact Email
Rita Mayfield	(931)267-4863	rmayfield@uchra.com
Alternate Agency Contact	Alternate Contact Phone	Alternate Contact Email
Mark Farley	(931) 510-4467	mfarley@uchra.com
Alternate Agency Contact	Alternate Contact Phone	Alternate Contact Email
LaNelle Godsey	(931) 267-8089	lgodsey@uchra.com
Alternate Agency Contact	Alternate Contact Phone	Alternate Contact Email
Lola Montgomery	(703) 346-7474	lola.montgomery@acf.hhs.gov
Alternate Agency Contact	Alternate Contact Phone	Alternate Contact Email
Margarietta Glass	(202) 207-9709	Margarietta.Glass@acf.hhs.gov
Alternate Agency Contact	Alternate Contact Phone	Alternate Contact Email
LaQuinta Broyles	(615) 626-6918	LaQuinta.Broyles@icf.com
Alternate Agency Contact	Alternate Contact Phone	Alternate Contact Email
Ginger Stout	(931)267-4863	gstout@ucdd.org

GENERAL	
The following emergency numbers are readily available to all staff and located at <i>each</i> agency phone location:	
Fire Department	(423)881-5847
Police Department/Sheriff's Office	(931)946-2118
Ambulance/Fire Squad	(931)946-8181
Poison Control Center	1-800-222-1222
911 or local equivalent	911; Local ER (Highlands): (931)738-9211
Local Emergency Management	(931)946-2314
DCS Child Abuse Hotline	(877) 237-0004
DHS Child Care Complaint Hotline	(800) 462-8261

If necessary, following an evacuation we will relocate to:

DHS staff should check the "Forms" section of the intranet to ensure the use of current versions. Forms may not be altered without prior approval.
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Relocation Site Name: Spencer Elementary School
Relocation Site Address/Location: 311 Sparta St. Spencer, TN 38585
Phone Number to call at Relocation Site: (931) 946-2171

In the event of an emergency, **designated relocation and evacuation routes are posted** in the following places:

Evacuation maps and designated relocations are posted on every bus and on the parent information board.

DHS staff should check the "Forms" section of the intranet to ensure the use of current versions. Forms may not be altered without prior approval.
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In the event of an emergency, our **procedure for parent notification** is:

Since our facility is located in a remote area on the edge of the Cumberland Plateau and communication via cell phone, bus radio or wireless Internet is difficult, contact will be made after we have reached our relocation site. We will use our emergency contact lists that are in our emergency materials to make phone calls to parents.

Unless otherwise specified, following an emergency our **reunification plan for children with families** is:

In the event of an evacuation, if time permits, parents will be allowed to pick their children up before the evacuation. If time does not permit, our emergency contact list and sign in/out sheets will be taken with the children to the relocation site (along with other emergency items). Once parents are informed of pick up information and arrive at the relocation site, they will speak to their child's educator and sign them out before leaving. All staff must remain on duty until all children have been reunified with their families (unless otherwise instructed by their supervisor).
Primary relocation site: Spencer Elementary School; 311 Sparta St. Spencer, TN 38585; (931) 946-2171.
Secondary relocation site: Betty Dunn Nature Center; 10821 Park Road Spencer, TN 38585 ;
Phone: 423-881-5708; 800-250-8611.

If we are instructed by emergency personnel to relocate to a temporary shelter, our **transportation plan** is:

Once we have evacuated, the children will be loaded onto the bus. Once all children are on the bus, educators will take attendance using their sign in/out sheets and will practice name to face recognition. Once everyone is accounted for, we will begin our drive to our designated relocation site. Once we arrive, the children will be unloaded and brought inside the building where educators will again take attendance using name to face recognition.

Once everyone is safe and accounted for, the process of parent notification and reunification will begin.

Potential risk(s) specific to our location may include:

Several nuclear power, research, fuel or weapons facilities, wildland or forest fires, flooding, hazardous materials, severe weather and earthquake.



Provisions for a range of possible events that the Emergency Preparedness Plan must include, but are not limited to:

FIRES

Our **fire alarm signal** is:

Our fire alarm system going off, or a CODE RED being called

Our **all-clear signal** is:

"All-clear" or CODE GREEN begin called over the handheld radios.

If necessary, the person(s) **who will shut off utilities** using clearly written instructions posted at *each* utility control or shut off point will be:

Primary: Elsie Blaylock

Alternate: Rita Mayfield

There are two (2) evacuation routes from every room and the routes are posted in each room. To ensure that all children are safely evacuated and accounted for, **our evacuation procedure** is:

Educators will instruct their classroom to line up. While the children are lining up, educators will collect emergency contact list, sign in/out sheet, and any other necessary items. Educators will sweep the classroom to make sure all children are in line. Once items are collected and the classroom has been swept for children, educators will take attendance using name to face recognition. Once all children are accounted for, educators will lead their class outside where the agency will gather before beginning the transportation plan. Attendance will be taken again once outside.

If required, the **temporary shelter** is located at:

Name of Shelter: Betty Dunn Nature Center; 10821 Park Road Spencer, TN 38585 ; Phone: 423-881-5708; 800-250-8611.

Following an evacuation, the **check-in station** where parents may pick-up their children is located at:

Inside the front entrance of either relocation site.

We have informed and trained staff on the location and use of fire extinguishers. The frequency at which all **fire extinguishers are regularly** inspected is:

Yearly

The frequency at which **all smoke detectors and/or fire alarms are regularly** inspected is:

Yearly

DHS staff should check the "Forms" section of the intranet to ensure the use of current versions. Forms may not be altered without prior approval.
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TORNADOS/SEVERE WEATHER

We receive warnings of severe weather using:

NOAA Weather System

The designated **safe gathering location** inside the building is:

Hallway by offices.

Staff are trained to move children from outdoors to indoors immediately. **To alert staff** without alarming children, we:

A CODE YELLOW will be called via handheld radio.

Educators will then gather all children in the hallway and await further instruction.

Severe weather procedures are posted at the following locations:

Parent board, all classrooms, and digitally.

EARTHQUAKES

Children and staff know how to crouch, protect to their heads and necks, and hold on. If inside, everyone should shelter under tables and cover their heads. If outdoors, everyone should stay outdoors and avoid trees, fences, power poles/lines, and other potential falling debris.

After an earthquake, our plan is:

Director and/or assistant director will assess the situation. If there are any injuries or significant damage to the facility, 911 will be called. Educators will take attendance using name to face recognition to account for all children/staff.

First aid will be administered if it is safe to do so.

If upon emergency personnel arrival, it is advised to evacuate the agency due to damages/safety concerns or if the building is clearly unsafe by educator discretion, evacuation procedures will begin (PAGE 4).

Director/assistant director will first call the primary relocation site to make sure their building is safe and in good repair before beginning the relocation process. If that building is not safe, the secondary relocation site will be called.

Evacuation, transportation, and reunification processes will proceed as outlined in this plan.

DHS staff should check the "Forms" section of the intranet to ensure the use of current versions. Forms may not be altered without prior approval.
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CHEMICAL SPILLS & HAZARDOUS MATERIALS

To receive notifications of hazardous materials incidents, we:

We will be contacted by Van Buren County dispatch.

If an internal hazard is present we will communicate the hazard among staff via handheld radio and remove all children from the area after taking attendance using name to face recognition.

In the event of a hazardous materials incident, our **response plan** is:

Children will be moved as far from the hazard as possible behind closed doors or taken outside until the hazard is fully removed. If necessary we will call 911/poison control for guidance on how to respond to the hazardous material. For bodily hazardous spills (blood or otherwise) we will follow best practice for infectious disease control and dispose of the material safely using gloves and disposable towels. If the hazard contains dangerous fumes, the educators and children will begin evacuation procedures and head to the primary relocation site. If external fumes are present, doors and windows will be sealed with wet towels/blankets/sheets and HVAC unit will be turned off. We will follow the guidance of local authorities on how to proceed.

Our **plan to ensure all children are in a safe place** is:

Educators/directors will check that the safe space is free from any hazards and use name to face recognition to take attendance. Educators will block off the area containing the hazard and supervise children to be sure no one leaves the safe area. Educators will comfort and reassure children. The safe area will be as far from the hazard as possible. 911 will be called for further guidance if needed.

If necessary, the **person(s) who will shut off the HVAC** using clearly written instructions posted at the HVAC control will be:

Primary: Elsie Blaylock

Alternate: Rita Mayfield

FLOODS

To determine if our facility is in a flood plain, we have contacted:

Our insurance company

To receive **flood warnings**, we have:

Van Buren County Dispatch, cell phone notification, and local weather.

To alert staff without alarming children, our **response plan** is:

Call a CODE YELLOW.

Educators will gather all children in the hallway and await further instructions. If relocation is necessary we will begin those procedures (PAGE 3).

DHS staff should check the "Forms" section of the intranet to ensure the use of current versions. Forms may not be altered without prior approval.
Distribution: Child Care Agencies and Child Care Licensing Staff
HS-3275 (02/2021)

RDA: Pending
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We have a supply of water in the event water service is interrupted. When evacuating, the precautions we will take include:

A designated staff person will load the water onto the bus used in transportation.

If necessary, the person(s) **who will shut off utilities** using clearly written instructions posted at *each* utility control or shut off point will be:

Primary: Elsie Blaylock

Alternate: Rita Mayfield

LOCKDOWN OR LAW ENFORCEMENT EMERGENCIES

In a law enforcement emergency or other event requiring our facility to enter a lockdown, **children will be moved to designated safe area locations in our facility and out of view.** The designated safe area locations in our facility are:

Each area has a designated lockdown location. Once lockdown is called, be sure to account for all children using name to face recognition, and proceed to the designated location:

Classroom - go to teacher resource closet

Gym - go to director & health office hallway

Playground - exit playground through the gate (making sure the alarm is silenced) and shelter behind red sheds.

Once you reach your lockdown location, lock all doors/windows making sure to remain out of view and as quiet as possible. Take attendance using name to face recognition.

We will immediately contact the following authorities:

911

The person(s) **who will secure facility entrances/exits** in a lockdown will be:

Director, assistant director, and central office staff.

To avoid alarming children, the code we have established for law enforcement emergencies is:

CODE BLUE.



BOMB THREATS

All staff understands that only law enforcement personnel should check the building for bombs. In the event of a bomb threat, our procedure is:

If someone at the agency receives the bomb threat directly, they will call 911 and relay the threat to them in as much detail as possible and ask for direction on what to do. If the threat was for inside the agency, educators will receive the CODE ORANGE call and begin evacuation procedures (PAGE 4) followed by the transportation plan (PAGE 3).

If the threat is outside of the agency, and we are advised to stay where we are, we will go into shelter in place procedures.

To alert staff without alarming children to evacuate the facility, we:

Call a CODE ORANGE.

If it is safe to evacuate the building, we will notify parents after gathering at the following safe place:

Primary relocation site: Spencer Elementary School; 311 Sparta St. Spencer, TN 38585; (931) 946-2171.

Secondary relocation site: Betty Dunn Nature Center; 10821 Park Road Spencer, TN 38585 ;
Phone: 423-881-5708; 800-250-8611.

SHELTER IN PLACE

When events require a shelter in place response, our procedure includes:

A CODE BLUE will be called signaling educators to lock their classroom doors and close all window coverings. Director/assistant director will lock main doors to the agency.

Inside each classroom, educators will engage the children in a quiet activity/game after taking attendance using name to face recognition. Director/assistant director will be in contact with 911/local law enforcement on how to respond.

If the threat becomes more serious and requires a lockdown, educators will be notified and will have children get in the designated area out of view, turning off lights and staying as quiet as possible.

Educators will wait until they hear the CODE GREEN to resume normal activities.



CONTINUITY OF OPERATIONS

Immediately following an emergency, the following actions will be taken to assess event impact and determine how, if at all, to maintain continuity of operations:

Head Start director and assistant director will assess any damage to the building. In the event of damage to the building or contents, the Head Start director will notify the executive director upon incident for a preliminary assessment of damages. They in turn will contact the insurance provider to schedule an additional assessment. Since the building belongs to the Van Buren Co. School System, the Head Start director will also contact the superintendent of schools so their insurance provider can assess the damages as well.

In the event that the building could no longer be utilized, the Head Start director or designated staff person will contact our state TA specialist within 2 hours of the occurrence. The state TA specialist will notify the regional office within the same time frame. Temporary operations will be set up at the county government Burritt Memorial Building. If buses are available, transportation will continue to be provided for the children and families to this alternate facility.

All **staff are trained annually** on this Emergency Preparedness Plan. This Emergency Preparedness Plan is **reviewed monthly**. Review and training documentation is located at:

Google Drive

Fire drills are conducted every month. (If applicable, alternate monthly drills are conducted to cover each shift.) A drill *other than fire* is conducted once every six (6) months. Practice drills are conducted to simulate (as closely as practicable) conditions of a real emergency. Documentation of drills is located at:

Google Drive

Our plan to safeguard records is:

Records are housed on Google Drive and backed up by L per Cumberland Human Resource Agency.

Parents/Guardians for all children have been informed of this Emergency Preparedness Plan. In developing this plan, we have consulted with:

Families are informed of this plan upon enrollment and when changes are made. In developing this plan, we have consulted with community head start representatives, Van Buren county school system, Tennessee Highway Patrol, Van Buren County Mayor, Van Buren County Police, parents, UT TNCEP, and medical professionals.

**This Emergency Plan was adopted by our agency on
and will be reviewed one (1) year from:**

Date: 7-1-25

Owner/Director Name Signature:

Elsie Blaylock

DHS staff should check the "Forms" section of the intranet to ensure the use of current versions. Forms may not be altered without prior approval.
Distribution: Child Care Agencies and Child Care Licensing Staff
HS-3275 (02/2021)

RDA: Pending
Page 10 of 15



EPP RESOURCE – INDIVIDUALIZED ACCOMMODATION PLAN FOR CHILDREN WITH SPECIAL NEEDS (Including infants and toddlers, children with disabilities, and children with chronic medical conditions. Attach additional pages/details as necessary.)

Child Name: _____

We do not serve infants or toddlers at this time. If at any point we do begin enrolling infants or toddlers this plan will be revised to include their care during an emergency.

We currently do not serve any children with disabilities. If/when a child is enrolled with disabilities, we will meet with the child's family and potentially their physician to discuss how we can best serve them in the event of an emergency. This plan will be put in writing before the child's first day and placed in each emergency plan for easy reference.

We currently do not serve any children with chronic medical conditions. If/when a child is enrolled with chronic medical conditions, we will meet with the child's family and potentially their physician to discuss how we can best serve them in the event of an emergency. If the child requires medication that must be transported with the child, the care of this medication will be discussed and a person will be designated to retrieve and transport the medication in the event of an emergency. This will be practiced during drills. This plan will be put in writing before the child's first day and placed in each emergency plan for easy reference.

DHS staff should check the "Forms" section of the intranet to ensure the use of current versions. Forms may not be altered without prior approval.
Distribution: Child Care Agencies and Child Care Licensing Staff
HS-3275 (02/2021)

RDA: Pending
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EPP RESOURCE – EMERGENCY PREPAREDNESS PLAN STAFF/VOLUNTEER TRAINING & REVIEW LOG					
Month	Date of Monthly Review by Owner/Director	Date of Annual Staff/Volunteer Review	Date(s) of Additional Staff/Volunteer Training	Training Description	Conduct/Coordinated By:
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
Agency Notes	Any and all volunteers will be trained on this plan annually.				

DHS staff should check the "Forms" section of the intranet to ensure the use of current versions. Forms may not be altered without prior approval.
 Distribution: Child Care Agencies and Child Care Licensing Staff
 HS-3275 (02/2021)
 RDA: Pending
 Page 11 of 15



EPP RESOURCE – FIRE DRILL LOG								
Month	Fire Drill Date/Time	Conducted By: (Initial)	Fire Alarm Test Date/Time	Conducted By: (Initial)	Smoke Detector Test Date/Time	Conducted By: (Initial)	Fire Extinguisher Inspection Date/Time	Conducted By: (Initial)
January								
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								
Agency Notes								

DRIS staff should check the "Forms" section of the Intranet to ensure the use of current versions. Forms may not be altered without prior approval.
 Distribution: Child Care Agencies and Child Care Licensing Staff
 HS-3275 (02/2021)
 RDA: Pending
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EPP RESOURCE – ALL OTHER DRILLS LOG								
Month	Tornado Drill Date/Time	Flood Drill Date/Time	Hazardous Material Drill Date/Time	Law Enforcement Drill Date/Time	Earthquake Drill Date/Time	Bomb Threat Drill Date/Time	Other Drill Date/Time	Conducted By: (Initial)
January								
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								
Agency Notes	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>							

DHS staff should check the "Forms" section of the intranet to ensure the use of current versions. Forms may not be altered without prior approval.
 Distribution: Child Care Agencies and Child Care Licensing Staff
 HS-3275 (02/2021) RDA: Pending
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DHS staff should check the "Forms" section of the Intranet to ensure the use of current versions. Forms may not be altered without prior approval.
 Distribution: Child Care Agencies and Child Care Licensing Staff
 HS-3275 (02/2021)
 RDA: Pending
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EPP RESOURCE – PARENT/GUARDIAN EMERGENCY CONTACT INFORMATION

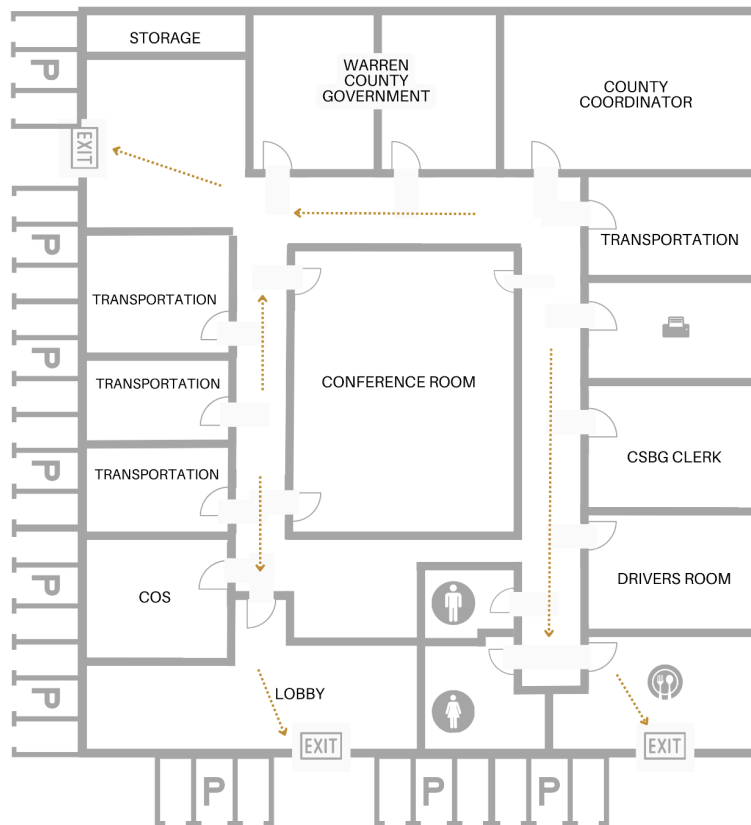
Instructions: Record the contact information of parents/guardians of all children for use in emergency situations. It is recommended to update this with each enrollment and at minimum during your monthly review of this Emergency Preparedness Plan. Print as many as necessary.

Child Name	Parent/Guardian(s)	Phone Number(s)	Emergency Contact(s)	Phone Number(s)

DHS staff should check the "Forms" section of the intranet to ensure the use of current versions. Forms may not be altered without prior approval.
Distribution: Child Care Agencies and Child Care Licensing Staff
RDA: Pending
HS-3275 (02/2021)
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WARREN COUNTY UCHRA OFFICE



WARREN COUNTY

Phone: (931) 473-6652

Address: 201 Locust St.; McMinnville, TN 37110

EMERGENCY CONTACT INFORMATION

- **Dial 9-1-1** in an Emergency
- Non-Emergency Police or Fire: See below.
- Agency Insurance Provider: Sprouse Insurance 931-949-6026

EMERGENCY PHONE NUMBERS

Fire Department: McMinnville City Fire Department 931-473-3435

Paramedics: Warren County EMS and Rescue 931-473-6902

Ambulance: 911 Non-Emergency 931-473-3808

Police: McMinnville Police Department 931-473-3808

Federal Protective Service: 1-877-437-7411

Security: N/A

Building manager: Warren County 931-808-9660

Owner of building: Warren County 931-473-2505



UTILITY COMPANY EMERGENCY CONTACTS *(Specify the name of the company, phone number, and point of contact.)*

Electric: McMinnville Electric System 931-473-3144

Water: City of McMinnville Water Department 931-473-3165

Gas (if applicable): N/A

Telephone company: Ben Lomand 931-668-4131

Fire system: N/A

EVACUATION PLAN FOR: Warren County UCHRA

We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock. We have located, copied, and posted building and site maps. Exits are clearly marked. We will practice evacuation procedures four (4) times a year.

If we must leave the workplace quickly in case of a fire, we have a designated meeting space in the parking lot area.

Warning System: Intercom Paging System

We will test the warning system and record results four (4) times a year.

Assembly Site: Parking Lot Area

Assembly Site Manager & Alternate: County Coordinator or alternate.

Responsibilities Include:

- Roll call
- Contacting appropriate agency staff as needed

Shut Down Manager & Alternate: Mark Farley and Sherry Thurman (UCDD)/Mark Farley and Sherry Bilbrey (UCHRA)

Responsibilities Include:

- Determining if the agency should close
- Contacting UCDD and/or UCHRA Board Members; pertinent city and/or county mayors, etc.
- Contacting directors of agency to assign duties as needed

The County Coordinator or alternate is responsible for issuing “all clear.”

SHELTER IN PLACE PLAN FOR: Warren County UCHRA

We have located, copied, and posted building and site maps. We will practice shelter procedures two (2) times a year.

If we must take shelter quickly in case of a tornado, all agency staff have a designated room inside the central location (middle of the building). No windows are in the designated rooms. *See map list on page 26.* Warning System: NOAA Weather Radios.

We will test the warning system and record results twice yearly.

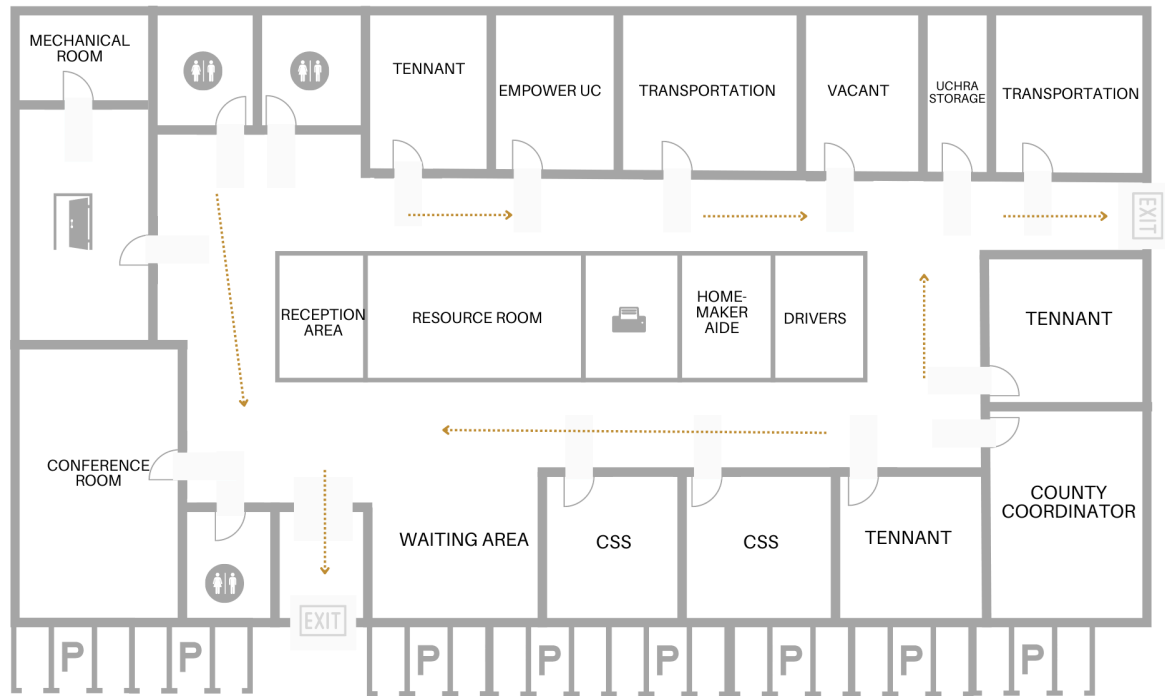


- Storm Shelter Location: Windowless room in the center of the building.
 - “Seal the Room” Shelter Location: Windowless room in the center of the building.
 - Shelter Location and Alternate: County Coordinator or Alternate
 - Responsibilities include:
 - Maintaining sign-in sheet
 - Receptionist announcing tornado/tornado drill
 - Lock-down mode until all is clear
 - Shutdown Manager and Alternate: Mark Farley and Sherry Bilbrey (UCHRA)
 - Responsibilities Include:
 - Determining if the building is safe to remain in if a tornado occurs
 - Designating appropriate staff if needed for triage (nurses, safety committee)
- County Coordinator or alternate is responsible for issuing “all clear”.





WHITE COUNTY UCHRA OFFICE



WHITE COUNTY

Phone: (931) 738-6255

Address: 826 Valley View Dr.; Sparta, TN 38583

EMERGENCY CONTACT INFORMATION

- **Dial 9-1-1** in an Emergency
- Non-Emergency Police or Fire: See below.
- Agency Insurance Provider: Sprouse Insurance 931-949-6026

EMERGENCY PHONE NUMBERS

Fire Department: 931-738-7380 24 hours per day

Paramedics: 931-836-2899 24 hours per day

Ambulance: 931-836-2899 24 hours per day

Police: 931-836-3734; Dispatch; Non-emergency: 931-738-7111

Federal Protective Service: 1-877-437-7411

Security: N/A

Building manager: John Sergio 931-738-5550

Owner of building: John Sergio 931-738-3335



UTILITY COMPANY EMERGENCY CONTACTS *(Specify the name of the company, phone number, and point of contact.)*

Electric: Sparta Electric 738-2281 After hours same # answering service

Water: O'Connor Utility 738-5610 After hours 931-303-2004

Gas (if applicable): N/A

Telephone company: Ben Lomand

Fire system: N/A

EVACUATION PLAN FOR: White County UCHRA

We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock. We have located, copied, and posted building and site maps. Exits are clearly marked. We will practice evacuation procedures four (4) times a year.

If we must leave the workplace quickly in case of a fire, we have a designated meeting space in the parking lot area.

Warning System: Intercom Paging System

We will test the warning system and record results four (4) times a year.

Assembly Site: Parking Lot Area

Assembly Site Manager & Alternate: County Coordinator or alternate.

Responsibilities Include:

- Roll call
- Contacting appropriate agency staff as needed

Shut Down Manager & Alternate: Mark Farley and Sherry Thurman (UCDD)/Mark Farley and Sherry Bilbrey (UCHRA)

Responsibilities Include:

- Determining if the agency should close
- Contacting UCDD and/or UCHRA Board Members; pertinent city and/or county mayors, etc.
- Contacting directors of agency to assign duties as needed

The County Coordinator or alternate is responsible for issuing "all clear."

SHELTER IN PLACE PLAN FOR: White County UCHRA

We have located, copied, and posted building and site maps. We will practice shelter procedures two (2) times a year.

If we must take shelter quickly in case of a tornado, all agency staff have a designated room inside the central location (middle of the building). No windows are in the designated rooms. *See map list on page 26.* Warning System: NOAA Weather Radios.

We will test the warning system and record results twice yearly.



- Storm Shelter Location: Windowless room in the center of the building.
- “Seal the Room” Shelter Location: Windowless room in the center of the building.
- Shelter Location and Alternate: County Coordinator or Alternate
- Responsibilities include:
 - Maintaining sign-in sheet
 - Receptionist announcing tornado/tornado drill
 - Lock-down mode until all is clear
 - Shutdown Manager and Alternate: Mark Farley and Sherry Bilbrey (UCHRA)
 - Responsibilities Include:
 - Determining if the building is safe to remain in if a tornado occurs
 - Designating appropriate staff if needed for triage (nurses, safety committee)

County Coordinator or alternate is responsible for issuing “all clear”.



APPENDIX A: ALTERNATE OPERATING LOCATIONS

For UCHRA County Offices

Cannon County	<i>TBD in conjunction with city/county leadership</i>
Clay County	<i>TBD in conjunction with city/county leadership</i>
Cumberland County	<i>TBD in conjunction with city/county leadership</i>
DeKalb County	<i>TBD in conjunction with city/county leadership</i>
Fentress County	<i>TBD in conjunction with city/county leadership</i>
Jackson County	<i>TBD in conjunction with city/county leadership</i>
Macon County	<i>TBD in conjunction with city/county leadership</i>
Overton County	<i>TBD in conjunction with city/county leadership</i>
Pickett County	<i>TBD in conjunction with city/county leadership</i>
Putnam County	<i>TBD in conjunction with city/county leadership</i>
Smith County	<i>TBD in conjunction with city/county leadership</i>
Van Buren County	<i>TBD in conjunction with city/county leadership</i>
Warren County	<i>TBD in conjunction with city/county leadership</i>
White County	<i>TBD in conjunction with city/county leadership</i>

Alternate Facilities

Alternate operating facilities may be utilizing based upon the emergency. Considerations include:

- Immediate capability to perform essential functions under various threat conditions
- Sufficient space and equipment to sustain temporary operations
- Communications with all identified essential internal and external organizations, critical customers, and client base
- Reliable support, services, and infrastructure systems including water, electrical power, heating, and air conditioning, etc.
- The ability to sustain operations for up to 90 days
- Consideration for the health, safety and emotional well-being of relocated employees, and appropriate security and access controls
- When an alternate facility is utilized, employees will be notified by the designated agency Emergency Personnel. For safety, employees who are not agency Emergency Personnel should await instruction at their current location (i.e. office site, personal residence, or other location) before proceedings to an alternate facility
- Information will be provided on routes to use during departure from the primary operating facility, if available, or other appropriate safety precautions



APPENDIX B: SUPPLIERS

Company Name: Wal-Mart

Street Address: 768 S. Jefferson Ave.

City: Cookeville

State: TN

Zip Code: 38501

Phone: 931-520-0232

Fax: _____

E-mail: _____

Contact Name: _____

Account Number: _____

Material(s)/Service(s) Provided: Generator, backup lights, batteries, water, first aid, etc.

If this company experiences a disaster, we will obtain supplies/materials from the following:

1. Company Name: Lowes

Street Address: 510 Neal St.

City: Cookeville

State: TN

Zip Code: 38501

Phone: 931-646-4100

Fax: 931-646-4117

E-mail: _____

Contact Name: _____

Account Number: _____

Material(s)/Service(s) Provided: Generator, backup lights, batteries, water, first aid, etc.

If this company experiences a disaster, we will obtain supplies/materials from the following:

2. Company Name: Staples

Street Address: 514 S. Willow Ave.

City: Cookeville

Phone: 931-372-9956

State: TN

Zip Code: 38501

Fax: _____

E-mail: _____

Contact Name: _____

Account Number: _____

Material(s)/Service(s) Provided: _____

The following neighboring businesses and our building management will participate in our emergency planning team:

Putnam Co. LEPC 931-528-7575

UCHRA 931-528-1127

Other:

Other:

Other:

Other:



APPENDIX C: UCDD/UCHRA SAFETY COMMITTEES

UCDD SAFETY COMMITTEE	UCHRA SAFETY COMMITTEE
<p>Chrystal Harris, <i>Chairman</i> Ty Walker, <i>Secretary</i> Marcia Riddle Nestor Chavez Sherry Thurman Sherry Bilbrey Amy Maddie Cynthia Spivey Emily Sells Megan Reagan Heather Melton Brenda Bilbrey</p>	<p>LaNelle Godsey, <i>Chairman</i> Mary Harris, <i>Secretary</i> Sherry Bilbrey Mason Garrison Tammy Kulpa Lloyd Williams Chassidy Lancaster Charlie Frazier Ray Simpson Evan Smith Andrew Al-Halawani Pam Sanford</p>



APPENDIX D: EMERGENCY DRILL/TRAINING DOCUMENTATION FORM

The _____ office has participated in/completed the following:

- ☐ Fire drill
- ☐ Tornado drill
- ☐ Other: _____
- ☐ Other: _____

Date completed: _____

Drill/Training Coordinator

Date

If an emergency service provider participated in the drill/training, please include their information below; including a representative presentation:



APPENDIX E: FIRE EXTINGUISHER/ELEVATOR CHECK

Date	Initial	Location	Fire Extinguisher or Elevator	OK	Needs Attention or Repair
			<input type="checkbox"/> FE <input type="checkbox"/> E	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/> FE <input type="checkbox"/> E	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/> FE <input type="checkbox"/> E	<input type="checkbox"/>	<input type="checkbox"/>
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EMERGENCY/CONTINUITY OF OPERATIONS PLAN

Upper Cumberland Development District
&
Upper Cumberland Human Resource Agency

**Upper Cumberland Human Resource Agency
Preliminary Financial Report as of 6/30/2025**

Total Agency Grant Related Expenditures

Federal Grantor Revenue	\$ 21,234,472
State Grantor Revenue	\$ 3,434,606
Contract Revenues	\$ 2,996,735
Fares	\$ 342,656
Other Revenue	\$ 310,746
Inkind	\$ 334,681
TOTAL REVENUE	\$ 28,653,897

Salaries and Wages	\$ 9,761,505
Employee Benefits & Taxes	\$ 2,716,537
Total Personnel Expenses	\$ 12,478,042
Professional Fees	\$ 2,950,614
Supplies	\$ 357,737
Communication & Advertising	\$ 167,815
Postage & Shipping	\$ 6,098
Occupancy	\$ 781,026
Equipment Rental & Maintenance	\$ 46,183
Travel/Fuel	\$ 1,530,138
Training	\$ -
Vehicle Maintenance	\$ -
Transportation Trips	\$ -
Insurance	\$ 504,024
Assistance to Individuals	\$ 5,722,108
Printing	\$ 44,056
Contracted Services	\$ 743,837
Food	\$ -
Miscellaneous	\$ 18,841
RTAP-Training	\$ -
Job Access Trips	\$ -
Fundraising Costs	\$ -
Capital-Preventive Maintenance	\$ 15,866
Capital-Mobility Management	\$ -
Reimbursable Capital Exp.	\$ 1,137,778
In-kind / CPE	\$ 334,681
Total Non-Personnel Expenses	\$ 14,360,803
Total Direct Program Expenses	\$ 26,838,845
Administrative Expenses	\$ 1,986,191
TOTAL EXPENSES	\$ 28,825,036

Program Match \$ 171,139

Program/Matching Revenues

State Appropriation	\$ 145,890
Dues	\$ 230,236
Unrestricted Donations	\$ 31,273
Interest	\$ 7,208
TOTAL REVENUE	\$ 414,606

Non Grant Related Expenditures

Other	\$ 52,615
Retiree Benfits	\$ 40,184
Interest on Line of Credit	\$ 15,036
TOTAL EXPENSES	\$ 107,834
Revenue Over (Under) Exp	\$ 306,772
Match Requirement	\$ 171,139
Revenue Over (Under) Exp	\$ 135,632
Transportation Portion of Match	\$ (126,871)
Unrestricted Revenue	\$ 8,761

August 2025 Head Start Action Items Executive Summary

May, 2025 Financial Report

- May Budget
- Monthly Activity Report
- In-Kind Report
- Credit Card Report

Urgent Emergency One Time Request

Urgent Emergency One Time Supplement

Board of Directors Urgent Emergency One Time Supplement Request

Non-Federal Share Waiver Request

Selection Criteria

Application Process

Grievance/Complaint Policy

Part 1301 Program Governance

Income Verification

Eligibility Training Statement

2024-25 Annual Report

Caring for Our Children-National Health and Safety Performance Standards Guidelines for Early Care and Education Programs



HEADSTART PROGRAM 51

7/01/2024-6/30/2025

AWARD#

04CH011574

May-25

POSITION	BUDGET	MONTHLY	YTD EXP	BALANCE
a.PERSONNEL				
Child Health and Developmental Services Personnel				
1. Program Managers & Content Area Experts		-		-
2. Teachers/Infant Toddler Teachers	56,084.00	5,364.48	55,873.76	210.24
3. Family Child Care Personnel		-	-	-
4. Home Visitors		-	-	-
5. Teacher Aides & Other Education Personnel	99,648.00	7,217.56	94,765.94	4,882.06
6. Health/Mental Health Services Personnel		-	-	-
7. Disabilities Services Personnel	34,913.00	2,909.42	31,448.91	3,464.09
8. Nutrition Services Personnel		-	-	-
9. Other Child Services Personnel	87,570.00	7,480.08	80,909.12	6,660.88
Transition Specialist		-		-
Family and Community Partnerships Personnel				
10. Program Managers & Content Area Experts	31,741.00	2,734.05	24,004.79	7,736.21
11. Other Family & Comm Partnerships Personnel	26,988.00	1,245.60	16,556.10	10,431.90
Program Design and Management Personnel				
12. Executive Director		-	-	-
13. Head Start/ Early Head Start Director	65,166.00	5,430.50	59,120.25	6,045.75
14. Managers		-	-	-
15. Staff Development		-	-	-
16. Clerical Personell		-	-	-
17. Fiscal Personnel		-		
18. Other Adminstrative Personell	26,291.00	2,303.78	23,549.73	2,741.27
Other Personnel				
19. Maintenance Personnel		-	-	-
20. Transportation Personnel		-	-	-
21. Other Personnel	26,988.00	-	16,884.11	10,103.89
TOTAL PERSONNEL	455,389.00	34,685.47	403,112.71	52,276.29
b. FRINGE BENEFITS				
1. Social Security(FICA),State Disability, Unemploy	35,431.00	2,701.61	31,932.61	3,498.39
2. Health/Dental/Life Insurance	40,503.88	1,973.60	23,569.28	16,934.60
3. Retirement	30,707.10	2,556.60	30,707.10	-
4. Other Fringe		-	-	-
TOTAL FRINGE BENEFITS	106,641.98	7,231.81	86,208.99	20,432.99
c. TRAVEL				
1. Staff Out-Of-Town Travel	100.00	-	-	100.00
TOTAL TRAVEL	100.00	-	-	100.00
d. EQUIPMENT				
1. Office Equipment		-	-	-
2. Classroom/Outdoor/Home-based/FCC		-	-	-

3. Vehicle Purchase		-	-	-
4. Other Equipment		-	-	-
5. Equipment Maintenance/Repair		-	-	-
TOTAL EQUIPMENT	-	-	-	-
e. SUPPLIES				
1. Office Supplies	2,500.00	35.73	1,485.63	1,014.37
2. Child and Family Services Supplies	15,000.00	4,612.38	10,459.86	4,540.14
3. Food Service Supplies	2,000.00	124.00	244.52	1,755.48
4. Other Supplies	5,000.00	15.97	2,832.40	2,167.60
TOTAL SUPPLIES	24,500.00	4,788.08	15,022.41	9,477.59
f. CONTRACTUAL				
1. Administrative Services(Legal,Accounting)		-	-	-
2. Health/Disabilities Services	14,000.00	1,850.27	7,533.20	6,466.80
3. Food Service	2,000.00	6.76	78.15	1,921.85
4. USDA		-	-	-
5. Training & Technical Assistance	10,000.00	-	10,000.00	-
6. Family Child Care		-	-	-
7. Delegate Agency Costs		-	-	-
8. Other Contracts		-	-	-
TOTAL CONTRACTUAL	26,000.00	1,857.03	17,611.35	8,388.65
g. CONSTRUCTION				
1. New Construction		-	-	-
2. Major Renovation		-	-	-
3. Acquisitin of Buildings/Modular Units		-	-	-
TOTAL CONSTRUCTION		-	-	-
h. OTHER				
1. Depreciation/Use Allowance		-	-	-
2. Rent		-	-	-
3. Mortgage		-	-	-
4. Utilities, Telephone	18,500.00	1,365.63	15,811.93	2,688.07
5. Building & Child Liability Insurance	6,137.68	1,415.93	6,137.68	0.00
6. Building Maintenance/Repair and Other Occupanc	11,000.00	1,283.50	8,710.62	2,289.38
7. Incidental Alterations/Renovations		-	-	-
8. Local Travel	100.00	-	-	100.00
9. Nutrition Services	15,000.00	459.00	11,876.42	3,123.58
10. Child Services Consultants	29,070.00	-	29,070.00	-
11. Volunteers		-	-	-
12. Substitutes(if not paid benefits)		-	-	-
13. Parent Services	7,000.00	402.36	5,953.61	1,046.39
14. Accounting & Legal Services		-	-	0.00
15. Publications/Advertising/Printing	1,200.00	50.00	913.97	286.03
16. Training or Staff Development	14,190.00	-	9,592.68	4,597.32
17A. Vehicle Operations	27,300.00	12,272.88	28,801.47	
17B. Administrative Cost	362.32	-	0.84	361.48
19. Education Incentive-Teachers		-	-	-
20. Training Initiatives	-	-	-	-
21. Program Improvements	-	-	-	-
TOTAL OTHER	129,860.00	17,249.30	116,869.22	14,492.25
i. TOTAL DIRECT CHARGES	742,490.98	65,811.69	638,824.68	105,167.77
j. Indirect Costs	67,701.00	6,146.06	83,149.53	(15,448.53)

TOTALS - ALL BUDGET CATEGORIES	810,191.98	71,957.75	721,974.21	89,719.24
IN-KIND	202,548.00		202,548.00	-

Monthly Expenses	\$71,957.75
<u>YTD ADMIN CALCULATION</u>	<u>-\$6,638.60</u>
Total Drawdown	<u>\$65,319.15</u>

Director of Finance & Administration

Date

Van Buren Co. Head Start Director

Date



Monthly Report

ITEMS TO BE BROUGHT TO THE ATTENTION OF THE CENTRAL OFFICE STAFF (Code each by item #)

- | | | | | |
|-------------------|------------------|--------------|------------------------|----------------------|
| 1. Administration | 4. Education | 7. Health | 10. Social Services | 13. Transition |
| 2. Personnel | 5. Disabilities | 8. Nutrition | 11. Parent Involvement | 14. Miscellaneous |
| 3. Facilities | 6. Mental Health | 9. Licensing | 12. Transportation | 15. General Comments |

Area	Comments		
Date: 5/1/25-5/31/25			
Special Activities, Events and/or Trainings of the Month			
Description	Dates	Attendees #	Notes
FCF Field Trip	5/2/25		
Family Reading Night Camping	5/2/25		Family Engagement
Kindergarten Bus Training	5/5/25		Training for children going to kindergarten
End of the Year Program	5/7/25	68	Last Day of School
List of Visits by Central Office Staff			
Person(s)	Dates	Purpose	Notes
List of Public School Contacts and Visits			
Person(s)	Dates	Purpose	
Candace Brewer	5/1/25	OT	Worked with Aurora
Cheryl Chavez	5/1/25	SES SpEd	Worked with Aurora
Upcoming Special Activities, Events and/or Trainings			
Description	Dates	Attendees #	Notes
Concert Fundraiser for Prevention Coalition	6/13/25		
Van Buren Imagination Library	6/17/25		

STATISTICAL INFORMATION FOR THE MONTH (Report numbers for the month not cumulative)

Home Visits by Center Edu. Staff: 0	Medical Trips # of Children:	Dental Trip # of Children: 0
Monthly Volunteer Total: 0	Parent Meetings/Trainings:	# Present: Attendance: 0
Total Enrollment:	Operational Days:	Withdrawn: 0 Added: 0
Monthly Total Present:	Monthly ADA: 93.51%	Meals B: L: S: 0

Distribute to: 1 Copy to Central Office Staff 1 Copy to be filed at the Center

May 2025
(Month/Year)

Maggie Hodge
(Staff Member Completing Report)

Van Buren
(County or Center)



**HEADSTART INKIND
May-25**

	PERSONNEL	PROF	GOODS & SERVICES	OCCUPANCY	EQUIP	MILEAGE	TOTAL
July	\$765.82	\$1,582.15	\$520.05	\$0.00	\$0.00	\$314.52	\$3,182.54
August	\$8,023.92	\$0.00	\$379.06	\$0.00	\$0.00	\$1,758.38	\$10,161.36
September	\$10,475.43	\$77.34	\$747.95	\$0.00	\$0.00	\$537.02	\$11,837.74
October	\$21,445.77	\$1,237.45	\$6,840.66	\$0.00	\$0.00	\$5,905.04	\$35,428.92
November	\$14,456.78	\$763.74	\$1,757.49	\$0.00	\$0.00	\$2,291.89	\$19,269.90
December	\$21,564.03	\$38.67	\$6,388.37	\$0.00	\$0.00	\$1,991.89	\$29,982.96
January	\$19,129.33	\$56,017.00	\$470.02	\$25,521.00	\$0.00	\$453.46	\$101,590.81
February	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
March	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
April	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
May	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
June	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
June Final	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$95,861.08	\$59,716.35	\$17,103.60	\$25,521.00	\$0.00	\$13,252.20	\$211,454.23

211,454.23 IN KIND BOOKED

202,548.00 BUDGET TOTAL

8906.23 EXTRA IN KIND



CREDIT CARD REPORT
MAY 2025

Vendor	Date	Item	Amount	Code
REGIONS BANK-WALMART	4/3/2025	6-2PK 6 CANS SLICED CARROTS	64.32	H9
REGIONS BANK-AMAZON	4/7/2025	FLOATING WALKIE TALKIES, 3 PK BUNDLE FLOATING WALKIE TALKIES	149.92	E2
		72 ROLLS TRANSPARENT TAPKE REFILLS	23.97	E1
REGIONS BANK-USPS	4/10/2025	STAMPS FOR DOCUMENT	21.90	H13
REGIONS BANK-AMAZON	4/13/2025	4 ALL ABOUT ME POSTERS, 20PK ACITIVITY SHEETS, STAR STUDENT POSTERS	74.44	E2
REGIONS BANK-GRADUATIONSOURCE	4/15/2025	19-CHILD MATTE GOWN	312.51	E2
REGIONS BANK-AMAZON	4/24/2025	GEMSCREAM GRADUATION ARCH, PRESCHOOL DECORATIONS	62.99	E2
REGIONS BANK-HALO	4/25/2025	SHIRTS FOR CHILDREN FOR MVP DAY	297.00	H13
REGIONS BANK-AMAZON	4/27/2025	12 SCHOOL SUPPLIES KIT	131.76	E2
REGIONS BANK-WALMART	4/29/2025	1 5LB MANDARIN ORANGES, 3 ROMA TOMATOES, 24OZ BAG BAKING CHIPS, CHEERIOS, FAMILY SIZE CHEX MIX, 2 WHOLE WHEAT ROUND TOP BREAD, DRIED CRANBERRIS, PRETZEL STICKS, 2 PARSLEY BUNCH, 3 CUCUMBERS, CLERY, KALE, CRANNY SMITH APPLES, VANILLA LOWFAT YOGURT, MOZZARELLA CHEESE, STRAWBERRIES, ICEBERG LETTUCE, OVEN ROASTED TURKEY BREAST, BLUEBERRIES	96.59	H9
		DISPOSABLE PLASTIC CUPS, 2 BUSHEL PLASTIC LAUNDRY BASKET	17.06	H13
REGIONS BANK-HALO	4/29/2025	INFO PHAMPLETS FOR HOME VISIT	246.29	E2
REGIONS BANK-OTC	4/30/2025	RUBBER BRACELETS 24 PC, CELLOPHANE BAGS-12PC, PARTY PAPER DINNER PLATES 8 CT, STICKER ROLL 100PC. , BUBBLE BOTTLES 24 PC, WOOD PENCILS 24PC, MAZE PUZZLES 24 PC, 48 PC MINI BUTTONS	73.49	H13
REGIONS BANK-WALMART	4/3/2025	12PK ENERGIZER MAX D BATTERIES, 12PK ENERGIZER MAX C BATTERIES	83.92	E2
		32 CONDENSED TOMATO SOUP, 4 CONDENSED TOMATO SOUP, 11 FAMILY SIZE CAN TOMATO SOUP	89.80	H9
REGIONS BANK-DROP BOX	4/28/2025	MONTHLY SUBSCRIPTION	14.98	F2
CAPITAL ONE	4/29/2025	MILK	6.76	F3
		JUICER	78.96	E3
CAPITAL ONE	5/6/2025	COLORING BOOKS, DOOR COVERS	15.71	E2
		LAUNDRY DETERGENT	15.97	E4
		GV MEAT SCE, GV TRAD SCE, GV CUT GREEN BEANS, MILD SAUSAGE, GV SSG, GV SPAG 16 OZ.	223.28	H9
CAPITAL ONE	5/14/2025	SCRN PROTCTR,	11.76	E1
		STERLT 20QQT	27.88	E3
		STORAGE CB, STERLT 80Q	37.94	E2
	Total		\$2,179.20	



UCHRA Van Buren County Head Start

Urgent Emergency One Time Request

July 31, 2025

Department of Health and Human Services
Division of Children and Families
Administration of Children and Families
61 Forsyth St. Suite 4M60
Atlanta, Georgia 30303-8909

Ref.; Grant No. 04CH013201
PY 2025-2026

Dear Sir or Madam,

Upper Cumberland Human Resource Agency Head Start is requesting at this time a Urgent Emergency One Time Request totalling \$98,863.00 to ensure the health and safety of children, families and staff in the program. This one-time supplement request addresses several serious and potentially dangerous situations requiring immediate action, since they have the potential to negatively affect the health and safety of staff, children and families we serve. We requested and received approval for \$33,263.00 from PY 23/24 to use during PY 24/25 but did not receive funds until 7/11/25 which is after the PY 24/25 grant cycle ended. If approved the funds requested would be spent in the following manner. \$30,050 in Building Maintenance and repair for removal and relocation of two aging septic tanks from beneath the playground. We have had to repair several septic tank leaks, shutting down the playground for an entire month. These leaks are significant health risks. They release harmful bacteria, viruses, and gases, pollute drinking water sources and cause skin, respiratory and other illnesses. To ensure uninterrupted services for the children in the program, moving the septic system outside the playground area will guarantee the health and safety of the children and enable the program to provide children with uninterrupted services. \$3,213 will be applied to unanticipated cost increases in fuel and

transportation insurance. Providing transportation to children in the remote northern part of the county is essential to program success. There is limited public transportation, and many families do not have their own vehicles, and cannot afford the time and fuel needed for the commute. Finally, the program requests \$65,600.00 in Building Maintenance and repair to replace the heating and air system inside Upper Cumberland Human Resource Van Buren County Head Start center. The failure of the HVAC system was unforeseen, but it rapidly became apparent that repeated repairs are neither reliable nor cost effective. Properly operating HVAC systems not only provide comfort, they also minimize dust and allergens and improve indoor air quality, preventing exacerbation of existing health conditions like asthma. With this HVAC repair approval it will enable the program to properly maintain heat and air systems which are essential for creating a healthy, comfortable and conducive learning environment. In addition we are requesting a waiver for \$24,716.00 in-kind match related to the one time supplement request. In Van Buren County there are limited community resources that make obtaining in-kind very difficult. We rely mainly on parents to be able to achieve our in-kind requirement through participation in the program by volunteering, completing home activities, attending parent training, and parents completing classroom observations. Adding additional in-kind would add a burden to the program due to community resources outside the county being stretched thin as a result of programs in their counties also needing help. Your immediate consideration in allowing the program the opportunity to request a one time supplement dollars allocated for these projects is as always greatly appreciated. If you have any questions you can contact me at eblaylock@uchra.com (423-881-5182).

Policy Council and Board approval is forthcoming. Your consideration in this matter is greatly appreciated.

Respectfully,

Elsie Blaylock

Object Class Catagories	Program Operations	T/TA
Personnel		0.00
Fringe Benefits	0.00	0.00
Travel	0.00	0.00
Equipment	0.00	0.00
Supplies	0.00	0.00
Contractual	0.00	0.00
Construction	0.00	0.00
Other	98,863.00	0.00
Indirect Cost	0.00	0.00
Total	98,863.00	0.00

	UCHRA HEAD START Budget Justification							HEAD START	
								PA22	PA20
Personnel									
	Number	Avg. Salary							
Teachers									
Teacher Assistant									
Disability Service Personnel									
Assistant Mentor Coach/ Education Supervisor									
Literacy Aid/ Safety Coordinator									
Family and Community Partnership Specialist									
Family Service Worker									
Safety Coordinator									
Custodian/Maintenance									
Management/Admin	Position	Salary							
	Head Start Director								
	Admin/Educational Consultant								
	Exec								
	Fiscal								
Personnel Total								0.00	
Fringe									
Health Insurance	Based on expenditures to date for previous year cost of insurance is running projection is based on no changes to staff participation								
Retirement	State Retirement system 19,970 is the amount of those eligible to contribute X 6% match								
Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment									
Fringe Total								0.00	
Travel	Name	Days	Date	# Attending	Positions	Fee/Registration			
Staff out of Town Travel	Physical/Mandatory drug testing/Mandatory Finger Printing	As required	As determined by required and/or random selection	1 each trip	As required	The state of Tennessee general reimbursement rate for standard mileage effective August 1, 2011 is 47 cents per mile.	These dollars are only used in the event a Head Start vehicle is unavailable		
Travel Total									
Equipment									
Equipment Total								0.00	
Supplies									
Office	Pens, Copy Paper, Print Cartridges, File Folders, etc (based on current year expenditures to date)								
Classroom/ Playground	Sand, Crayons, Construction Paper, Play-doh, Replacement of tables, chairs, bookshelves, cots, as necessary classroom/gross motor materials, etc(based on current year expenditures to date)								
Food Service Supplies	Utensils, Plates, Bowls, cooking utensils, maintain snack packs and food pantry program to meet the needs of families as indicated in family well-being in the event community partners are unavailable to provide assistance through In Kind								
Program Supplies	Bleach, detergent, toilet paper towels, mops brooms, trash bags, cleaning supplies, etc associated with Custodial Services Associated With The Head Start Center projected \$4,600. Replace Surveillance and Associated Internet Technology Needs as determined by grantee merging process the cost of each item will be determined through the bid process at the time of conversion for the 18 satellite offices maintained by UCHRA/UCDD, Lawn Tractor with front end loader to keep playground up to mandated safety guidelines due to inability to keep entire playground up to specifications with a wheel barrow and shovel projected 16,000 bids unattainable from the state bid process at this time. Must utilize Tennessee State Contracted bids submitted through email April 6, 2020. Storage for preservation, security, and maintaining lawn tractor \$3985. State bids will be used in the purchase of all items at the time of purchase.								
Supplies Total								0.00	
Contractual									
Health / Disabilities Services	Contracted staff physicals to include mandatory DOT, projected \$360.00 minimum to \$1,170 maximum depending on experiences and new hires. Average of \$630.00. Random drug tests projected from previous state mandated selection projected at \$1,800. CPR First/Aid mandates projected \$1,040. Contracted Children physicals as indicated by population needs, Contracted Children dentals as indicated by population needs. Mental Health Contract 5,000 at a minimum if there are no additional services required ie: additional classroom observations, training for parents and staff, child evaluations, consulting, etc projected average \$5,000. Contracted Health and Disability miscellaneous support aids to be determined as needs arise.								
Food Services	To offset cost of feeding children and mandated staff eating with children not reimbursed by CACFP/USDA								
Training and Technical Assistance	As indicated in the T/TA plan supplemented with training/professional development under other								
Contractual Total								0.00	
Construction								0.00	
Construction Total								0.00	
Other									

Utilities, Telephone	Portion of electric the school system does not pay as in kind, propane gas for kitchen to operate appliances, phone system for the center and the internet that can only be purchased from the phone company, long distance calling due to size of service delivery area and location of homes and resources, staff cell phones to keep families and staff connected at all times. etc Projected costs based on previous expenditures						
Building and Child Liability Insurance	Portion of required insurance the school system does not pay as in kind Projected costs based on previous expenditures						
Building Maintenance / Repair and Other Occupancy	General up keep of the building and grounds to be determined based on the needs of the building and the grounds. Projected costs based on previous expenditures	95650				95,650.00	
Local Travel	Projected costs in the event a Head Start vehicle is not available, reimbursemant at state rate at \$0.47 per mile, for purposes of staff completing home visits, and necessary travel to local sevice delivery area associated meetings, policy council meetings, recruiting , etc. Keeping in mind the program is located in a very isolated rural community and we have to travel long distances to reach parents, and recruiting.						
Nutrition Services	Materials and aids for nutrition training provided to parents at all parent events. Projected costs based on previous expenditures						
Child Services Consultants	Consultants for providing services to children and families						
Parent Services	All costs associated with to include but not limited to Parent Committee, Male Involvement, Mothers Day Out, Trainings, Transitioning services, Recruiting, Parent engagement activities.Projected costs based on previous expenditures						
Accounting and Legal Services	Bonding, Notery, Head Start portion of Grantee Audit etc. Projected costs based on previous expenditures.						
Publications / Advertising / Printing	Professional publications memberships advertising postage. Projected costs based on previous expenditures						
Training or Staff Development	As indiacted in the T/TA plan supplemented with training/professional development under other projected costs to meet program goals					3,213.00	
Vehicle operations	Operation of all Head Start vehicles to include buses costs are related to maintenance, gas, insurance, etc						
Administrative office	Rent and associated costs of maintaining directors' office at the Grantee, projections based on current costs.						
Other Total						98,863.00	
Indirect Cost							
						PO	T/TA
					Total Budget	98,863.00	
					Total Federal		
					Non-Fed Share		

August 20, 2025

Department of Health and Human Services
Division of Children and Families
Administration of Children and Families
61 Forsyth St. Suite 4M60
Atlanta, Georgia 30303-8909

Ref.; Grant No. 04CH013201

Dear Sir or Madam,

As the Board of Directors chairperson, the Urgent Emergency One Time Supplement Request Application was approved as indicated.

Sincerely,

Jeff Mason
Chairman of the Board

Non-Federal Share Waiver Request

Grant Number/Organization: 04CH013201

Urgent Emergency One Time Supplement Request

Budget Period/Program year: Fiscal Year 2025/2026 Projected Total \$98,863

Expenditures for Head Start/Early Head Start - \$810,192

Total Non-Federal Share Required: \$202,548

Projected Non-Federal Share for PYE: \$202,548

Projected Non-Federal Share Waiver Requested: 24,163

Total Head Start/Early Head Start Children Served: 37

Governing Board & Policy Council Approval: Yes

Non-Federal Share History:

- The program strives to meet the required in-kind. Although it is difficult the program has met all required in-kind. The program meets required in-kind through mostly parent participation in program activities and educational opportunities. In order for the mandated in-kind to be met the program reaches outside the county for support. This is becoming more difficult to achieve due to rising costs and community resources stretched thin as a result of programs needing help in their home counties.

Non-Federal Share Waiver Request

Criteria for Waiver Request:

- Upper Cumberland Human Resource Agency Van Buren County Head Starts sits in a very rural part of Van Buren County Tennessee. In Van Buren County there are limited community resources that make obtaining in-kind very difficult. We rely mainly on parents to be able to achieve our in-kind requirement through participation in the program, community resources outside the county, parents attending trainings/activities and volunteers.

What Efforts have your agency made to generate the required Non-Federal Share:

- Upper Cumberland Human Resource Agency Van Buren County Head Start strives to ensure in-kind is met by creating home activities for the families to complete at home with their child which focuses on educational opportunities and goals set by the families, orchestrating new activities to allow parents to volunteer in the program and creating new partnerships with community resources outside our county.
-



Selection Criteria

(Circle Points that Apply)

***Eligibility-Parent Status**

Two Parent	10
Grandparent, Teen or Foster Parent	30
Single Parent	30

*** Disability Status**

Z=	Zero Handicap	0
X=	Potential or Suspected	20
B TO W	Diagnosed Condition	90

***Eligibility-Income**

Eligible 75/100%	L75%	90
Eligible 50/74%	L50%	80
Eligible 25/49%	L25%	75
Eligible / 0-24%	L100%	70
Eligible 101/130%	O130%	50
Over Income	Over	0

Age by August 15

Eligibility-Age	
Returnee	90
4 years 0 months to 4 years11 months	60
3 years 6 months to 3 years 11 months	30
3 years 0 months to 3 years 5 months	20

***Eligibility-Referral**

No Apparent Social Service Need	0
Single Social Service Need	30
Multiple Social Service Needs	90

(Check All That Apply)

<i>Open Case with Adult & CPS</i>	<i>Terminal Illness/Death</i>
<i>Abuse/Neglect</i>	<i>Mental Illness</i>
<i>Currently has Order of Protection for self/Family</i>	<i>Socially/Culturally Isolated</i>
<i>Emergency Custody Order</i>	<i>Limited Resources/Education</i>
<i>History of/Incarcerated Family Member</i>	<i>No Medical Home</i>
<i>Non English Speaking Environment</i>	<i>Receiving/Applied for Public Assist. (WIC/SNAP)</i>
<i>History of Family Violence</i>	<i>Referral from Agency/Professional</i>
<i>History of Drug/Alcohol Abuse/Addiction</i>	<i>At Risk of Loosing Job Due to No Childcare</i>
<i>At Risk Loosing/ Extreme Damage to Home</i>	<i>No Transportation</i>
<i>Recent Divorce/Separation/New to Area</i>	<i>Behind on Bills/Recent Hospitalization/Major Injury</i>
<i>Child Health/ Asthma, Epilepsy, Seizures, Diabetes, Severe Allergies, Immune Deficiency, Premature</i>	

Eligibility-Unemployed/Job Training/Education 60

Eligibility Other 500

Homeless TANF SSI Foster Care SNAP

revised 1/23 Name _____ Date _____



SUBJECT: Application Process	FILE UNDER: 1302 Subsection A
EFFECTIVE DATE: 7/1/97	
REVISION DATE: 03/15, 2/16, 10/16, 4/18, 7/20, 10/20, 12/20, 3/20	APPROVED BY: Director and Policy Council 3/22/99
REGULATION REFERENCE: State Regulation 1240-04-03-.05 (d)	
POLICY: To ensure all children an opportunity to participate and apply for Head Start	
DISTRIBUTION: All Staff	

[Recruitment Procedure](#)

[Selection Criteria Procedure](#)

[Enrollment Re-enrollment Procedure](#)

Task	Person Responsible	Date To Be Completed
1. Log into Childplus Services add child for a year of registration for all new children. Fill out an application for each new child. Select language of application to be completed.	FCPS or Designated Staff	Upon Obtaining Application
2. Interview the family in person or by telephone whenever an in-person interview is not possible. Document as to why an in-person interview was not possible. An interpreter will be utilized when applicable. Seek information about ethnic/cultural values during this process. Document initial interview under enrollment notes	Same	Same
3. Document information gathered during the interview in Childplus on the application page and/or hard copy contact. Document in application notes. Family Contact Note	Same	Same
4. Upon accepting an application for a child, confirm legal guardianship by either birth certificate (for parents) Birth Verification or by legal documentation of foster parent, grandparent, etc. If the person applying for enrollment is not a parent or legal guardian or foster parent, then legal documentation must be obtained. Power of Attorney Form (Notarized power of attorney for the care of a minor child). <i>If a program determines a child is eligible under §1302.12(c)(1)(iii), it must allow the child to attend for up to 90 days or</i>	Same	Same

<p><i>as long as allowed under state licensing requirements, without immunization and other records, to give the family reasonable time to present these documents. A program must work with families to get children immunized as soon as possible in order to comply with state licensing requirements.</i></p> <p>Maintain documentation in the child's hard copy file uploaded in Childplus application attachments.. Confirm the identity by obtaining a copy of a valid picture ID to be kept in the child's file. (indicate SS# for child being enrolled on application Social Security Verification and verify SS#'s. For all family members indicate the last four numbers on the application.</p>		
<p>5. Enter all data to include all drop down boxes in application and enrollment when applicable. Applications can be signed electronically. (notify HDSS of any health or disability noted items with the child's name and concerns via email upon application completion). Determine eligibility points in relation to selection criteria form and interview process and document on application. Selection Criteria</p>	Same	Same
<p>6. Roll copy of all returning children's applications from current year, to the next school year in the Childplus system.</p>	Same	January
<p>7. Returning children's applications information will be reviewed with parent or guardian by logging into Childplus application under new year. (Never change the previous application when signing up returning children).</p> <p>A. Make any necessary changes to the application under family information pages. (address, phone, etc.).</p> <p>B. Capture signature and ensure it has been signed by the parent or guardian.</p> <p>C. Fill out electronic parent permission and agreement in childplus capture signatures. Parent Permission and Agreement Procedure and Form Fill out reveal and obtain electronic form in Childplus Reveal and Obtain Form ,</p> <p>Notify parents and obtain as available HDSS required documents. (immunization certificate, proof of insurance, physical, and dental forms.)</p>	Teachers	March
<p>8. How to complete an application packet:</p> <p>A. Complete all application entries.</p> <p>B. Complete parent and permission form and explain purpose. (Staff explaining the form must sign off and enter the date of visitation). Parent Permission and Agreement Procedure and Form</p> <p>C. Complete reveal/obtain information form (staff explaining must sign off on form) Reveal and Obtain Form</p> <p>D. Obtain all following necessary documentation to include:</p> <ul style="list-style-type: none"> ● Income verification upload in application attachments Income Verification ● Head Start Eligibility Verification electronic form in childplus attendance Eligibility Verification ● Birth certificate upload in Childplus application attachments Birth Verifying Document <p><i>(If unable to obtain a birth certificate and the parent needs financial assistance, provide the parent with a BC application upon completion and submit a copy to bookkeeping for payments. Maintain copy in child's electronic file Forward the original to health dept with check to obtain a birth certificate and maintain birth certificate in child's file until completion of program. Forward original birth</i></p>	FCPS	Same

<p>certificate to parent upon child's completion of program via mail at last known address.).</p> <ul style="list-style-type: none"> ● Proof of insurance (copy in HDDS file) Insurance Verification ● Social Security card (verify only) Social Security Verification ● Immunization certificate (copy in HDDS file) TN Immunization Certificate Sample <p>Care for children of homeless families and/or children in state custody is needed, before documentation of immunizations can be confirmed. Care without documentation of immunizations for such children shall not exceed thirty days. Verification of homelessness will be determined by the McKinney- Vento questionnaire, and verification of children in state custody through any and all documents from the Department of Children Services.</p> <ul style="list-style-type: none"> ● Complete Selection Criteria in Chilplus enrollment ● Child health information authorization form (copy in HDDS file) Parent Permission and Agreement Form 		
10. Explain Confidentiality Procedure .	Same	Same
<p>11. Verify income by information using verification form by:</p> <ol style="list-style-type: none"> A. Check stub B. W-2 form or income tax information C. Statement from employer D. SSI/ Social Security Statement E. Unemployment Statement F. Child support statement G. Statement from agencies, IE: DHS/Families First H. Notarized proof of income or verified no income statement I. Verify no major income changes for returning children (use the amount that best reflects current income status IE: loss of job, separation of family, etc. J. If a child is determined as Homeless by the McKinney-Vento guidelines: then no income is required to be verified per The Eligibility final rule effective March 12, 2015. <p>* Income must be verified by the Head Start Director if FCPS is performing the application process or FCPS can verify income if other staff is performing the application process. Income Verification Procedure</p>	Same	Same
12. Age verification of the child must be determined prior to acceptance. A child must be 3 years of age by the date used to determine eligibility for the public school in the community he/she is enrolled in, be at least three years old or, turn three years old by the date used to determine eligibility for public school in the community in which the Head Start program is located. (a child can be enrolled on his/her 3rd birthday, only after all age/income-eligible children have been exhausted.)		
<p>13. Determine eligibility using Selection Criteria , Selection Criteria Procedure</p> <ol style="list-style-type: none"> A. Parental Status B. Disability Status C. Income Status D. Age E. Eligibility/Referral F. Unemployment/Job Training 	Same	Prior To Enrollment

G. Other		
14. Notification of unfinished records: A. Birth certificate B. Immunization certificate C. Application D. Verification of income E. Insurance/TN-Care verification F. Social Security verification (applicable version) G. Parent permission and agreement form H. On-site visit I. Drivers Licenses/Picture ID Anyone who completes an application, will be sent the notification of unfinished records and follow-up for support/assistance provided... document contacts.	Same	One week from application. Support/ follow-up Two weeks from application.
15. Verify whether the child has any food allergies, medication and/or cultural or ethnic restrictions they must take on a daily basis. Forward this information to HDDS through email.	Same	Same
16. Upon acceptance into the program, mail each family an Acceptance for Enrollment Letter informing them they have been accepted, provide timelines for obtaining physical and dental and include related forms. Maintain a copy in the child's HDDS file.	Same	Upon Acceptance
17. Upon determination the child will not be accepted into the program, a Waiting List Letter Form must be mailed to parents.	Same	Immediately Determination

UCHRA Van Buren County Head Start Administrative Policy

Subject: Grievance/Complaint Policy

Department: 051

Revision Date: 1/96, 7/00, 3/01, 09/16

Effective Date: August 1994

Approved By: Director/Policy Council June 25, 1999

File Under: 1301

Policy: To foster good relations between community and families served.

Procedure	Individual Responsible	Estimated Completion Date
1. Complaints from families and community served should be put in writing. (If possible) Any staff member receiving a complaint will gather and write all information and available facts pertaining to the complaint.	Person Filing Complaint and all staff receiving complaint	Upon Complaint
2. All complaints will be reviewed to determine how the issue will be addressed.	Director	Within 5 working days from receipt of complaint
3. Appropriate action will be taken to resolve the complaint. Note: If no policy exists to address the situation a meeting will be held with the policy council to determine how the issue should be approached.	Director/Policy Council	Within 10 working days from receipt.
4. All formal complaints will be responded to in writing.	Director	Same
5. If a satisfactory resolution cannot be reached a written grievance may be filed with the Executive Director of UCHRA, who will review and respond.	Executive Director	Within 10 working days from receipt of written complaint
6. If no policy exists to address this situation the Executive Director will meet with the chairperson of the Agency's Board of Directors to determine how the issue should be approached. Note: Documentation and recommendations of the Head	Executive Director/Agency Board of Directors	Upon receipt of complaint

Start Director and Policy Council will be taken into consideration.		
7. All formal complaints will be responded to in writing.	Executive Director	Upon resolution
8. In the event there is an Impasse resolution between the policy council and governing body related to any issue, the chair of either the governing body or policy must put into writing why they do not accept the decision.	Chair of Board/Council	Immediately upon the decision of non agreement
9. An Impasse resolution committee shall be established and consist of : <ul style="list-style-type: none"> • One Board Member • One Policy Council Member • One Third Party Member 	Chair of Board/Council/HS Director/Executive Director	Immediately upon the written notice of Impasse
10. Board and Council representatives shall be elected by their respective bodies. They shall meet and select the third party member.	Board/Council Members/Impasse Committee	Same
11. Issue will be presented to the Impasse Committee and properly considered by them.	Director/Executive Director	Same
12. Committee shall render a written notice decision.	Impasse Committee	Within 30 days
13. If Impasse cannot be resolved the issue will continue in a mediation process to lead to resolution of dispute	Chair of Board/Council/HS Director/Executive Director	Same



Part 1301 Program Governance

1301.1 The Upper Cumberland Human Resource Agency (UCHRA) will establish and maintain a formal structure for program governance that includes a governing body, a policy council at the agency level and a parent committee. The Governing body (UCHRA Board of Directors) will have the legal and fiscal responsibility to administer and oversee the agency's Head Start Program. The Policy Council will have the responsibility for the direction of the Head Start Program.

1301.2 Board of Directors: The Head Start Grantee, Upper Cumberland Human Resource Agency (UCHRA) is the successor to the governmental agency empowered pursuant to an Act adopted by the General Assembly of the State of Tennessee, known as the Human Resource Agency Act of 1973, Tennessee Code Annotated (TCA), 13-26-101 et seq. The purpose of UCHRA is to promote the development of human resources in the Upper Cumberland region and recognizes that a need exists to obtain a strong local involvement of federal, state or other agencies which affect the welfare and well-being of the region's citizens. As prescribed in TCA the county mayor of each county, the city mayor of each incorporated city, one minority member at large appointed by the governing body, one State Senator, one State Representative, and one consumer representative from each county shall serve on the governing board. Each county mayor and/or city mayor maintain expertise in fiscal management. One member shall have knowledge in early childhood education and development, when this is not applicable an individual for contract in this area will be obtained. One member shall be a licensed attorney, when this is not applicable an individual for contract in this area will be obtained. Conflict of interest statements will be signed and obtained by all members. All items as outlined in Appendix A and of the Head Start regulation and the Head Start Act of 2007 for governing bodies shall be submitted on a regular basis.

Responsibilities: The Governing Body shall have legal and fiscal responsibility for administering and overseeing the program, including safeguarding the Federal Funds. They shall fully participate in the development, planning and evaluation of the Head Start Program, be responsible for ensuring compliance with Federal laws (including regulations) and applicable state and local laws, (including regulation) and be responsible for other activities including:

- Selecting delegate agencies and service areas for such agencies when applicable;
- Establishing procedures and criteria for recruitment, selection and enrollment of children;
- Reviewing applications for funding and amendments to applications for funding;
- Establishing procedures and guidelines for accessing and collecting information:
 - (a) Monthly financial statements, including credit card expenditures
 - (b) Monthly program information summaries
 - (c) Program enrollment reports

- (d) Monthly reports of meals and snacks provided through the Dept. Of Agriculture
 - (e) The financial audit
 - (f) The annual self-assessment, including any findings related to the assessment
 - (g) The communitywide strategic planning and needs assessment, including updates
 - (h) Communications and guidance from the Secretary
 - (i) The program information report
- Reviewing and approving all major policies including
 - (aa) the annual self- assessment and financial audit
 - (bb) Agency progress in carrying out the programmatic and fiscal provisions within the agency grant application, including implementation of corrective actions
 - (cc) Selection (except when the financial auditor is assigned by the State under State law or under local law) of independent financial auditors who shall report all critical accounting policies and practices to the governing body
 - (dd) Monitoring of the agency's actions to correct any audit findings and of other action necessary to comply with applicable laws (including regulations) governing financial statement and accounting practices
- Reviewing results from monitoring conducted under administrative and financial management standards
- Approving personnel policies and procedures, including policies and procedures regarding hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Office and any other person in an equivalent position with the agency.
- Establishing, adopting and periodically updating written standards of conduct and formal procedures for disclosing and addressing and resolving--
 - 1. Any conflict of interest, and any appearance of a conflict of interest, by members of the governing body, officers and employees of the Head Start agency, and consultants and agents who provide services and furnish goods to the Head Start program
 - 2. Complaints, including investigations, when appropriate
- The governing body must use ongoing monitoring results, data on school readiness goals to promote school preparedness of children through school entry, including activities to encourage families and caregivers to engage in highly interactive, developmentally and age appropriate activities to improve children's early social, emotional, and cognitive development and foster parental and family involvement in the early education of young children. They shall support professional development, recruitment and retention initiatives for early childhood educators. Enhance existing early childhood education and development and services including quality improvement activities and carry out activities consistent with the State's plan.
- **1301.3 Policy Council** The agency shall establish and maintain a policy council responsible for the direction of the Head Start Program. The policy council shall be

elected by the parents of children who are currently enrolled in the Head Start Program. The policy council shall be composed of parents of children who are currently enrolled in the Head Start program and shall constitute a majority of the members and members at large of the community served by the program who may include parents of children who were formerly enrolled in the Head Start program. Members of the policy council shall not have a conflict of interest in the Head Start program and not receive compensation for serving on the policy council. Staff may not serve on the policy council. A member will serve for one year. If the member intends to serve another year she/he must stand for re-election. The bylaws for the policy council shall confirm the number of one -year terms, not to exceed five terms, a member can serve. The program must enable low-income members to participate fully in the policy council by providing, If necessary, reimbursements for reasonable expenses incurred.

Responsibilities: The policy council shall approve and submit to the governing body decisions about:

- Activities to support the active involvement of parents in supporting program operations including policies to ensure that the Head start is responsive to community and parent needs
- Program recruitment, selection and enrollment priorities
- Applications for funding and amendments to applications for funding prior to submission
- Budget planning for program expenditures including policies for reimbursement and participation in policy council activities
- Program personnel policies and decisions regarding the employment of program staff, including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.
- Developing procedure for how members of the policy council will be elected
- Recommendations on the selection of delegate agencies and the service area when applicable.
- The Policy Council must use ongoing monitoring results, data on school readiness goals to promote school preparedness of children through school entry, including activities to encourage families and caregivers to engage in highly interactive, developmentally and age appropriate activities to improve children's early social, emotional, and cognitive development. and foster parental and family involvement in the early education of young children. They shall support professional development, recruitment and retention initiatives for early childhood educators. Enhance existing early childhood education and development and services including quality improvement activities and carry out activities consistent with the State's plan.

1301.4 Parent Committee shall be established and be comprised exclusively of parents of currently enrolled children as early in the program year as possible. The committee shall be established at the center level and ensure that parents understand the process for elections of policy council and other leadership opportunities. The program shall determine the best methods to engage families using strategies that are most effective in their community. The program must ensure the parent committee carries out the following minimum responsibilities:

- Advise staff in developing and implementing policies, activities and services that meet the needs of children and families.
- Have a process for communication with the policy council.
- Within the guidelines established by the governing body, policy councils participate in the recruitment and screening of Head Start employees.

1301.5 Training The Program must provide appropriate training and technical assistance or Orientation to the governing body and advisory committee members and policy council, including training on program performance standard and determining, verifying and documenting eligibility.

1301.6 Impasse Procedures To facilitate meaningful consultation and collaboration about decisions of the governing body and the policy council. The governing body and policy council must establish written procedures for resolving internal disputes between the governing body and policy council in a timely manner. These procedures shall reflect that the governing body considers proposed decisions from the policy council and that the policy council considers proposed decisions from the governing body. If there is a disagreement, set forth the requirement that notification in writing must occur by the governing body/policy council informing either group why it does not accept the decision. .

There shall be established an Impasse Resolution Committee. This committee will be composed of an equal number of members from both the Policy Council and Grantee Board, and one disinterested third party on whom the Board and the Council members can agree. The Committee will be structured as follows:

UCHRA Board-One (1) member
 Policy Council-One (1) member
 Third parties- (1) member

The Board and Council representatives will be elected by their respective bodies and will then meet and select the third party member. Both the Board and Council may make recommendations as to third party members. Issues can be presented to the Impasse Resolution Committee and properly considered by them only after either the Policy Council or the Board has initiated a written request to the Committee members, and after the President/Chairperson of both groups have verified to the Committee that the prescribed prior procedures and efforts to reach an agreement have failed and that an impasse has in fact been reached. Once all Committee members have been properly notified that an impasse has been reached, said Committee must meet and consider the issues and render a decision within 30 days. Written notice of the Committee's decision will be forwarded to the Board and Council Chairperson and the Grantee Executive Director and Head Start Director. In the event the decision making process does not result in a resolution and an impasse continues the governing body and policy must select a mutually agreeable third party mediator and participate in a formal process of mediation that leads to a resolution of the dispute.



SUBJECT: Income Verification	FILE UNDER: 1302 Subpart A
EFFECTIVE DATE: 7/1/97	
REVISION DATE: 5/15, 2/16, 10/16, 1/18, 10/20, 12/20	APPROVED BY: Director & Policy Council 3/22/99
REGULATION REFERENCE: Performance Standard 1302.12 (a)(1)(i)(ii)(iii), (j)(1), (l)	
POLICY: Determine, verify and document eligibility to ensure that the neediest children are served within the Head Start Program	
DISTRIBUTION: All Staff	

Task	Person Responsible	Date to be Completed
1. Staff acquire income from parents/guardians . Upload documents in to Childplus Application attachments	Family/Community Part. Spec.	Prior to Enrollment
2. To verify eligibility based on income, program staff must, determine the family income for the relevant time period by one of the following but not limited to: <ul style="list-style-type: none"> A. Check Stub Income Verification by Check Stub B. W-2 Form or Income Tax Documentation Income Verification Documents C. Statement from employer (<i>If the family cannot provide tax forms, pay stubs, or other proof of income for the relevant time period, program staff may accept written statements from employers, including individuals who are self-employed, for the relevant time period and use the information provided to calculate total annual income with appropriate multipliers.</i>) Proof Of Income statement form D. SSI/Social Security Statement Supplemental Security Income Verification Document E. Unemployment statement F. Child Support Statement G. Statement from Agencies, i.e. DHS/Families First (<i>To verify whether a family is eligible for, or in the absence of child care, would be potentially eligible for public assistance, the program must have documentation from either the state or local public assistance agency that shows the family either receives public assistance or that shows the family is potentially eligible to receive public assistance.</i>) Public Assistance Verification H. Declaration statement of zero income, Declaration of Zero Income.docx (<i>If the family reports no income for the relevant time period, a program may accept the family's signed declaration statement of zero income. Staff must describe efforts made to verify the family's income, and explain how the family's total income was calculated or seek information from third parties about the family's eligibility, if the family gives written consent. Document how the parent is surviving- food stamps, public housing, temporary living arrangement, etc.)</i>) 	Same	Same

<p>The McKinney-Vento Questionnaire Form must be completed at this point. Once the child is determined Homeless per the McKinney-Vento qualifications, then no income is required to be verified per The Eligibility final rule effective March 12, 2015.</p> <p>If any additional income documents are used IE: Declaration of 0 income, McKinney Vento, etc. upload into Childplus application attachments</p>		
<p>3. Parents must verify income (by signing application-available in primary language when applicable) and Staff verifying must enter their name on application. Head Start Eligibility Verification form must be completed and signed in ChildPlus by designated staff not collecting, entering or determining eligibility and maintained in Childplus application attachment. Form is provided electronically in Childplus. Applications will be signed electronically when applicable. If a paper application is used to obtain signature upload in application attachments and transfer information into Childplus second signature is not required. If a phone application is taken keep in mind the electronic signature can be signed at time of phase in. Document initial interview in Childpus enrollment notes.</p>	Same	Same
<p>4. The income verification must be verified by 12 months immediately preceding the month on which the application was made or for the calendar year immediately preceding the calendar year in which the application is made, whichever more accurately reflects the family's current needs. If the family can demonstrate a significant change in income for the relevant time period, program staff may consider current income circumstances.</p> <p><i>* If a child is determined eligible and is participating in a Head Start program, he or she will remain eligible through the end of the succeeding program year except that the Head Start program may choose not to enroll a child when there are compelling reasons for the child not to remain in Head Start, such as when there is a change in the child's family income and there is a child with a greater need for Head Start services. If a child is found eligible and has participated at least three months in the Head Start program he/she remains eligible through that enrollment year and the immediate succeeding enrollment year.</i></p>	Same	Same
<p>5. Determine if the child is income eligible by:</p> <ul style="list-style-type: none"> A. Verified annual income B. Number in household C. Federal Income Guidelines (Eligible, homeless, foster-care, SSI, public assistance children will be given priority to ensure the neediest children are being served.) 	Same	Same
<p>6. Determine if the child's income falls within one of the three categories;</p> <ul style="list-style-type: none"> A. Eligible – Below Federal Poverty Guidelines B. Between 101% -130 % of the Federal Poverty Guidelines no more than 35% of enrollment can be held by 101% to 130% income applicants. C. Over income (Remember regulation states no more than 10% of enrollment can be held by over income applicants.) 2023 Poverty Guidelines (Eligible children are given priority when all applications of eligible children are accepted then other categories can be considered. Keep in mind that you must prove you have exhausted all efforts to enroll all eligible children, over income children will be considered at last resort. If a child is over income and does not meet eligibility requirements for our program they will be referred to the local Early Bird Preschool.) 	Same	Same
<p>7. Termination of staff will occur for any staff that intentionally violates federal and program eligibility determination regulations and enrolls children that are not eligible to receive Head Start services.</p>	Director	Immediately



ELIGIBILITY TRAINING STATEMENT:

- **Review of FEDERAL PERFORMANCE STANDARDS REQUIREMENT AND UCHRA VAN BUREN COUNTY HEAD START POLICIES AND PROCEDURES on Eligibility.**
- **Review of applicable definitions and ERSEA requirements.**

A program must train all governing bodies, policy council, management, and staff who determine eligibility on applicable federal regulations, program policies, and procedures. Training must, at a minimum:

Include methods on how to collect complete and accurate eligibility information from families and third-party sources; incorporate strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma, and privacy; and explain program policies and procedures that describe actions taken against staff, families, or participants who attempt to provide or intentionally provide false information. A program must train management and staff members who make eligibility determinations within 90 days of hiring new staff. A program must train all governing body and policy council members within 180 days of the beginning of the term of a new governing body or policy council. A program must develop policies on how often training will be provided after the initial training.

Additionally, UCHRA Van Buren County Head Start will present information on references or priority areas for selection for enrollment and eligibility determination. Areas to be covered include public assistance (TANF & SSI), children in foster care, homelessness, federal poverty guidelines for family annual income, and children with disabilities. Age groups will be covered and UCHRA Van Buren County Head Start will provide Fraud Training. Staff members who verify income eligibility will have in-depth training on all forms that may be used for the agency income determination record. Requirements are for both Head Start and Early Head Start.

- ☐ I UNDERSTAND and ACKNOWLEDGE the Eligibility Procedures and Requirements.
- ☐ Initial Training
- ☐ Ongoing Training

TRAINEE'S PRINTED NAME _____

SIGNATURE _____ DATE ____/____/____

Position(s): Check those that apply.

- ☐ Policy Council parent member
- ☐ Policy Council community representative
- ☐ Board Member
- ☐ Board Member key required position (fiscal expert, attorney, Early Childhood Education Specialist)
- ☐ Executive Director
- ☐ Central Office Management. List position _____.
- ☐ Family Services Staff. If a new employee, list hire date: _____.
- ☐ Center Management
- ☐ Other Employees. Explain _____.
- ☐ Consultant or Other. Explain _____.



UCHRA Van Buren County Head Start has “**School Readiness Goals**” that help children become more confident, more cooperative, and more self-aware. Children learn about sounds, words, letters, and books. UCHRA Van Buren County Head Start supports language rich environments which helps increase their vocabulary library. Dual language learners keep their home language while learning a new language. Children become curious, while at the same time developing the skills needed to explore on their own and focus on their work. They learn to work with shapes, and begin using math and science as they investigate the world, solve problems and predict events on their own. They also learn basic health and safety practices. Outdoors, they learn to walk, run, climb, and throw, as well as learning to get along with other children. Inside they learn to work with blocks and scissors, and begin to write their names. We track the progress of each child and share it with their parents.

Head Start by The Numbers
Selected PIR Numbers

- 37 Number of children funded
- 100%-Percentage of eligible children served
- 47-Number of children served
- 6-Number of teachers/teacher assistants
- 2-Number of classrooms
- 1:6-Ratio of teaching staff to children
- 100%-Children with all possible immunizations
- 100%-Children w/continuous access to medical care at end of year
- 86%Children w/continuous access to dental care at end of year
- 89.4%- Children receiving preventative dental care
- 100%- Children with disabilities who received special services
- 57%- Children bused
- 87%-Children at a healthy weight
- 34%- Single-parent families
- 53% - Two-parent families
- 32%- Number of families in which the parent is not employed
- 100%-Families with a high school education or greater
- 43%-Families receiving SNAP benefits (food stamps)

This Head Start Program is operated by
UCHRA

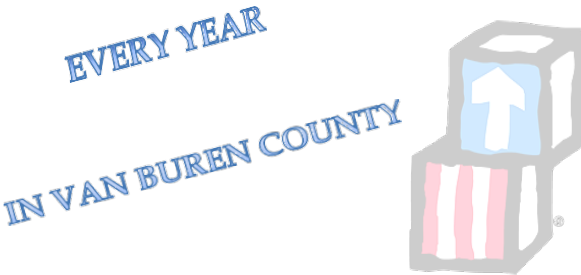
In addition to federal grants of \$891,819
(For the period of July 1, through June 30,)
UCHRA Van Buren County Head Start also received

- *\$39,300 From the U.S Department of Agriculture as reimbursement for the cost of providing meals for Head Start children; and
- *\$197,955 in required local matching funds from people who donate goods and services

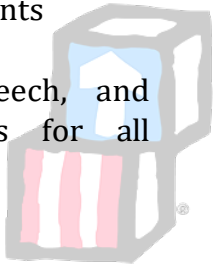


Annual Report 2024/25

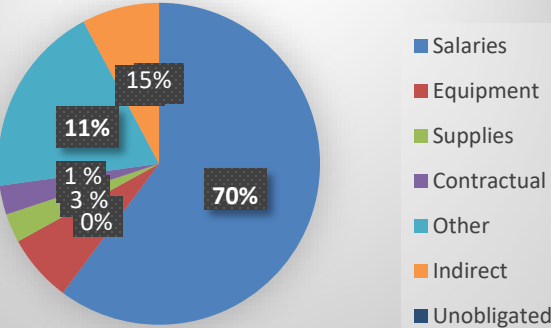
Information in this brochure is designed to fulfill requirements of Head Start federal law related to the general public.



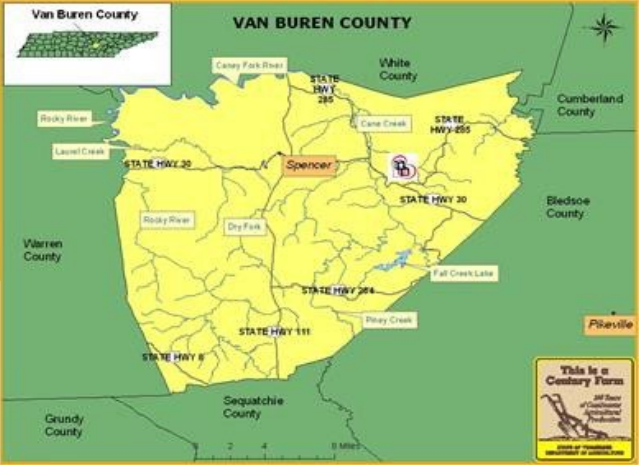
- research-based education and family support for the most vulnerable children in our area
- one of the Nation’s superior Head Start programs for children 3-4 years old
- preventative health care for each child
- free dental exams & treatment
- health insurance referrals
- family goal planning and other services for families
- emergency help through referrals to local resources
- bus transportation to the neediest
- special education services for children with disabilities
- well-supervised staff with professional degrees or CDA credentials
- staff teaching ratio of 1:6
- nutrition services
- mental health services, with professional consultants available
- hearing, vision, speech, and language screenings for all children



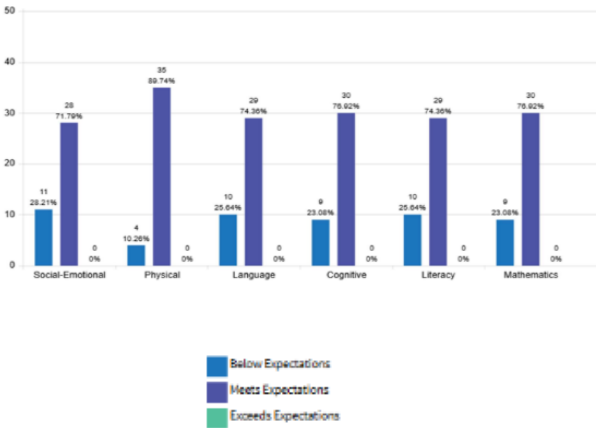
Annual Budget Report



Our center holds the state’s highest quality rating, and follows the recommendations of accrediting agencies recognized across America.



Child Outcomes Data



UCHRA Van Buren County Head Start provides the best preschool experience for children that can be had! *UCHRA Van Buren Co. Head Start operates one Center for Van Buren County and is funded for 37 children. We have two classrooms, with degreed staff in each class. Our staff, besides the Director, includes the Assistant Director/Education Supervisor, Family Service Worker, Family/Community Partnership Specialist, Health/Disability Specialist, Teachers and Teacher Aides, Literacy Aide/Safety Coordinator, and Custodian/ Bus Monitor. All meals are served family style and are prepared on site. The food is nutritious and low in sodium, fat and sugar. Children are served breakfast, lunch and a PM snack. In a partnership with Build-a-Bear, children learn about new cultures. Every month, the Bear wears a different costume from a different country and there is a food from that country on the menu. Children not only learn about another culture but they also get to experience food that the people eat, teaching them about others in the world. We also integrate a social-emotional aspect to our program. This helps children to develop self-control, to get along with others, become independent and have more awareness and empathy for others. Our transition program assures that Children will be comfortable on their first day of Kindergarten. Everything that children learn and experience at UCHRA Van Buren Co. Head Start prepares them for their future education, for Kindergarten and beyond! We are accredited through the prestigious NAEYC- National Association for the Education of Young Children - the largest organization in the world that not only advocates for children with 60,000 members and 50 affiliates, but actually sets the standards for early childhood educational programs. This means that parents can be assured their child will receive the best they can: a high-quality education. UCHRA Van Buren Co. Head Start receives the highest rating of three stars from the State's Three Star Program. We are proud to have had this rating since the inception of the State's STAR licensing program!

Federal Review and Audit Both Indicate Excellence

Our most recent federal review earned congratulations from the federal review team for the staff, parents, and board members on the agency’s practices procedures, and successes. The federal team issued a final report with zero findings and zero deficiencies. Our Program is in full compliance, adhering to all laws, regulations and performance standards of the Office of Head Start.

No deficiencies relating to the audit of the financial statements are reported in the Independent Auditor’s Report on Internal Control Over Financial Reporting and On Compliance and Other Matters Based on An Audit of Financial Statements Performed in Accordance with Government Auditing Standards.

Audits are available on www.ucvbheadstart.org all of our review documents are available for public inspection

In addition to academic and social services to children, Head Start also provides many services to families

Typical Services and Referrals Provided to Families

- *Utility Bill Assistance
- *Child Support Resources
- *Health/Dental Services
- *Clothing
- *Home Safety Training
- *Nutrition Training
- *Budgeting
- *Counseling
- *Transitioning
- *Food Preparation
- *Parenting
- *Marriage Enrichment
- *Stress Reduction
- *Job Training
- *Job Counseling
- *Adult Education
- *Emergency Food
- *Domestic Violence program
-AND SO MUCH MORE



Typical School Readiness Home Activities and Parent Involvement Activities

- *Visits from musicians, police, firefighters
- *Family Reading Night
- *Parent volunteers in the classroom
- *End-of-year kindergarten transition for parents and children
- *” Dad-Friendly” activities
- *Mother’s Day Out
- *Policy Council participation
- *Parent meetings that include parent-selected educational topics such as health, nutrition, and parenting
- *Medical & dental appointments & follow-ups
- *Seasonal projects for parent and child



Caring for Our Children

National Health and Safety Performance Standards
Guidelines for Early Care and Education Programs

FOURTH EDITION



American Academy
of Pediatrics



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National Resource Center
for Health and Safety
in Child Care and
Early Education

Caring for Our Children

National Health and Safety Performance Standards Guidelines for Early Care and Education Programs

FOURTH EDITION

A Joint Collaborative Project of

American Academy of Pediatrics
345 Park Boulevard
Itasca, IL 60143

American Public Health Association
800 I Street NW
Washington, DC 20001-3710

National Resource Center for Health and Safety in Child Care and Early Education
University of Colorado, College of Nursing
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Aurora, CO 80045

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American Academy
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Introduction

Every day millions of children attend early care and education programs. It is critical that they have the opportunity to grow and learn in healthy and safe environments with caring and professional caregivers/teachers. Following health and safety best practices is an important way to provide quality early care and education for young children. The American Academy of Pediatrics (AAP), the American Public Health Association (APHA), and the National Resource Center for Health and Safety in Child Care and Early Education (NRC) are pleased to release the fourth edition of *Caring for Our Children: National Health and Safety Performance Standards; Guidelines for Early Care and Education Programs*. These national standards represent the best evidence, expertise, and experience in the country on quality health and safety practices and policies that should be followed in today's early care and education settings.

Caring for Our Children is an innovative, continually updated set of standards for early care and education programs. The most up-to-date version of the standards may be accessed at www.nrckids.org/CFOC.

The third print edition, the 2011 publication, was the result of an extensive process that benefited from the contributions of 86 technical experts in the field of health and safety in early care and education. (The history of past revisions appears in the following section.) Since the publication of the third edition, the standards are continually reviewed by the AAP, APHA, and NRC, with new and updated standards posted online as they become available, year-round.

Many users of the *Caring for Our Children* standards like to have a print reference on-hand, and because the third edition preceded the online updates, the AAP, APHA, and NRC are publishing new print editions that reflect updated standards. The fourth print edition of *Caring for Our Children* builds upon the foundation of the first three editions and includes online updates since 2011.

Important note about edition terminology: The online version of *Caring for Our Children* no longer will be labeled with "edition" terminology. It is the latest version, updated as new or revised standards are posted. The suggested citation for the online standards at www.nrckids.org/CFOC is as follows:

American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care and Early Education. *Caring for Our Children: National Health and Safety Performance Standards; Guidelines for Early Care and Education Programs*. <http://cfoc.nrckids.org>. Updated <date>. Accessed <date>

Print publications will be labeled by edition numbers to identify the latest print edition for readers, programs, bookstores, and libraries. The suggested citation for this fourth print edition is as follows:

American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care and Early Education. *Caring for Our Children: National Health and Safety Performance*

Standards; Guidelines for Early Care and Education Programs. 4th ed. Itasca, IL: American Academy of Pediatrics; 2019

History

In 1992, the American Public Health Association (APHA) and the American Academy of Pediatrics (AAP) jointly published *Caring for Our Children: National Health and Safety Performance Standards; Guidelines for Out-of-Home Child Care Programs* (1). The publication was the product of a five year national project funded by the U.S. Department of Health and Human Services, Health Resources and Services Administration, Maternal and Child Health Bureau (MCHB). This comprehensive set of health and safety standards was a response to many years of effort by advocates for quality child care. In 1976, Aronson and Pizzo recommended development and use of national health and safety standards as part of a report to Congress in association with the *Federal Interagency Day Care Requirements* (FIDCR) *Appropriateness Study* (2). In the years that followed, experts repeatedly reaffirmed the need for these standards. For example, while the work to prepare *Caring for Our Children* was underway, the National Research Council's report, *Who Cares for America's Children? Child Care Policy for the 1990s*, called for uniform national child care standards (3). Subsequently a second edition of *Caring for Our Children* was published in 2002 addressing new knowledge generated by increasing research into health and safety in early care and education programs. The increased use of the standards both in practical onsite applications and in research documents the value of the standards and validates the importance of keeping the standards up-to-date (4). *Caring for Our Children* has been a yardstick for measuring what has been done and what still needs to be done, as well as a technical manual on how to do it.

Third Edition Review Process

The Maternal and Child Health Bureau's continuing funding since 1995 of a National Resource Center for Health and Safety in Child Care and Early Education (NRC) at the University of Colorado, College of Nursing supported the work to coordinate the development of the second and third editions.

The standards in the third edition of *Caring for Our Children* were revised by eighty-six technical experts. Critical reviews and recommendations were then provided by 184 stakeholder individuals - those representing consumers of the information and organizations representing major constituents of the early care and education community. Caregivers/teachers, parents/guardians, families, health care professionals, safety specialists, early childhood educators, early care and education advocates, regulators, and federal, military, and state agencies all brought their expertise and experience to the revision process. A complete listing of the Steering Committee, Lead Organizations' reviewers, Technical Panel members, and Stakeholder contributors appears on the Acknowledgment pages.

The process of revising the standards and the consensus building was organized in stages:

1. Technical panel chairs recruited members to their panels and reviewed the standards from the second edition. Using the best evidence available (peer reviewed scientific studies, published reports, and best practice information) they removed standards that were no longer applicable or out-of-date, identified those that were still applicable (in their original or in a revised form), and formulated many new standards that were deemed appropriate and necessary.
2. Telephone conference calls were convened among technical panel chairs to bring consensus on standards that bridge several technical areas.
3. A draft of these revised standards was sent to a national and state constituency of stakeholders for their comments and suggestions.
4. This feedback was subsequently reviewed and considered by the technical panels and a decision was made to further revise or not to revise a standard. It should be noted that the national review called attention to many important points of view and new information for additional discussion and debate.
5. The edited standards were then sent to review teams of the AAP, the APHA and the MCHB. Final copy was approved by the Steering Committee representing the four organizations (AAP, APHA, NRC and MCHB).

In projects of this scope and magnitude, the end product is only as good as the persons who participate in the effort. It is hard to enumerate in this introduction the countless hours of dedication and effort from contributors and reviewers. The project owes each of them a huge debt of gratitude. Their reward will come when high-quality early care and education services become available to all children and their families!

CFOC Standard Revision Process

In collaboration with the National Center for Early Childhood Health and Wellness (NCECHW), the NRC updates CFOC Standards using the following process:

1. The NRC continually monitors and prioritizes standards for revision based on the following criteria:
 - Impact on child and/or staff morbidity/mortality
 - Publication of new/updated science-based evidence or best practices that necessitate a standard change
 - Assessment of new/updated publications, requirements, or applicable policy statements that are related to CFOC standards (eg, the AAP *Red Book*, *Managing Infectious Diseases in Child Care and Schools*, *Child and Adult Care Food Programs*)
 - Analysis of relationship to the Child Care Development Block Grant health and safety priority areas
 - Receipt and analysis of nominations from subject matter experts and other stakeholders
 - Contact from stakeholders via direct communication with the NRC or via the NCECHW Info line
 - Inclusion in *CFOC Basics*

2. The NRC proposes revisions to individual standards based on current research-based evidence.
3. The NRC conducts the following steps to revise standards identified above:
 - Develops timeline for review
 - Identifies and invites potential subject matter experts (SMEs) based on content area to serve as reviewers of the proposed changes
 - Assigns SMEs to revision subgroups based on specific area of expertise
 - Facilitates communication with the SMEs throughout the revision process
 - Assesses the quality of SME feedback based on current research/best practice
 - Submits final SME-approved revisions to the NRC Expert Advisory Group (EAG)
 - Incorporates EAG feedback and prepares the revised standards for copyediting by the AAP.
 - Sends the copyedited version of standards to the NCECHW Steering Committee for final review
 - Incorporates final revisions into the searchable CFOC database
 - Communicates with the NCECHW and the AAP to disseminate information on revised standards

Requirements of Other Organizations

We recognize that many organizations have requirements and recommendations that apply to out-of-home early care and education. For example, the National Association for the Education of Young Children (NAEYC) publishes requirements for developmentally appropriate practice and accreditation of child care centers; Head Start follows Performance Standards; the AAP has many standards related to child health; the U.S. Department of Defense has standards for military child care; the Office of Child Care (OCC) produces health and safety standards for tribal child care; the National Fire Protection Association has standards for fire safety in child care settings. The Office of Child Care administers the Child Care and Development Fund (CCDF) which provides funds to states, territories, and tribes to assist low-income families, families receiving temporary public assistance, and those transitioning from public assistance in obtaining child care so that they can work or attend training/education. Caregivers/teachers serving children funded by CCDF must meet basic health and safety requirements set by states and tribes. All of these are valuable resources, as are many excellent state publications. By addressing health and safety as an integrated component of early care and education, contributors to *Caring for Our Children* have made every effort to ensure that these standards are consistent with and complement other child care requirements and recommendations.

Continuing Improvement

Standards are never static. Each year the knowledge base increases, and new scientific findings become available. New areas of concern and interest arise. These standards will assist individuals and organizations who are involved in the continuing work of standards improvement at every level: in early care and education practice, in regulatory

administration, in research in early childhood systems building, in academic curricula, and in the professional performance of the relevant disciplines.

Each of these areas affects the others in the ongoing process of improving the way we meet the needs of children. Possibly the most important use of these standards will be to raise the level of understanding about what those needs are, and to contribute to a greater willingness to commit more resources to achieve quality early care and education where children can grow and develop in a healthy and safe environment.

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Guiding Principles

The following are the guiding principles used in writing these standards:

1. The health and safety of all children in early care and education settings is essential. The child care setting offers many opportunities for incorporating health and safety education and life skills into everyday activities. Health education for children is an investment in a lifetime of good health practices and contributes to a healthier childhood and adult life. Modeling of good health habits, such as healthy eating and physical activity, by all staff in indoor and outdoor learning/play environments, is the most effective method of health education for young children.
2. Child care for infants, young children, and school-age children is anchored in a respect for the developmental needs, characteristics, and cultures of the children and their families; it recognizes the unique qualities of each individual and the importance of early brain development in young children and in particular children birth to three years of age.
3. To the extent possible, indoor and outdoor learning/play activities should be geared to the needs of all children.
4. The relationship between parent/guardian/family and child is of utmost importance for the child's current and future development and should be supported by caregivers/teachers. Those who care for children on a daily basis have abundant, rich observational information to share, as well as offer instruction and best practices to parents/guardians. Parents/guardians should share with caregivers/teachers the unique behavioral, medical and developmental aspects of their children. Ideally, parents/guardians can benefit from time spent in the child's caregiving environment and time for the child, parent/guardian and caregiver/teacher to be together should be encouraged. Daily communication, combined with at least yearly conferences between families and the principal caregiver/teacher, should occur. Communication with families should take place through a variety of means and ensure all families, regardless of language, literacy level, or special needs, receive all of the communication.
5. The nurturing of a child's development is based on knowledge of the child's general health, growth and development, learning style, and unique characteristics. This nurturing enhances the enjoyment of both child and parent/guardian as maturation and adaptation take place. As shown by studies of early brain development, trustworthy relationships with a small number of adults and an environment conducive to bonding and learning are essential to the healthy development of children. Staff selection, training, and support should be directed to the following goals:
 - a. Promoting continuity of affective relationships;
 - b. Encouraging staff capacity for identification with and empathy for the child;
 - c. Emphasizing an attitude of involvement as an adult in the children's play without dominating the activity;
 - d. Being sensitive to cultural differences; and
 - e. Being sensitive to stressors in the home environment.
6. Children with special health care needs encompass those who have or are at increased risk for a chronic physical, developmental, behavioral, or emotional condition and who also require health and related services of a type or amount beyond that generally required by children. This includes children who have intermittent and continuous needs in all aspects of health. No child with special health care needs should be denied access to child care because of his/her disability(ies), unless one of the four reasons for denying care exists: level of care required; physical limitations of the site; limited resources in the community, or unavailability of specialized, trained staff. Whenever possible, children with special health care needs should be cared for and provided services in settings including children without special health care needs.
7. Developmental programs and care should be based on a child's functional status, and the child's needs should be described in behavioral or functional terms. Children with special needs should have a comprehensive interdisciplinary or multidisciplinary evaluation if determined necessary.
8. Written policies and procedures should identify facility requirements and persons and/or entities responsible for implementing such requirements including clear guidance as to when the policy does or does not apply.
9. Whenever possible, written information about facility policies and procedures should be provided in the native language of parents/guardians, in a form appropriate for parents/guardians who are visually impaired, and also in an appropriate literacy/readability level for parents/

guardians who may have difficulty with reading. However, processes should never become more important than the care and education of children.

10. Confidentiality of records and shared verbal information must be maintained to protect the child, family, and staff. The information obtained at early care and education programs should be used to plan for a child's safe and appropriate participation. Parents/guardians must be assured of the vigilance of the staff in protecting such information. When sharing information, such as referrals to services that would benefit the child, attainment of parental consent to share information must be obtained in writing. It is also important to document key communication (verbal and written) between staff and parents/guardians.
11. The facility's nutrition activities complement and supplement those of home and community. Food provided in a child care setting should help to meet the child's daily nutritional needs while reflecting individual, cultural, religious, and philosophical differences and providing an opportunity for learning. Facilities can contribute to overall child development goals by helping the child and family understand the relationship of nutrition to health, the importance of positive child feeding practices, the factors that influence food practices, and the variety of ways to meet nutritional needs. All children should engage in daily physical activity in a safe environment that promotes developmentally appropriate movement skills and a healthy lifestyle.
12. The expression of, and exposure to, cultural and ethnic diversity enriches the experience of all children, families, and staff. Planning for cultural diversity through the provision of books, toys, activities and pictures and working with language differences should be encouraged.
13. Community resources should be identified and information about their services, eligibility requirements, and hours of operation should be available to the families and utilized as much as possible to provide consultation and related services as needed.
14. Programs should continuously strive for improvement in health and safety processes and policies for the improvement of the overall quality of care to children.
15. An emergency or disaster can happen at any time. Programs should be prepared for and equipped to respond to any type of emergency or disaster in order to ensure the safety and well-being of staff and children, and communicate effectively with parents/guardians.
16. Young children should receive optimal medical care in a family-centered medical home. Cooperation and collaboration between the medical home and caregivers/teachers lead to more successful outcomes.
17. Education is an ongoing, lifelong process and child care staff need continuous education about health and safety related subject matter. Staff members who are current on health related topics are better able to prevent, recognize, and correct health and safety problems. Subjects to be covered include the rationale for health promotion

and information about physical and mental health problems in the children for whom the staff care. If staff turnover is high, training on health and safety related subjects should be repeated frequently.

18. Maintaining a healthy, toxic-free physical environment positively impacts the health and well-being of the children and staff served. Environmental responsibility is an important concept to teach and practice daily.

Advice to the User

The intended users of the standards include all who care for young children in early care and education settings and who work toward the goal of ensuring that all children from day one have the opportunity to grow and develop appropriately, to thrive in healthy and safe environments, and to develop healthy and safe behaviors that will last a lifetime.

All of the standards are attainable. Some may have already been attained in individual settings; others can be implemented over time. For example, any organization that funds early care and education should, in our opinion, adopt these standards as funding requirements and should set a payment rate that covers the cost of meeting them.

Recommended Use

- **Caregivers/Teachers** can use the standards to develop and implement sound practices, policies, and staff training to ensure that their program is healthy, safe, age-appropriate for all children in their care.
- **Early Childhood Systems** can build integrated health and safety components into their systems that promote healthy lifestyles for all children.
- **Families** have sound information from the standards to select quality programs and/or evaluate their child's current early care and education program. They can work in partnership with caregivers/teachers in promoting healthy and safe behavior and practice for their child and family. Families may also want to incorporate many of these healthy and safe practices at home.
- **Health Care Professionals** can assist families and consult with caregivers/teachers by using the standards as guidance on what makes a healthy and safe and age appropriate environment that encourages children's development of healthy and safe habits. Consultants may use the standards to develop guidance materials to share with both caregivers/teachers and parents/guardians.
- **Licensing Professionals/Regulators** can use the evidence-based rationale to develop or improve regulations that require a healthy and safe learning environment at a critical time in a child's life and develop lifelong healthy behaviors in children.
- **National Private Organizations** that will update standards for accreditation or guidance purposes for a special discipline can draw on the new work and rationales of the third edition just as Caring for Our Children's expert contributors drew upon the expertise of these organizations in developing the new standards.

- **Policy-Makers** are equipped with sound science to meet emerging challenges to children's development of lifelong healthy behaviors and lifestyles.
- **State Departments of Education (DOEs) and local school administrations** can use the standards to guide the writing of standards for school operated child care and preschool facilities, and this guidance will help principals to implement good practice in early care and education programs.
- **States and localities who fund subsidized care and services for income-eligible families** can use the standards to determine the level and quality of service to be expected.
- **University/College Faculty** of early childhood education programs can instill healthy practices in their students to model and use with young children upon entering the early childhood workplace and transfer the latest research into their education.

Definitions

We have defined many terms in the Glossary. Some of these are so important to the user that we are emphasizing them here as well.

Types of Requirements

A **standard** is a statement that defines a goal of practice. It differs from a recommendation or a guideline in that it carries greater incentive for universal compliance. It differs from a regulation in that compliance is not necessarily required for legal operation. It usually is legitimized or validated based on scientific or epidemiological data, or when this evidence is lacking, it represents the widely agreed upon, state-of-the-art, high-quality level of practice.

The agency, program, or health practitioner that does not meet the standard may incur disapproval or sanction from within or without the organization. Thus, a standard is the strongest criterion for practice set by a health organization or association. For example, many manufacturers advertise that their products meet ASTM standards as evidence to the consumer of safety, while those products that cannot meet the standards are sold without such labeling to undiscerning purchasers.

A **guideline** is a statement of advice or instruction pertaining to practice. It originates in an organization with acknowledged professional standing. Although it may be unsolicited, a guideline often is developed in response to a stated request or perceived need for such advice or instruction. For example, the American Academy of Pediatrics (AAP) has a guideline for the elements necessary to make the diagnosis of Attention-Deficit/Hyperactivity Disorder.

A **regulation** takes a previous standard or guideline and makes it a requirement for legal operation. A regulation originates in an agency with either governmental or official authority and has the power of law. Such authority is usually accompanied by an enforcement activity. Examples of regulations are: State regulations pertaining to child:staff ratios in a licensed child care center, and immunizations

required to enter an early care and education program. The components of the regulation will vary by topic addressed as well as by area of jurisdiction (e.g., municipality or state). Because a regulation prescribes a practice that every agency or program must comply with, it usually is the minimum or the floor below which no agency or program should operate.

Types of Facilities

Child care offers developmentally appropriate care and education for young children who receive care in out-of-home settings (not their own home). Several types of facilities are covered by the general definition of child care and education. Although there are generally understood definitions for child care facilities, states vary greatly in their legal definitions, and some overlap and confusion of terms still exists in defining child care facilities. Although the needs of children do not differ from one setting to another, the declared intent of different types of facilities may differ. Facilities that operate part-day, in the evening, during the traditional work day and work week, or during a specific part of the year may call themselves by different names. These standards recognize that while children's needs do not differ in any of these settings, the way children's needs are met may differ by whether the facility is in a residence or a non-residence and whether the child is expected to have a longer or only a very short-term arrangement for care.

A **Small family child care home** provides care and education of **one to six children**, including the caregiver's/teacher's own children in the home of the caregiver/teacher. Family members or other helpers may be involved in assisting the caregiver/teacher, but often, there is only one caregiver/teacher present at any one time.

A **Large family child care home** provides care and education of **seven to twelve children**, including the caregiver's/teacher's own children in the home of the caregiver/teacher, with one or more qualified adult assistants to meet child: staff ratio requirements.

A **Center** is a facility that provides care and education of **any number of children in a nonresidential setting**, or thirteen or more children in any setting if the facility is open on a regular basis.

For definitions of other special types of child care – drop-in, school-age, for the mildly ill – see Standard 10.4.1.1: Uniform Categories and Definitions.

The standards are to guide all the types of programs listed above.

Age Groups

Although we recognize that designated age groups and developmental levels must be used flexibly to meet the needs of individual children, many of the standards are applicable to specific age and developmental categories. The following categories are used in *Caring for Our Children*.

	Age	Functional Definition (By Developmental Level)
Infant	Birth-12 months	Birth to ambulation
Toddler	13-35 months	Ambulation to accomplishment of self-care routines such as use of the toilet
Pre-schooler	36-59 months	From achievement of self-care routines to entry into regular school
School-Age Child	5-12 years	Entry into regular school, including kindergarten through 6th grade

Format and Language

Each standard unit has at least three components: the **Standard** itself, the **Rationale**, and the applicable **Type of Facility**. Most standards also have a **Comment** section, a **Related Standards** section and a **References** section. The reader will find the scientific reference and/or epidemiological evidence for the standard in the rationale section of each standard. The Rationale explains the intent of and the need for the standard. Where no scientific evidence for a standard is available, the standard is based on the best available professional consensus. If such a professional consensus has been published, that reference is cited. The Rationale both justifies the standard and serves as an educational tool. The Comments section includes other explanatory information relevant to the standard, such as applicability of the standard and, in some cases, suggested ways to measure compliance with the standard. Although this document reflects the best information available at the time of publication, as was the case with the first and second editions, this third edition will need updating from time to time to reflect changes in knowledge affecting early care and education.

Caring for Our Children standards and appendixes are available at no cost online at <http://nrckids.org>. It is also available in print format for a fee from the American Academy of Pediatrics (AAP) and the American Public Health Association (APHA).

Standards have been written to be measurable and enforceable. Measurability is important for performance standards in a contractual relationship between a provider of service and a funding source. Concrete and specific language helps caregivers/teachers and facilities put the standards into practice. Where a standard is difficult to measure, we have provided guidance to make the requirement as specific as possible. Some standards required more technical terminology (e.g., certain infectious diseases, plumbing and heating terminology). We encourage readers to seek interpretation by appropriate specialists when needed. Where feasible, we have written the standards to be understood by readers from a wide variety of backgrounds.

The Steering Committee agreed to consistent use of the terms below to convey broader concepts instead of using a multitude of different terms.

- Caregiver/teacher—for the early care and education/child care professional that provides care and learning opportunities to children—instead of child care provider, just caregiver or just teacher;

- Parents/guardians—for those adults legally responsible for a child's welfare;
- Primary care provider—for the licensed health professional, to name a few: pediatrician, pediatric nurse practitioner, family physician, who has responsibility for the health supervision of an individual child;
- Child abuse and neglect for all forms of child maltreatment;
- Children with special health care needs—to encompass children with special needs, children with disabilities, children with chronic illnesses, etc.

Relationship of the Standards to Laws, Ordinances, and Regulations

The members of the technical panels could not annotate the standards to address local laws, ordinances, and regulations. Many of these legal requirements have a different intent from that addressed by the standards. Users of this document should check legal requirements that may apply to facilities in particular locales.

In general, child care is regulated by at least three different legal entities or jurisdictions. The first is the building code jurisdiction. Building inspectors enforce building codes to protect life and property in all buildings, not just child care facilities. Some of the standards should be written into state or local building codes, rather than into the licensing requirements.

The second major legal entity that regulates child care is the health system. A number of different codes are intended to prevent the spread of disease in restaurants, hospitals, and other institutions where hazards and risky practices might exist. Many of these health codes are not specific to child care; however, specific provisions for child care might be found in a health code. Some of the provisions in the standards might be appropriate for incorporation into a health code.

The third legal jurisdiction applied to child care is child care licensing. Usually, before a child care operator receives a license, the operator must obtain approvals from health and building safety authorities. Sometimes a standard is not included as a child care licensing requirement because it is covered in another code. Sometimes, however, it is not covered in any code. Since children need full protection, the issues addressed in this document should be addressed in some aspect of public policy, and consistently addressed within a community. In an effective regulatory system, different inspectors do not try to regulate the same thing. Advocates should decide which codes to review in making sure that these standards are addressed appropriately in their regulatory systems. Although the licensing requirements are most usually affected, it may be more appropriate to revise the health or building codes to include certain standards, and it may be necessary to negotiate conflicts among applicable codes.

The National Standards are for reference purposes only and should not be used as a substitute for medical or legal consultation, nor be used to authorize actions beyond a person's licensing, training, or ability.

History of Caring for Our Children Standard Language Changes Since the 3rd Edition (Through July 2018)

The *Caring for Our Children* (CFOC) standards listed in this document have had revisions made to the Standard language since the 2011 publication of the third print edition. Revisions are based on new or updated research/evidence, policy statements, and/or best practices. These

revisions, with the exception of those pending below, appear in this fourth print edition. The pending standard revisions and any future revisions may be found in the CFOC online database (<http://nrckids.org/CFOC>) and are designated by the Notes icon.

Standard Number and Title (Listed Numerically)	Date of Change
1.2.0.1 Staff Recruitment	Pending at time of publication
1.2.0.2 Background Screening	5/2018
1.4.5.2 Child Abuse and Neglect Education	5/2018
1.5.0.2 Orientation of Substitutes	5/2018
1.6.0.2 Frequency of Child Care Health Consultant Visits	8/2013
2.1.1.1 Written Daily Activity Program and Statement of Principles	5/2018
2.1.1.2 Health, Nutrition, Physical Activity, and Safety Awareness	5/2018
2.1.2.1 Personal Caregiver/Teacher Relationships for Infants and Toddlers	5/2018
2.2.0.1 Methods of Supervision of Children	Pending at time of publication
2.2.0.3 Screen Time/Digital Media Use	3/2012, 10/2017
2.2.0.9 Prohibited Caregiver/Teacher Behaviors	5/2018
2.3.1.2 Parent/Guardian Visits	Pending at time of publication
2.4.1.1 Health and Safety Education Topics for Children	1/2017, 5/2018
2.4.1.2 Staff Modeling of Healthy and Safe Behavior and Health and Safety Education Activities	1/2017
2.4.2.1 Health and Safety Education Topics for Staff	1/2017
2.4.3.2 Parent/Guardian Education Plan	1/2017
3.1.3.1 Active Opportunities for Physical Activity	5/2018
3.1.3.2 Playing Outdoors	8/2013, 5/2018
3.1.3.3 Protection from Air Pollution While Children Are Outside	8/2016
3.1.3.4 Caregivers'/Teachers' Encouragement of Physical Activity	5/2018
3.1.4.1 Safe Sleep Practices and Sudden Unexpected Infant Death (SUID)/SIDS Risk Reduction	12/2011, 12/2016
3.1.4.4 Scheduled Rest Periods and Sleep Arrangements	5/2018
3.1.5.1 Routine Oral Hygiene Activities	3/2016
3.1.5.2 Toothbrushes and Toothpaste	2/2013, 4/2013, 3/2016
3.2.1.1 Type of Diapers Worn	8/2017
3.2.1.4 Diaper Changing Procedure	1/2012, 7/2012, 5/2013, 8/2016
3.2.1.5 Procedure for Changing Children's Soiled Underwear/Pull-Ups and Clothing	1/2012, 7/2012, 11/2013, 8/2016
3.2.2.1 Situations that Require Hand Hygiene	8/2016, 8/2017
3.2.2.2 Handwashing Procedure	8/2017
3.2.2.5 Hand Sanitizers	4/2016, 4/2017
3.4.1.1 Use of Tobacco, Electronic Cigarettes, Alcohol, and Drugs	1/2017
3.4.4.1 Recognizing and Reporting Suspected Child Abuse, Neglect and Exploitation	5/2018
3.4.4.2 Immunity for Reporters of Child Abuse and Neglect	Pending at time of publication
3.4.4.3 Preventing and Identifying Shaken Baby Syndrome/Abusive Head Trauma	5/2018
3.4.4.4 Care of Children Who Have Been Abused/Neglected	3/2013; Pending at time of publication
3.4.4.5 Facility Layout to Reduce Risk of Child Abuse and Neglect	Pending at time of publication
3.4.5.1 Sun Safety Including Sunscreen	8/2013
3.4.5.2 Insect Repellent and Protection from Vector-Borne Diseases	4/2017

Standard Number and Title (Listed Numerically)	Date of Change
3.6.1.1 Inclusion/Exclusion/Dismissal of Children	4/2015, 8/2015, 4/2017
3.6.1.2 Staff Exclusion for Illness	4/2017
3.6.2.2 Space Requirements for Care of Children Who Are Ill	8/2017
3.6.2.10 Inclusion and Exclusion of Children from Facilities That Serve Children Who Are Ill	8/2017
4.2.0.1 Written Nutrition Plan	11/2017
4.2.0.2 Assessment and Planning of Nutrition for Individual Children	11/2017
4.2.0.3 Use of US Department of Agriculture Child and Adult Care Food Program Guidelines	11/2017
4.2.0.4 Categories of Foods	2/2012, 11/2017
4.2.0.5 Meal and Snack Patterns	11/2017
4.2.0.6 Availability of Drinking Water	11/2017
4.2.0.7 100% Fruit Juice	11/2017
4.2.0.8 Feeding Plans and Dietary Modifications	11/2017
4.2.0.9 Written Menus and Introduction of New Foods	11/2017
4.2.0.10 Care for Children with Food Allergies	11/2017
4.2.0.11 Ingestion of Substances that Do Not Provide Nutrition	8/2016, 11/2017
4.2.0.12 Vegetarian/Vegan Diets	11/2017
4.3.1.1 General Plan for Feeding Infants	5/2018
4.3.1.2 Feeding Infants on Cue by a Consistent Caregiver/Teacher	5/2018
4.3.1.3 Preparing, Feeding, and Storing Human Milk	8/2016
4.3.1.4 Feeding Human Milk to Another Mother's Child	8/2017
4.3.1.5 Preparing, Feeding, and Storing Infant Formula	11/2013, 8/2016
4.3.1.6 Use of Soy-Based Formula and Soy Milk	5/2018
4.3.1.7 Feeding Cow's Milk	5/2018
4.3.1.9 Warming Bottles and Infant Foods	11/2013, 8/2016, 5/2018
4.3.1.10 Cleaning and Sanitizing Equipment Used for Bottle Feeding	5/2018
4.3.1.11 Introduction of Age-Appropriate Solid Foods to Infants	5/2018
4.3.1.12 Feeding Age-Appropriate Solid Foods to Infants	5/2018
4.3.2.1 Meal and Snack Patterns for Toddlers and Preschoolers	5/2018
4.3.2.2 Serving Size for Toddlers and Preschoolers	5/2018
4.3.2.3 Encouraging Self-Feeding by Older Infants and Toddlers	5/2018
4.3.3.1 Meal and Snack Patterns for School-Age Children	5/2018
4.5.0.3 Activities that Are Incompatible with Eating	8/2016
4.7.0.2 Nutrition Education for Parents/Guardians	5/2018
4.9.0.13 Methods for Washing Dishes by Hand	8/2013
5.1.1.5 Environmental Audit of Site Location	8/2016
5.2.1.1 Ensuring Access to Fresh Air Indoors	8/2016
5.2.1.6 Ventilation to Control Odors	8/2016
5.2.6.1 Water Supply	5/2016
5.2.7.4 Containment of Soiled Diapers	8/2017
5.2.9.1 Use and Storage of Toxic Substances	1/2017
5.2.9.4 Radon Concentrations	5/2016
5.2.9.11 Chemicals Used to Control Odors	8/2016
5.2.9.12 Treatment of CCA Pressure-Treated Wood	8/2016
5.2.9.13 Testing for Lead	8/2015
5.2.9.15 Construction and Remodeling	5/2016
5.4.1.10 Handwashing Sinks	8/2017

History of *Caring for Our Children* Standard Language Changes Since the 3rd Edition (Through July 2018)

Standard Number and Title (Listed Numerically)	Date of Change
5.4.5.1 Sleeping Equipment and Supplies	3/2017
5.5.0.5 Storage of Flammable Materials	8/2011
6.4.2.2 Helmets	3/2017
6.5.1.2 Qualifications for Drivers	1/2017
6.5.2.1 Drop-Off and Pick-Up	5/2016
7.3.1.1 Exclusion for Group A Streptococcal (GAS) Infections	8/2017
7.3.2.1 Immunization for <i>Haemophilus Influenzae</i> Type B (Hib)	8/2017
7.3.2.2 Informing Parents/Guardians of <i>Haemophilus Influenzae</i> Type B (Hib) Exposure	8/2017
7.3.11.1 Attendance of Children with Unspecified Respiratory Tract Infection	8/2017
7.4.0.1 Control of Enteric (Diarrheal) and Hepatitis A Virus (HAV) Infections	4/2017
7.4.0.2 Staff Education and Policies on Enteric (Diarrheal) and Hepatitis A Virus (HAV) Infections	4/2017
7.5.1.1 Conjunctivitis (Pinkeye)	3/2017
7.5.2.1 Enterovirus Infections	8/2017
7.5.8.1 Attendance of Children with Head Lice	8/2016
7.5.11.1 Attendance of Children with Scabies	8/2017
7.6.3.1 Attendance of Children with HIV	3/2017
7.7.1.1 Staff Education and Policies on Cytomegalovirus (CMV)	3/2017
9.2.3.1 Policies and Practices that Promote Physical Activity	8/2016, 5/2018
9.2.3.15 Policies Prohibiting Smoking, Tobacco, Alcohol, Illegal Drugs, and Toxic Substances	1/2017
9.4.1.11 Review and Accessibility of Injury and Illness Reports	Pending at time of publication
10.3.3.2 Background Screening	5/2018
10.3.3.3 Licensing Agency Role in Communicating the Importance of Reporting Suspected Child Abuse	Pending at time of publication
10.3.3.4 Licensing Agency Provision of Child Abuse Prevention Materials	Pending at time of publication
10.3.5.3 Training of Licensing Agency Personnel about Child Abuse	Pending at time of publication
10.4.3.3 Collection of Data on Illness or Harm to Children in Facilities	Pending at time of publication

Appendixes (Listed Alphabetically)	Date of Change
Appendix A: Signs and Symptoms Chart	1/2017
Appendix E: Child Care Staff Health Assessment	7/2018
Appendix G: Recommended Immunization Schedule for Children and Adolescents Aged 18 Years or Younger	Updated Annually Last Update: 4/2018
Appendix H: Recommended Immunization Schedule for Adults Aged 19 Years or Older	Updated Annually Last Update: 4/2018
Appendix I: Recommendations for Preventive Pediatric Health Care	7/2018
Appendix J: Selecting an Appropriate Sanitizer or Disinfectant	8/2011, 3/2013
Appendix II: Bike and Multi-sport Helmets: Quick-Fit Check	7/2018

May 2025 UCHRA Services Dashboard										
	Total Households Served	Cases of Ensure Sold	Regular LIHEAP Households Served	Regular LIHEAP Funds Utilized	Crisis LIHEAP Households Served	CRISIS LIHEAP Funds Utilized	Outreach events- number of attendees	WP Applications	Commodities	Information and Referrals
TIER 1 Counties										
Cumberland	\$ 656.00	8	8	\$ 5,800.00	12	\$ 9,600.00	247	3	299	79
Putnam	\$ 81.00	43	7	\$ 5,200.00	13	\$ 10,600.00	0	0		18
Warren	\$ 278.00	15	13	\$ 8,600.00	18	\$ 14,400.00	41	0		191
TIER 2 Counties										
DeKalb	\$ 223.00	5	9	\$ 7,000.00	22	\$ 14,200.00	150	0		37
Fentress	\$ 662.00	13	5	\$ 4,000.00	12	\$ 9,600.00	601	0		31
Macon	\$ 165.00	4	1	\$ 600.00	15	\$ 10,200.00	0	0	86	59
Overton	\$ 178.00	16	12	\$ 9,200.00	14	\$ 11,200.00	121	0		15
Smith	\$ 159.00	5	9	\$ 6,200.00	11	\$ 8,800.00	0	0	109	25
White	\$ 545.00	13	4	\$ 2,800.00	11	\$ 8,800.00	228	1	232	56
TIER 3 Counties										
Cannon	\$ 32.00	4	9	\$ 6,600.00	15	\$ 10,800.00	0	0		4
Clay	\$ 324.00	16	10	\$ 7,400.00	17	\$ 13,600.00	112	1	167	1
Jackson	\$ 213.00	15	8	\$ 5,800.00	12	\$ 9,600.00	0	3	175	0
Pickett	\$ 142.00	5	2	\$ 1,400.00	6	\$ 4,800.00	0	0	128	1
Van Buren	\$ 258.00	0	4	\$ 2,800.00	16	\$ 12,000.00	51	0	172	15
Total:	3916	162	101	\$73,400.00	194	\$148,200.00	1551	8	1,368	532

ERA_ Eviction Rental Assistance

Cannon	3	7537.27
Clay	2	2829
Cumberland	3	12438
Fentress	2	2794.66
Jackson	2	3348
Macon	2	7770
Overton	3	6040
Putnam	3	15040
Smith	0	0
Van Buren	2	3085
Warren	1	2738
White	1	3975
TOTAL	24	\$67,594.33

June 2025 UCHRA Services Dashboard										
	Total Households Served Duplicated	Cases of Ensure Sold	Regular LIHEAP Households Served	Regular LIHEAP Funds Utilized	Crisis LIHEAP Households Served	CRISIS LIHEAP Funds Utilized	Outreach events- number of attendees	WP Applications	Commodities	Information and Referrals
TIER 1 Counties										
Cumberland	149	9	23	\$ 18,600.00	7	\$ 5,400.00	43	0		67
Putnam	412	40	28	\$ 22,600.00	11	\$ 8,200.00	0	0	326	7
Warren	700	15	35	\$ 28,000.00	11	\$ 7,800.00	89	1	271	278
TIER 2 COUNTIES										
DeKalb	265	5	8	\$ 5,200.00	7	\$ 5,600.00	0	0	209	36
Fentress	251	10	25	\$ 20,000.00	4	\$ 3,000.00	15	0	188	9
Macon	97	6	34	\$ 20,600.00	7	\$ 5,200.00	3	0		47
Overton	357	17	28	\$ 22,400.00	9	\$ 6,400.00	0	0	289	14
Smith	58	1	27	\$ 18,800.00	8	\$ 5,400.00	2	0		20
White	134	11	22	\$ 17,600.00	5	\$ 3,600.00	58	0		38
TIER 3 Counties										
Cannon	158	1	3	\$ 1,800.00	5	\$ 4,000.00	0	0	130	19
Clay	218	14	41	\$ 27,000.00	9	\$ 6,400.00	150	1		3
Jackson	44	11	25	\$ 20,200.00	8	\$ 5,800.00	0	0		0
Pickett	22	5	12	\$ 9,600.00	3	\$ 2,000.00	0	0		2
Van Buren	39	4	33	\$ 20,000.00	2	\$ 1,200.00	0	0		0
Total:	2904	149	344	\$252,400.00	96	\$70,000.00	360	2	1,413	540

ERA-										
Cannon			\$10,690.00	3						
Clay			\$8,790.50	7						
Cumberland			\$1,800.00	1						
Dekalb			\$9,262.00	3						
Fentress			\$11,310.00	5						
Jackson			\$10,505.78	4						
Macon			\$16,745.85	6						
Overton			\$7,646.00	3						
Putnam			\$10,150.00	2						
Smith			\$7,350.00	1						
Van Buren			\$1,410.00	1						
Warren			\$17,296.99	5						
White			\$11,055.00	5						
			\$124,012.12	46 HH served						

July 2025 UCHRA Services Dashboard										
	Total Households Served Duplicated	Cases of Ensure Sold	Regular LIHEAP Households Served	Regular LIHEAP Funds Utilized	Crisis LIHEAP Households Served	CRISIS LIHEAP Funds Utilized	Outreach events- number of attendees	WP Applications	Commodities	Information and Referrals
TIER 1 Counties										
Cumberland	616	7	31	\$ 24,800.00	18	\$ 12,400.00	226	0	271	63
Putnam	109	50	34	\$ 27,200.00	8	\$ 4,838.96	0	1		16
Warren	302	15	47	\$ 37,800.00	9	\$ 7,000.00	5	0		226
TIER 2 COUNTIES										
DeKalb	27	3	1	\$ 800.00	7	\$ 4,800.00	0	0		16
Fentress	532	11	33	\$ 26,400.00	21	\$ 14,800.00	455	0		12
Macon	315	4	59	\$ 29,800.00	8	\$ 6,200.00	13	2	92	137
Overton	69	21	41	\$ 32,000.00	6	\$ 5,000.00	0	0		1
Smith	165	3	41	\$ 25,200.00	7	\$ 5,400.00	0	0	92	22
White	640	13	30	\$ 24,200.00	8	\$ 5,800.00	295	0	246	48
TIER 3 Counties										
Cannon	375	3	6	\$ 4,400.00	4	\$ 3,000.00	350	0		12
Clay	258	17	60	\$ 35,400.00	10	\$ 7,400.00	0	0	169	2
Jackson	229	17	32	\$ 25,600.00	10	\$ 6,400.00	0	1	169	0
Pickett	155	5	15	\$ 12,000.00	3	\$ 2,000.00	0	0	130	2
Van Buren	224	3	5	\$ 3,400.00	5	\$ 3,600.00	20	0	167	24
Total:	4016	172	435	\$309,000.00	124	\$88,638.96	1364	4	1,336	581

ERA EPP	Ended 7/31/2025	HH	Amount
County			
Clay	4		\$5,058.00
Cumberland	1		\$2,025.00
DeKalb	1		\$3,885.00
Fentress	2		\$5,198.00
Jackson	3		\$4,980.00
Macon	1		\$1,600.00
Putnam	1		\$3,645.41
Smith	1		\$540.90
Warren	7		\$18,918.51
White	2		\$2,628.00
Total	23		\$48,478.82



Upper Cumberland Human Resource Agency

**FY 2026
Community Services Block Grant (CSBG)
Application and Community Action Plan
Annual Update**



**JAMES K. POLK BUILDING
505 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-1403**

**TELEPHONE: 615-313-4700 FAX: 615-741-4165
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CSBG Application and Community Action Plan – Annual Update

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ATTACHMENTS

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- *Attachment B—Organizational Chart*
- *Attachment C—Strategic Plan*
- *Attachment D—Offices/Centers*
- *Attachment E—Community Action Plan*
- *Attachment F—CSBG Application*
- *Attachment G—Assessment Tool*
- *Attachment H—Training Plan/Agency Budget*
- *Attachment I—Indirect Cost Rate*
- *Attachment J—Cost Allocation Plan*

CSBG Application and Community Action Plan – Annual Update

Section 1: Application Information

Legal Agency Name	Upper Cumberland Human Resource Agency					
Type of Agency	Public	<input type="checkbox"/>	CAA	<input checked="" type="checkbox"/>	HRA	<input checked="" type="checkbox"/>
<i>Check All That Apply</i>	Non-Profit	<input checked="" type="checkbox"/>	Local Government	<input type="checkbox"/>	LPA	<input type="checkbox"/>
Counties Served:	Cannon, Clay, Cumberland, DeKalb, Fentress, Jackson, Macon, Overton, Pickett, Putnam, Smith, Van Buren, Warren, White					
Click to Insert Counties Served						
Contact Information						
Mailing Address (Street or PO, City, Zip)			580 South Jefferson Avenue, Suite B Cookeville, TN 38501			
Street Address (Street, City, Zip)			580 South Jefferson Avenue, Suite B Cookeville, TN 38501			
Phone Number(s)	931-528-1127			Fax	Click to enter Fax Number	
Agency Website	www.uchra.org					
Executive Director	Mark Farley					
Phone	931-432-4111			Cell	Click to enter Cell	
Email	mfarley@uchra.com			Fax	Click to enter Fax	
Contract Signatory	Mark Farley					
Mailing Address (Street or PO, City, Zip)			1104 England Drive Cookeville, TN 38501			
Phone	931-432-4111			Cell	Click here to enter Cell	
Email	mfarley@uchra.com			Fax	Click here to enter Fax	
Board Chairperson	Jim Morgan					
Mailing Address (Street or PO, City, Zip)			P.O. Box 617 Gainesboro, TN 38562			
Phone	931-268-9888			Cell	931-510-7505	
Email	jim.morgan@jacksoncountyttn.gov			Fax	Click here to enter Fax	
CSBG Program Lead	Jordan Herald					
Title	Community Services Assistant Director					
Mailing Address (Street or PO, City, Zip)			580 South Jefferson Ave, Ste. B Cookeville, TN 38501			

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Phone	931-528-1127	Cell	Click here to enter Cell
Email	jherald@uchra.com	Fax	Click here to enter Fax

Agency Mission Statement

1. Will there be a change to the mission statement during the program year?

☐ Yes ☒ No

2. If yes, please provide updated mission statement:

Click here to enter text.

Board Governance

1. Submit **Attachment A—Board Member Roster**, which demonstrates that the board is in compliance with the CSBG Act, Sec. 676B [Standard 5.1]

2. Are there significant changes planned in the board structure or bylaws for the program year?

☐ Yes ☒ No

If yes, please explain the changes:

Click here to enter text.

3. Are there currently any board vacancies?

☐ Yes ☒ No

If yes, please describe plans to fill the vacancies.

Mayor Randy Heady, former Chairman of the Board passed away. We filled this vacancy with Jim Morgan in February 2025. We notified DHS at the time of this occurrence. Marvin Lisk and Marie Ferran, Policy Council members, passed away. Those two vacancies were filled by Tracie Long and Alejandra Cisneros- Conohan.

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Organizational Changes

1. Submit **Attachment B—Agency Organizational Chart** to provide an overview of how the agency is organized.
2. Have there been any organizational or systematic changes implemented in the past year or are there any planned to be implemented (i.e., mergers, shared agreements, etc.)

☐ Yes ☒ No

If yes, please explain the organizational or systematic changes that have occurred or are planned:

Click here to enter text.

Quality Improvement Plan (QIP) or Training Technical Assistance Plan

Is the agency currently on a:

Technical Assistance Plan (TAP) ☐ Yes ☒ No

Quality Improvement Plan (QIP) ☐ Yes ☒ No

Identify any outstanding training or technical assistance needed to complete the terms of the TAP or QIP:

Click here to enter text.

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Section 2: Assessment and Strategic Plan

Community Needs Assessment

1. Completion Date of the Community Needs Assessment [Standard 3.1]: 8/1/2023
2. Board Approval Date of the Community Needs Assessment: [Standard 3.5]: 8/16/2023
3. Identify the top 5 priority needs, as determined by the agency's Community Needs Assessment. Ensure that the needs identified are properly labeled as *family*, *agency*, or *community* level needs. [Standards 3.4]

	Top Priority Needs	Type of Need (Family, Agency, Community)	Service Name Addressing Need (Your Agency, Community Agency, or Gap)
1	Higher Paying Jobs & Higher Quality Job Opportunities	Community	UCHRA, AJC's, DOL, WIOA, ECD, SBDC
2	Access to Affordable Housing	Community	Local Resource such as UCDD Housing & Family Services, Local Churches, Local Housing Authorities, HUD Assistance, THDA Assistance
3	Resources for Individuals who are homeless	Community	Local Churches, HART, Local Rescue Missions, Local Domestic Abuse Housing
4	Access to Mental Health Services	Community	UCHRA, VBHCS, TMHCA, Centerstone
5	Affordable & Accessible Childcare	Community	UCDD

Strategic Plan

1. If a new or updated Strategic Plan was completed in the previous program year, please submit a copy in **Attachment C—Strategic Plan**.
2. Completion Date of the Strategic Plan [Standard 6.1]: 4/5/2023
3. Board Approval Date of the Strategic Plan [Standard 6.1]: 4/12/2023
4. Identify the period covered by the Strategic Plan: From: 2023 To: 2025
5. Identify the key goals outlined in the strategic plan. Indicate whether the goals are family, agency, or community focused. [Standards 6.2 and 6.3]

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The focus areas for Upper Cumberland Human Resource Agency (UCHRA) and Upper Cumberland Development District (UCDD) are as follows: 1. Stronger Economy 2. Reduced Poverty 3. Recovery Ecosystems 4. Quality of Life. UCHRA and UCDD's two Agency- Wide Goals are as follows: 1. Our two (2) agencies have aligned various state and federal programs to create a poverty alleviation ecosystem that strengthens families, communities, and the Upper Cumberland region. 2. Our two agencies have aligned various state and federal programs to create a regional recovery ecosystem to support those individuals recovering from substance abuse issues. At the Upper Cumberland Human Resource Agency, we strive to improve the quality of life throughout the region. Through our diverse array of services, we connect and provide individuals, families, and businesses with the resources they need. Our focus areas are family and community focused, while our goals are agency specific in order to best serve the families and communities in our region.

The goals focus on family, agency, and community, aiming to enhance the quality of life for all individuals and families within the Upper Cumberland.

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Section 3: Community Action Plan Updates

Service Delivery Area

1. Complete **Attachment D—Offices/Centers** with location and contact information for all sites, including administration offices and outreach/service centers.
2. Have there been any changes in your service delivery area in the past year or are there any changes planned?

☐ Yes ☒ No

If yes, please describe the changes:

Click here to enter text.

Agency Services & Strategies

Complete **Attachment E—Community Action Plan** to provide a detailed description of the agency's services, including identification of relevant FNPIs, the needs being addressed by each service, and targeted outcome.

Changes in Service Implementation

1. Identify any new services the agency is considering implementing during the program year.

The Upper Cumberland Human Resource Agency is pursuing several new and expanded initiatives and programs to better meet the needs of individuals and families across the region.

1. UC Recovery CONNECT Program Expansion

Through expansion efforts within the UC Recovery program, UCHRA has hired Certified Peer Recovery Specialists (CPRSs) in all 14 counties of the Upper Cumberland region. This initiative aims to strengthen local recovery support networks by embedding trained individuals with lived experience into communities, helping to bridge gaps in services and provide crucial peer-to-peer support for individuals navigating substance use recovery.

2. Holistic Approach to Goal-Setting and Self-Sufficiency

The Community Services Department is shifting from a primarily emergency-based service model to a more holistic approach focused on long-term stability and self-sufficiency. Staff training efforts are being

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expanded to better assist individuals and families in identifying and achieving personal goals, aligning with both the Tennessee Department of Human Services' mission to "Strengthen Tennessee by Strengthening Tennesseans" and UCHRA's mission to cultivate self-sufficiency through innovation, collaboration, and leadership. We have invested in our County Coordinators, who are the leaders in each of our counties, by providing them with Leadership Trainings that we have found through community partnerships. We are also currently utilizing a community partnership with Volunteer Behavioral Health Care Systems to provide assessment, goal setting, and service plan development training for staff.

3. Poverty Simulation and Community Education

Plans are underway to implement community-wide poverty simulation training during the upcoming program year(s), with an emphasis on educating and engaging internal staff, partner agencies, and local industry human resource departments. This simulation builds empathy and understanding of the challenges faced by individuals experiencing poverty, with the goal of fostering more compassionate and effective service delivery throughout the region.

4. Fee-Based Home Repair Program for Vulnerable Adults

The agency is preparing to launch a new fee-based home repair program designed to serve adults aged 60 and older. This initiative will connect clients with thoroughly vetted and reliable workers to perform essential home repairs. The goal is to promote safe, secure, and stable living conditions for older adults, helping them maintain their independence and quality of life in their own homes.

This program will help fill critical gaps that existing services—such as Weatherization and UCDD's Emergency Repair Program—are unable to address. To support the initial implementation, CSBG funds will be utilized to cover staff salaries until the program becomes self-sustaining. Community Services administrative staff, in collaboration with the UCHRA Finance Department, will monitor the program's success through key metrics including the number of completed jobs and the revenue generated.

5. CREST and CREVAA Program Integration

The Community Services Department is expanding its service portfolio to include the CREST (Community Resource for the Elderly through Support and Transition) and CREVAA (Collaborative Response to Elder and Vulnerable Adult Abuse) programs. CREST focuses on helping seniors remain safe, secure, and independent in their homes, while CREVAA provides support and advocacy services to victims of crime, with a particular focus on elder abuse and vulnerable adult populations.

Together, these new and expanded services reflect UCHRA's continued commitment to innovation and responsiveness in addressing the diverse and evolving needs of the Upper Cumberland region. Through agency capacity building efforts, CSBG has assisted with the startup of all initiatives, including program integrations.

2. Identify any existing services the agency is considering eliminating during the program year.

CSBG administered the THDA ERA-EPP Program through FY25. This program assisted with arrears and prospective rental payments for eligible households. The funding is coming to a close July 31, 2025. UCHRA will be losing the Commodities Program as of September 30, 2025 as the State has decided to partner with Local Food Banks for food distribution.

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Marketing and Outreach Activities

1. Has the agency incorporated any new marketing/outreach strategies in the past year or are there any additions planned?

☒ Yes ☐ No

2. If yes, please describe the new partnerships or collaborations:

UCHRA's Transportation Department has been investing in the promotion of the "Anyone Can Ride" campaign, which focuses on breaking the stereotypes often associated with rural public transportation. This campaign highlights the wide range of transit services available to residents across the Upper Cumberland region - emphasizing that our services are accessible, inclusive, and designed to meet the needs of everyone, regardless of age, income, or ability.

The campaign includes a mix of outreach efforts such as digital billboards, search engine optimization (SEO) to better reach local residents online, and a grassroots approach that involves distributing posters, rack cards, and door hangers throughout communities. Together, these efforts aim to raise awareness and increase ridership by showing that public transportation is a resource for everyone.

Empower Upper Cumberland launched the "Want More?" campaign - a bold, grassroots outreach effort designed to spark curiosity and hope in communities across the Upper Cumberland region. Through strategically placed yard signs, flyers and word-of-mouth promotion, the campaign posed a simple but powerful question: "Want more?" - more opportunity, more stability, more for your kids and family. To support this effort, we enhanced our digital presence by updating our EmpowerUC website with a new Events Calendar, making it easier for families to find and attend local opportunities. We also linked our Prosperity Press Newsletter to the tab offering updates, success stories and highlights from across the region.

UCHRA has also incorporated the use of targeted Facebook advertisements to promote positions within the CHOICES program. This approach proved effective, as several applicants who interviewed for the roles indicated they learned about the opportunity through these ads. The success of this strategy has demonstrated the value of digital outreach in supporting program growth and recruitment efforts.

Linkages and Coordination of Services

1. Has the agency developed any new partnerships or collaborations to link clients to services, or to coordinate or leverage CSBG funding?

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☒ Yes ☐ No

2. If yes, please describe the new partnerships or collaborations:

Throughout the past year, UCHRA has developed numerous partnerships across its service region to enhance client access to resources and better coordinate or leverage CSBG funding. In Putnam County, collaborations with the Putnam County Animal Shelter and St. Thomas Outreach have expanded access to essential goods and services, including food, housing, and employment assistance. Fentress County formed relationships with four new landlords through ERA-EPP, partnered monthly with Second Harvest for food distribution, and receives donated items through Operation Sharing of TN. Pickett County launched the Pickett Care Closet and established partnerships with Second Harvest and the American Job Center. Babynov gave UCHRA a generous donation of baby food, which is being disseminated across all 14 counties via UCHRA's extensive network of families, daycares, nonprofits, and partners. Macon County formed a strong collaboration with Matthew 25 and five local churches, alongside ongoing partnerships with Sozo Ministries, Macon County High School, Lafayette First Baptist Church, and the community-led Macon County Blessings Facebook group. In Warren County, UCHRA works closely with UT Extension and First United Methodist Church to provide budgeting education and homeless assistance. Jackson County collaborates with the Bridge Church for utility and food support. Smith County works with the Carthage Rotary Club and Knights of Columbus to provide holiday support and gifts for Empower program children. In Van Buren County, churches and the local senior center partner to provide Thanksgiving meals, and the Van Buren Resource Center assists clients with food, clothing, utility payments, and hygiene needs. Empower UC launched a high-impact partnership with SmartDollar by Ramsey Solutions, supporting financial literacy and long-term stability. With an 85% participation rate, families have collectively eliminated over \$200,000 in debt and saved more than \$76,000, reinforcing UCHRA's mission to promote economic mobility. The Transportation Department formed new collaborations with county Health Councils and the TN Department of Health to promote community health improvement strategies. Partnerships with Community Compass and St. Mary's Legacy Clinic have expanded access to medical transportation and streamlined service referrals regionwide. Additional partnerships include CHANCE's group home for girls, which collaborates with Leadership Putnam and Sleep in Heavenly Peace to provide beds and bedding. UC Recovery has also partnered with Vanderbilt Hospital, Myrtle Recovery, and the RX Summit of Tennessee to strengthen regional recovery efforts.

Program and Service Trends

1. Describe any significant trends in the delivery of agency programs and services, including what factors may be contributing to these trends.

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Empower UC:

Empower UC's approach to walking alongside families in poverty—offering intensive case management through Navigators, relationship-based support, and financial incentives for achieving key milestones—has demonstrated meaningful progress toward helping individuals break generational cycles of poverty. This trend reflects a broader shift toward outcomes-based, wraparound service delivery that rewards progress in education, employment, and financial stability. Contributing factors to this success include targeted TANF funding, implementation of proven models such as Circles USA, and increased coordination between community partners, employers, and workforce programs.

UCHRA Transportation Department:

UCHRA's public transportation services have experienced remarkable growth and modernization over the past year. Ridership on the Go Routes—serving communities such as Cookeville, Algood, Crossville, and McMinnville—has surged by approximately 82%, reflecting increased public reliance on and trust in regional transit options. To meet this rising demand, UCHRA implemented several key service enhancements. These include software upgrades, a new flat-rate \$2 fare structure, and built-in discounts for seniors, veterans, and individuals with disabilities. Additionally, UCHRA launched its proprietary mobile app, Pick-Up Upper Cumberland, replacing earlier third-party systems. The app has streamlined trip scheduling and improved accessibility for riders throughout the Upper Cumberland. Operationally, the transit system has seen significant performance gains. The on-time arrival rate has improved to 94%, overtime costs are down, and driver stability has increased, all of which contribute to more efficient and dependable service. These improvements indicate UCHRA's continued investment in scalable, technology-driven solutions that enhance service delivery—particularly in rural communities where access to transportation is a critical lifeline. In short, UCHRA is successfully modernizing its mobility services by embracing smart operations and user-focused upgrades, making public transportation more accessible, affordable, and reliable across the region.

UCHRA continues to see a growing number of individuals and families struggling with housing affordability across the region. This trend is driven by a combination of rising housing costs, stagnant wages, and a shortage of affordable rental units, particularly in rural areas where development has not kept pace with demand. Inflation, increased construction costs, and an influx of new residents in some counties have also contributed to elevated home prices and rent levels. Despite the agency's efforts—such as providing housing vouchers through CSBG and ERA-EPP funding over the past three years—these resources have not been sufficient to meet the growing needs. The housing crisis remains a significant barrier to stability for many families served by UCHRA.

Eligibility Determination

1. Has the agency's CSBG application and/or assessment tool(s) been updated in the past year or is there a planned update?

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☐ Yes ☒ No

If yes, submit a copy of the new form(s): **Attachment F—CSBG Application and Attachment G—Assessment Tool.**

2. Have there been any changes in the past year or are there planned changes to the process for accepting applications and determining eligibility? Including, but not limited to: alterations to methods for accepting applications, changes in the systems or databases used for tracking applications, adjustment to assessment procedures, or modifications to the timeframe for determining eligibility.

☒ Yes ☐ No

If yes, please describe the changes to the process:

UCHRA is planning to enhance its service delivery approach by providing comprehensive training for staff in assessment, goal setting, service planning, and case documentation. This training, scheduled for September 2025, will be conducted in partnership with Volunteer Behavioral Health Care System. Historically, UCHRA staff have primarily responded to emergency needs using one-time voucher assistance. As we shift toward a more holistic and person-centered model of service delivery, this training—along with continued administrative support—will be essential to equip staff with the tools and mindset necessary for effective goal setting and ongoing follow-up with individuals.

In terms of systems and eligibility processes, both THDA and CSBG are currently evaluating potential changes to their case management systems. Should these changes be implemented, UCHRA will provide the necessary training to ensure staff are fully prepared to deliver services effectively under the new platforms for both LIHEAP and CSBG programs.

The application and eligibility processes for CSBG, including information and referral services, are expected to remain the same. However, changes are anticipated for LIHEAP, and we are currently awaiting further guidance from the state. Once those changes are confirmed, UCHRA will implement appropriate staff training to ensure a smooth transition.

Internal CSBG Training and Technical Assistance Plan

Identify the agency plans for delivering internal training and technical assistance to staff providing CSBG services. Include all training topics planned by the agency (additional lines can be added if required).

Training Topic	Target Date	Training Provider
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Employee Orientation*	Upon Hire	Human Resources (HR)
ROMA*	Upon Hire and Annually as needed	TACA
Title VI Civil Rights*	Annually for all staff	HR for UCHRA & UCDD
Annual Program Training	Upon Hire & Annually	Jordan Herald & Judy Sanchez
Client Confidentiality	Upon Hire & Annually	Jordan Herald & Judy Sanchez
CUConflict of Interest	Upon Hire & Annually	Jordan Herald & Judy Sanchez
Client Termination Process	Upon Hire & Annually	Jordan Herald & Judy Sanchez
Client Release Policy	Upon Hire & Annually	Jordan Herald & Judy Sanchez
Customer Service/ Relations Policy	Upon Hire & Annually	Jordan Herald & Judy Sanchez
Information Technolog Use Policy	Upon Hire & Annually	Jordan Herald & Judy Sanchez
Employee Code of Ethics & Standards of Conduct	Upon Hire & Annually	Jordan Herald & Judy Sanchez
Appeals Process	Upon Hire & Annually	Jordan Herald & Judy Sanchez

* Denotes required trainings

CSBG-Funded Training Plans

Complete the Training Plan tab in **Attachment H—Agency Budget** to provide detailed information on capacity building trainings that will be provided or obtained using CSBG funds.

ROMA Implementation

Identify the Nationally Certified ROMA Trainer (NCRT) or Nationally Certified ROMA Implementer (NCRI) working with the agency to implement the requirements of ROMA.

UCHRA utilizes TACA for ROMA services.

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Section 4: Use of CSBG Funds

1. Amount of FY26 Contract allocation: \$853,456.99
2. Amount of FY26 Contract allocation planned for administration: \$93,280.99
3. Agency's approved indirect cost rate: 21.8%

Is there a change or a plan to change your indirect cost rate? ☐ Yes ☒ No

If yes, submit a copy of the agency's approved Indirect Cost Rate in **Attachment I—Indirect Cost Rate**.

If further explanation is required, enter comments in the box below:

Click here to enter text.

4. Amount of FY26 Contract Allocation planned for the following capacity building activities:
 - Community Needs Assessment: \$26,192.40
 - Data Management and Reporting: \$17,096.20
 - Strategic Planning: \$20,600.00
 - Training and Technical Assistance: \$25,000.00
 - Other: Click here to enter text.

If expenditures planned in "Other" category, please identify the activities for which funds will be used:

Click here to enter text.

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5. Is there a change or a plan to change your cost allocation plan?

☐ Yes ☒ No

If yes, submit a copy of the agency's cost allocation plan in **Attachment J—Cost Allocation Plan**.

If further explanation is needed, enter comments in the box below:

Click here to enter text.

6. Complete **Attachment H--Agency Budget** with details of how CSBG funds will be used per domain and line item, including salary schedules and training/travel plans.

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By signing below Grantees verify that each signing representative has reviewed, finds that the information provided is accurate to the best of their knowledge, and agrees with the plan update including attachments being provided to the Tennessee Department of Human Services for review and will accordingly and in a timely manner respond to any request and concerns presented by state reviewers.

Also, once approval of the Annual Update has been made Grantee recognizes the responsibility of reviewing the plan annually, updating as needed at that time, and recognizes there is a mechanism in place to amend the Community Action Plan as the need arises in order to ensure the best possible services being provided to the community service area.

Signature:

Date:

Executive Director

Program Manager

Fiscal Director





SSBG Service Proposal

Each agency receiving Social Services Block Grant (SSBG) funds must submit an annual service proposal to include the following:

1. Need for Service: Describe the need in your service area for the personal support services (PSS) or adult day services (ADS). Is there any indication that the need is increasing, decreasing, or remaining the same?

There is still a great need in the Upper Cumberland area. Referrals are staying consistent as previous years. The services provided by SSBG funds help individuals age in their homes, rather than institutions or in some cases from being homeless. While referral remain consistent, the ability to hire adequate staff is an issue.

2. Program Proposal: Describe the specific PSS or ADS you propose to provide and explain any significant changes between the current and proposed contract cycles.

We will be focusing on hiring additional staff and focusing on goals and improving case notes.

3. Proposed Units of Service: Estimate, by county, the number of clients you expect to serve as well as the total proposed units of service.

Current Client Load: 74 total. 49 active, 6 on hold, 19 on waitlist. We are actively recruiting staff to eliminate the waitlist. County Breakdown (Active / Waitlist / Units of Service):

- Cannon: 0 / 2 / 4 possible units
- Clay: 4 / 1 / 8 active units + 2 possible
- Cumberland: 0 / 4 / 8 possible units
- DeKalb: 5 / 1 / 30 active units + 2 possible
- Fentress: 0 / 2 / 4 possible units
- Jackson: 1 / 1 / 2 active units + 2 possible
- Macon: 8 / 0 / 16 active units
- Overton: 4 / 4 / 8 active units + 8 possible
- Pickett: 0 / 1 / 2 possible units
- Putnam: 11 / 3 / 22 active units + 6 possible
- Smith: 0 / 0 / —
- Van Buren: 0 / 0 / —
- Warren: 0 / 2 / 4 possible units
- White: 4 / 2 / 8 active units + 4 possible

Possible units = units that could be added if the waitlist is served.

4. Estimated Costs: Provide an estimate of the average cost per unit of service. One (1) unit equals one (1) client day for ADS and one (1) client hour for PSS. Will the cost vary by county, and if so, why? How was the calculation of unit cost made?

The estimated average cost per unit of service is \$23.84. The cost will not vary by county. The calculation of unit cost was based around 2024-2025 salaries divided by the number of total units of service.

5. Expenditures: How does the agency monitor expenditures to ensure all funds are used by contract end?

The budget is reviewed on a monthly basis between program supervisor and department director. The budget is also reviewed on a quarterly basis by the department director and finance director.

6. Cognizant Agency

- Which state agency is your cognizant agency?
- Attach cost allocation plan and current indirect cost rate letter (Attachment L).

The Tennessee Department of Human Services is the cognizant agency for UCHRA. See attachd for cost allocation plan and approval letter.

<p>7. Sub-Contract: If any proposed services during this contract cycle are to be provided by a sub-contractor, identify the business or agency by name, and provide mailing address, phone number, and description of services. The name and position title of the individual overseeing the sub-contract must also be provided. Note: All sub-contracts must be approved by the Tennessee Department of Human Services (TDHS) SSBG Program Director.</p>
No subcontract will be used
<p>8. Funding: Provide a brief description of your agency's service plan if SSBG funding is decreased or eliminated. Include:</p> <ul style="list-style-type: none"> • an estimation of how much time would be required to implement the plan, • the percentage of your PSS or ADS budget SSBG currently provides, and • any other funding sources (and the amounts) your PSS or ADS program receives. <p>We would request 30-60 days to implement a plan for decreased or eliminated funding to notify staff, clients and work on community referrals for clients. We do not receive additional funding for SSBG from any other resources. If there is a decrease in funding, the number of clients being served will decrease also. If funding were eliminated, the SSBG Homemaker program would close.</p>
<p>9. Staff:</p> <ul style="list-style-type: none"> • For <u>each</u> proposed staff position attach minimum qualifications and a job description (Attachment H). • Identify which staff positions, by job title, are involved in the delivery of services. • Describe your agency's orientation process for new employees. • Identify which position is responsible for documenting and ensuring employee orientation. <p>See attached job descriptions</p> <p>The In Home Services Supervisor is responsible for the day to day operations of the program, programmatic reports, supervising In Home Services staff and providing input to management. The In Home Services Supervisor provides programmatic orientation, while HR provides the agency orientation. The Community Services Assistant Director is responsible for supervising the In Home Services Supervisor. The In Home Services Supervisor completes in home assessments and we will be transitioning to the in home staff conducting the reassessments, since they are frequently in the home and can more easily measure client goals.</p>
<p>10. Training:</p> <p>A. In-Service Training</p> <ul style="list-style-type: none"> • Describe your agency's plan for annual in-service employee training. • Provide specific information on the number of days or hours required per year, category or subject content, and whether the training is provided in-house or through external sources. • Describe how employee training hours are documented. • Attach training plan (Attachment G). • Identify which position is responsible for documenting and ensuring employee training. <p>B. Civil Rights Training</p> <ul style="list-style-type: none"> • Describe your agency's plan to comply with Title VI of the Civil Rights Act of 1964. • Describe the training plan for staff and volunteers. • Describe how complaints are handled. • Identify which position is responsible for documenting and ensuring employee civil rights training. <p>The In Home Services Staff will complete 25 hours of training annually. Training may be completed in person or virtually. Training is documented by a sign in sheet and compiled by the In Home Services Supervisor. The In Home Services Supervisor and Community Services Administration Staff are responsible for scheduling and providing training for In Home Services Staff. UCHRA conducts semi-annual Title VI training, which is mandatory for all UCHRA staff to attend. Complaints would come to our program and then are submitted to our Title VI Coordinator. HR and the In Home Services Supervisor is responsible for documenting and ensuring all staff complete civil rights training.</p>
<p>11. Emergency Preparedness Plan: Provide a brief description of your agency's emergency preparedness plan.</p>

<ul style="list-style-type: none"> • Attach a copy of your Continuity of Operations Plan (Attachment O) • Provide contact information including names and cell phone numbers of your agency's administrative and satellite offices for TDHS use in the event of an emergency. • Describe how clients will know who to contact regarding services. • Provide an estimation of how much time would be required to implement the Continuity of Operations Plan. • Identify which position is responsible for documenting and ensuring employee emergency preparedness training.
<p>See attached for Continuity of Operations Plan. Contact information for administration is also attached. Clients are provided with a list of emergency numbers and encouraged to place them on the refrigerator. The reference guide lists emergency numbers and contact information for the In Home Services Supervisor. During an emergency, staff will also reach out to clients by phone or other available means. The In Home Services Supervisor is responsible for documenting and ensuring employee emergency preparedness training.</p>
<p>12. Limited English Proficiency (LEP): All agencies are required to have an LEP plan. It should:</p> <ul style="list-style-type: none"> • describe your agency's mechanism for providing translation services, • include an estimate of how often translation services will be required and • identify which languages (including American Sign Language) your agency encounters most often.
<p>UCHRA has a contract with AVAZA for translation services over the phone as needed. Our In Home Services Program has not been utilized recently. UCHRA also has two bilingual staff members.</p>
<p>13. Persons with Disabilities</p> <ul style="list-style-type: none"> • Describe the process by which clients with disabilities can request special accommodations. • Describe how your facilities are accessible and in compliance with the Americans with Disabilities Act (ADA) of 1990.
<p>A person with disabilities would need to request special accommodations from program staff. UCHRA follows ADA regulations in regard to persons with disabilities. All offices have been reviewed for ADA compliance and are accessible.</p>
<p>14. Confidentiality: Describe how confidentiality and releases of information are handled.</p>
<p>During the initial assessment, clients are given an Authorization to Release Information form. The In Home Services Supervisor goes over the form with the client and has the client sign the form. UCHRA follows HIPPA guidelines in regard to confidentiality.</p>
<p>15. Conflict of Interest: Attach Conflict of Interest policy as Attachment J</p>
<p>16. Waiting Lists: Describe how your agency:</p> <ul style="list-style-type: none"> • remains in communication with clients on the wait list, • determines removal of clients without services, and • ensures services will be provided within contractual time frames.
<p>Clients are contacted via telephone to set up the initial assessment time and visit. If contact cannot be made directly with the client, the In Home Services Supervisor will contact the APS investigator assigned to the client. If all In Home Staff workers schedules are full, the client will be placed on the waiting list. If a client has urgent needs they will be placed at the top of the waiting list. The In Home Services Supervisor adjusts schedules to add clients from the waiting list as openings become available. If a client cannot be added to the schedules right away, the IHS Supervisor will contact each client by phone monthly until they can be added to a staff schedule. It is the responsibility of the HIS Supervisor to monitor the waiting list and ensure services are provided within contractual time frames.</p>
<p>17. Community Collaboration:</p> <ul style="list-style-type: none"> • Describe how your agency coordinates with Adult Protective Services (APS). • Name community organizations with which your agency partners/collaborates and describe how these relationships benefit SSBG clients.

The IHS Supervisor communicates with APS via phone and email. UCHRA will have staff attending VAPIT meetings for the 13th Judicial District beginning August 2025 . UCHRA has good relationships with CREST and CREVVA, while both programs have transitioned from the Upper Cumberland Development District to being managed through Upper Cumberland Human Resource Agency. We feel that by having the CREST and CREVVA programs in house it will enhance coordination between those programs, SSBG, and APS.

18. Delivery Process: Describe your step-by-step process for providing services starting with intake procedures and ending with case closure.

The In Home Services Supervisor receives the referral from the APS Investigator. The IHS Supervisor, who conducts assessments, contacts the client to initiate a visit to complete the initial assessment. Once the assessment is completed, the client will be assigned to IHS Staff with a regular visit time or be placed on the waiting list. Required reassessments are currently completed by the IHS Supervisor (we are currently transitioning reassessments to IHS staff) to monitor progression, regression, or stabilization. If a client is deemed improved, the IHS Supervisor will recommend a reduction in services or a case closure. If a closure is needed due to client progression, death, or refusal of services, a CIC form will be submitted to the APS to notify of closure. A closure letter will be sent to clients if the event of termination of services for noncompliance with visits, entry into a LTCF, or moving out of the service area.

19. Client Engagement: List the ways your agency encourages input and suggestions from clients.

Clients are encouraged to contact the HIS Supervisor with questions, concerns, or needs. In Home Staff share suggestions and questions from the clients with the IHS Supervisor. Clients also complete customer satisfaction surveys annually.

20. Volunteer Engagement: Describe how volunteers are integrated in to your program.

We do not have volunteers working with In Home/SSBG clients.

21. Appendices

- A. Agency Contact Information: Provide mailing address, phone numbers, and email information for each position involved with the provision of SSBG services. Include fiscal and administrative employees, and program and agency leadership.
- B. Board Member Roster: Include name, phone number, and email address for each board member, indicating the current board chair.
- C. Organizational Chart
- D. Projected Salary Schedule
- E. Title VI Policy
- F. Grievance Procedure Form
- G. Training Plan
- H. Job Qualifications and Descriptions
- I. Conflict of Interest Policy
- J. Subcontract Agreements
- K. Copies of Brochures/Flyers
- L. Cost Allocation Plan and Signed Approval Letter
- M. Agency Policy and Procedures Manual
- N. Authorized Signatures Form
- O. Continuity of Operations Plan

Day Care Home Sponsor Application for 2025 - 2026

00560 Status: Active

UPPER CUMBERLAND HUMAN RESOURCE AGENCY

DBA:

580 South Jefferson Ave

Suite B

Cookeville, TN 38501-4673

Type of Agency: Private Non Profit Organization

Version: Original**Sponsor Description**

FEIN	Type of Agency
62--0906260	Private Non Profit Organization

1. Does your organization operate the CACFP in any other state(s)?

☐ Yes ☒ No

Name of State(s):

Addresses**Physical Address**

2. Address Line 1: 580 South Jefferson Ave

Address Line 2: Suite B

3. City: Cookeville

4. State: TN Zip: 38501-4673
- [USPS Zip Code Lookup](#)

5. County: Putnam County (071)

Mailing Address

6. Address Line 1: 580 South Jefferson Ave

Address Line 2: Suite B

7. City: Cookeville


8. State: TN Zip: 38501-4673
- [USPS Zip Code Lookup](#)

Contacts**Program Contact**

The Program Contact must be an individual who has been authorized to act on behalf of the Sponsor by agreeing to and signing the Statement of Authority.

- | | Salutation | First Name | Last Name |
|--|-------------------------|------------|---------------------|
| 9. Name: | Ms. | Christa | White |
| 10. Date of Birth: | 11/03/1970 (mm/dd/yyyy) | | |
| 11. Email Address:  | cwhite@uchra.com | | |
| 12. Facility Phone: | (931) 528-1127 | Ext: | Fax: (931) 526-8305 |
| 13. Cell/Alt Phone: | (931) 319-6207 | | |
| 14. Title: | CACFP Manager | | |

Executive Director/Owner

- | | Salutation | First Name | Last Name |
|--|------------------|------------|---------------------|
| 15. Name: | Mr. | Mark | Farley |
| 16. Email Address:  | mfarley@ucdd.org | | |
| 17. Facility Phone: | (931) 528-1127 | Ext: | Fax: (931) 526-8305 |
| 18. Cell/Alt Phone: | (931) 510-4467 | | |

19. Title: Executive Director

Claim Preparer

	Salutation	First Name	Last Name
20. Name:	Ms.	Christa	White
21. Email Address:	cwhite@uchra.com		
22. Facility Phone:	(931) 528-1127	Ext:	Fax: (931) 526-8305
23. Cell/Alt Phone:	(931) 319-6207		
24. Title:	CACFP Manager		

Authorized Individual

An Authorized Individual is an individual who has been authorized to act on behalf of the Sponsor by agreeing to and signing the Statement of Authority.

	Salutation	First Name	Last Name
25. Name:	Mr.	Jeff	Mason
26. Date of Birth:	11/08/1971 (mm/dd/yyyy)		
27. Email Address:	jmason@smithcountyttn.gov		
28. Facility Phone:	(615) 735-2294	Ext:	Fax:
29. Cell/Alt Phone:	(615) 683-7879		
30. Title:	Chairman of the Board		

Tiering

31. Sponsors must submit current information on total number of:

- | | |
|---|-----|
| A. Tier I Providers | 62 |
| B. Tier II Providers | 2 |
| C. Children enrolled with Tier I Providers | 771 |
| D. Children enrolled with Tier II Providers | 15 |
| E. Children enrolled with Tier II Providers that have been identified as eligible for Tier I reimbursement. | 0 |

32. Which of the following procedures will be used to make Tier I determinations?

- ☒ Use school data to determine if site is located in a low-income area
- ☒ Use census data, after consulting school data first, to determine if site is located in a low-income area
- ☒ Obtain and verify family size and income/categorical eligibility information from the Provider

33. Which of the following methods will be used to notify Providers of their options for reimbursement?

- ☒ Group training or workshops
- ☒ Individual notification (e.g., at monitoring or renewal visits)
- ☐ Mail materials (e.g., flyers or brochures)
- ☒ Other method, please describe: Online Training thru Brighton

34. Describe how information on the income eligibility forms of Providers and/or children will be kept confidential.

Income eligibility forms of providers and/or children are stored in the provider's file. The income eligibility of a provider will only be discussed with that individual. If a provider is Tier II mixed, only the number of applications received from parents and the determination of the number of Tier I eligible and Tier II children will be disclosed to the provider.

General Questions

35. Are you currently participating in the CACFP (Centers) as a sponsoring organization? ☒ Yes ☐ No
36. Do you subcontract for any CACFP functions?

☐ Yes ☐ No

If yes, describe:

37. Are you a church?

☐ Yes ☐ No

Certification

38. Federal regulations require an agency to certify information regarding past business participation and criminal background. Please answer the following questions:

1. Has the agency or any of the agency's principals participated in any publicly funded programs within the past seven years? ☐ Yes ☐ No

NOTE: Principal means any individual who holds a management position within or is an officer of the Sponsor, including all members of the Sponsor's board of directors.

Publicly funded means money that is received from a local, state, or federal governmental agency.

If yes, as part of your management plan, submit a listing of the publicly funded programs in which the Sponsor and its principals have participated in the past seven years and currently participate in.

2. Within the past seven years, has the Sponsor or any principals been declared ineligible to participate in any other publicly funded programs for violating program requirements? ☐ Yes ☐ No

If yes, answer question #3.

3. Were the violations corrected and eligibility restored, including payments of debts owed? ☐ Yes ☐ No

If yes, as part of your management plan, submit documentation of reinstatement, including proof of payment of debts owed, if applicable.

If no, as part of your management plan, attach a detailed explanation.

4. Has the Sponsor or any of the Sponsor's principals been convicted of any activity that occurred within the past seven years that indicated a lack of business integrity? ☐ Yes ☐ No

NOTE: A lack of business integrity includes fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, and obstruction of justice.

If yes, as part of your management plan, attach a detailed explanation.

39. ☒ I hereby certify that neither the Sponsor nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the State any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The State may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the Sponsor, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the State. In accordance with Federal law and U.S. Department of Agriculture policy, this Sponsor does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

40. ☒ I certify that this institution will have internal controls and other management systems in effect to ensure fiscal accountability and to ensure that the Program will operate in accordance with the requirements of this part. To demonstrate Program accountability, this institution will document that it will have adequate oversight of the program by an independent governing board of directors meaning, in the case of a nonprofit organization, or in the case of a for-profit institution required to have a board of directors, a governing board which meets regularly and has the authority to hire and fire the institution's executive director.

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Child & Adult Care Food Program Sponsor Budget for 2025 - 2026

00560 Status: Active
UPPER CUMBERLAND HUMAN RESOURCE AGENCY
 DBA:
 580 South Jefferson Ave
 Suite B
 Cookeville, TN 38501-4673
 Type of Agency: Private Non Profit Organization

Budget Version: Original


	Sponsor Complete This Column	FOR STATE USE ONLY Approved
A. Projected Revenue		
1. Number of Day Care Homes anticipated for sponsorship	64	0
2. Projected Total Annual Revenue	\$109,320.00	\$0.00

B. Projected Annual Administrative Costs


	Brief Description	Projected Cost	Approved Cost
1. Salary and Wages	CACFP Employee Salaries	\$54,912.00	\$0.00
2. Benefits	Payroll Taxes & Various Insurances	\$21,949.00	\$0.00
3. Durable Supplies under \$5,000		\$0.00	\$0.00
4. Office Materials (Expendable) Supplies	Ink, Paper, Pens, etc.	\$1,000.00	\$0.00
5. Equipment Purchases over \$5,000		\$0.00	\$0.00
6. Equipment Rental/Lease	Rental of Copy Machines & P.O. Box	\$700.00	\$0.00
7. Printing/Postage/Communications	Forms, Mailing, Cell, and Office Phones	\$1,344.00	\$0.00
8. Office Space/Rental/Lease/Depreciation Use Allowance	10% of CS Specialist Office Rent	\$346.00	\$0.00
9. Utilities/Facility Maintenance/Janitorial Services	Central Office Janitorial & Maintenance	\$50.00	\$0.00
10. Travel for Program Operations	Mileage for Meetings & Monitoring	\$5,845.00	\$0.00
11. Center Workshops/Participant Training	Online Training for Providers	\$2,000.00	\$0.00
12. Nutrition Education Materials	CACFP Calendars & Other Ed. Materials	\$500.00	\$0.00
13. Meetings, Conferences and Staff Training	2026 National Child Nutrition Conference	\$2,500.00	\$0.00
14. Contracted/Professional Services	Minute Menu and Bank Service Fees	\$6,652.00	\$0.00
15. Insurance Premiums	Property & Liability Insurance	\$1,004.00	\$0.00

16. Bonds		\$0.00	\$0.00
17. Memberships/Subscriptions/Professional Activities	NCA Membership Dues	\$225.00	\$0.00
18. Other Administrative Expenditures/Advertising	Cost Allocation	\$12,115.00	\$0.00
Total Direct Administrative Costs		\$111,142.00	\$0.00

C. Summary

1. Total Expenditures (Administrative)	\$111,142.00	\$0.00
2. Total Anticipated Annual CACFP Reimbursement	\$109,320.00	\$0.00
3. Carryover from Previous FY	\$1,822.00	\$0.00
4. Total Other Revenue	\$0.00	\$0.00
Explanation of Source of Other Revenue		
5. Total Revenue (C2 + C3 + C4)	\$111,142.00	\$0.00
6. Net Balance (C5 Total Revenue – C1 Total Expenditures)	\$0.00	\$0.00
7. Estimated Carryover for Next FY	\$0.00	\$0.00
8.  There are expenditures that require prior approval or specific prior written approval (SPWA).		

Certification

 I certify that the information on this form, and supporting documents, is true and correct and that I will immediately report to the Department of Human Services any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The Department of Human Services may verify information; and the deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

Document Attachments

7 CFR 226.6(b) (1) (IV) (C), (v), and (xvii) (A) (3) Costs in an institution's budget must be necessary, reasonable, allowable, and appropriately documented.

Institutions must account for the cost of operating a nonprofit food service.

Attach a detailed budget itemizing each cost item. Use Tennessee's budget for Sponsoring Organizations of Day Care Homes.

Institutions are required to disclose and identify any financial information that inhibits Tennessee Department of Human Services Child Nutrition Programs from making an informed assessment of the allow ability of a particular cost. Complete the "Budget Justification Narrative" section in Tennessee's budget for these particular costs.

Actions	Notes	Version	Uploaded By

Created By: cwidener@uchra.com on: 7/31/2025 9:02:28 AM Modified By: cwidener@uchra.com on: 7/31/2025 12:03:37 PM

Child & Adult Care Food Program Sponsor Application for 2025 - 2026

00560 Status: Active
UPPER CUMBERLAND HUMAN RESOURCE AGENCY
 DBA:
 580 South Jefferson Avenue
 Ste B
 Cookeville, TN 38501-4673

Type of Agency: Private Non Profit Organization
 Agreement Type: Sponsor of Affiliated & Unaffiliated Sites

Code	Warning Description
301040	In order to be eligible for this program, a documented monitoring plan must be developed and adhered to.

Version: Original

Sponsor Type

1. Does your organization operate the CACFP in any other state(s)? ☐ Yes ☒ No

Name(s) of State(s):

2. Projected Program Start Date: 10/01/2025 Projected Program End Date: 09/30/2026

Addresses

Physical Address

3. Address Line 1: 580 South Jefferson Avenue
 Address Line 2: Ste B
 4. City: Cookeville
 5. State: TN Zip: 38501-4673 [USPS Zip Code Lookup](#)
 6. County: Putnam County (071)

Mailing Address

7. Address Line 1: 580 South Jefferson Avenue
 Address Line 2: Ste B
 8. City: Cookeville
 9. State: TN Zip: 38501-4673 [USPS Zip Code Lookup](#)


Contacts

Program Contact

The Program Contact must be an individual who has been authorized to act on behalf of the Sponsor by agreeing to and signing the Statement of Authority.

	Salutation	First Name	Last Name
10. Name:	Ms.	Carrie	Swafford
11. Date of Birth:	08/29/1985 (mm/dd/yyyy)		
12. Email Address:	 cswafford@uchra.com		
13. Facility Phone:	(423) 881-5182	Ext:	Fax:
14. Cell/Alt Phone:	(931) 280-0027		
15. Title:	Health, Disability and Nutrition Specialist		

Executive Director/Owner

	Salutation	First Name	Last Name
16. Name:	Mr.	Mark	Farley
17. Date of Birth:	05/03/1967 (mm/dd/yyyy)		
18. Email Address:	 mfarley@ucdd.org		

19. Facility Phone: (931) 528-1127 Ext: Fax:
 20. Cell/Alt Phone: (931) 510-4467
 21. Title: Executive Director

Claim Preparer

	Salutation	First Name	Last Name
22. Name:	Ms.	Carrie	Swafford
23. Date of Birth:	08/29/1985 (mm/dd/yyyy)		
24. Email Address:	cswafford@uchra.com		
25. Facility Phone:	(423) 881-5182	Ext:	Fax:
26. Cell/Alt Phone:	(931) 280-0027		
27. Title:	Health, Disability and Nutrition Specialist		

Authorized Individual

An Authorized Individual is an individual who has been authorized to act on behalf of the Sponsor by agreeing to and signing the Statement of Authority.

	Salutation	First Name	Last Name
28. Name:	Mr.	Jeff	Mason
29. Date of Birth:	11/08/1971 (mm/dd/yyyy)		
30. Email Address:	jmason@smithcountyttn.com		
31. Facility Phone:	(931) 735-2294	Ext:	Fax:
32. Cell/Alt Phone:	(615) 683-7879		
33. Title:	Board Chair		

Ethnicity Data

Provide the ethnic makeup of the participants served by the Sponsor's service area.

34. Geographic Area (enter percentages)

Hispanic or Latino:	2.60 %
Non-Hispanic or Latino:	97.40 %

Provide the ethnic makeup of the participants served by the Sponsor. Provide actual numbers of enrolled participants at all sites.

35. Program Participants (enter number of enrolled participants)

Hispanic or Latino:	0	0.00 %
Non-Hispanic or Latino:	40	100.00 %

Racial Data

Provide the racial makeup of the participants served by the Sponsor's service area.

36. Geographic Area (enter percentages)

American Indian or Alaskan Native:	0.50 %
Asian:	0.90 %
Black or African American:	1.50 %
Native Hawaiian or Pacific Islander:	0.10 %
White:	97.00 %

Provide the racial makeup of the participants served by the Sponsor. Provide actual numbers of enrolled participants at all sites.

37. Program Participants (enter number of enrolled participants)

American Indian or Alaskan Native:	0	0.00 %
Asian:	0	0.00 %

Black or African American: 0 0.00 %

Native Hawaiian or Pacific Islander: 0 0.00 %

White: 40 100.00 %

38. Identify the source of the ethnic and racial data for the geographic area.

US Census

39. Describe your procedure to collect and maintain ethnic and racial data of children enrolled in participating centers.

Parent Self Declaration on Application

General Questions

40. Has the Sponsor received \$750,000 or more in TOTAL federal funds for any programs administered? ☒ Yes ☐ No
41. Do you have a documented monitoring plan for monitoring your sites? ☒ Yes ☐ No
42. Do you prefer Cash-in-Lieu of Commodities instead of Donated Foods? ☒ Yes ☐ No
43. Are you a church? ☐ Yes ☒ No

Certification

44. Federal regulations require an agency to certify information regarding past business participation and criminal background. Please answer the following questions:

1. Has the agency or any of the agency's principals participated in any publicly funded programs within the past seven years? ☒ Yes ☐ No

NOTE: Principal means any individual who holds a management position within, or is an officer of, the Sponsor (sponsor), including all members of the Sponsor's board of directors, or otherwise exercises control of, or determines the actions of, the Sponsor.

Publicly funded means money that is received from a local, state, or federal governmental agency.

If yes, submit a listing of the publicly funded programs in which the Sponsor and its principals have participated in the past seven years and currently participate in.

2. Within the past seven years, has the Sponsor or any principals been declared ineligible to participate in any other publicly funded programs for violating program requirements? ☐ Yes ☒ No

If yes, answer question #3.

3. Were the violations corrected and eligibility restored, including payments of debts owed? ☐ Yes ☐ No

If yes, submit documentation of reinstatement, including proof of payment of debts owed, if applicable.

If no, submit a detailed explanation.

4. Has the Sponsor or any of the Sponsor's principals been convicted of any activity that occurred within the past seven years that indicated a lack of business integrity? ☐ Yes ☒ No

NOTE: A lack of business integrity includes fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, and obstruction of justice.


If yes, submit a detailed explanation.

45. ☒ This is to certify that this Sponsor intends that all electronic signatures executed by our employees, agents, or representatives, located anywhere in the world, are legally binding equivalent of traditional handwritten signatures. By checking the box, this Sponsor is certifying by electronic signature that neither the Sponsor nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the State any changes that occur to the

information submitted. I understand that this information is being given in connection with receipt of federal funds. The State may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the Sponsor, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the State. In accordance with Federal law and U.S. Department of Agriculture policy, this Sponsor does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

46.  I certify that this institution will have internal controls and other management systems in effect to ensure fiscal accountability and to ensure that the Program will operate in accordance with the requirements of this part. To demonstrate Program accountability, this institution will document that it will have adequate oversight of the program by an independent governing board of directors meaning, in the case of a nonprofit organization, or in the case of a for-profit institution required to have a board of directors, a governing board which meets regularly and has the authority to hire and fire the institution's executive director.

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Child & Adult Care Food Program Sponsor Budget for 2025 - 2026

00560 Status: Active
UPPER CUMBERLAND HUMAN RESOURCE AGENCY
 DBA:
 580 South Jefferson Avenue
 Ste B
 Cookeville, TN 38501-4673
 Type of Agency: Private Non Profit Organization
 Agreement Type: Sponsor of Affiliated & Unaffiliated Sites

Budget Version: Original

Sponsor Complete
This Column

FOR STATE USE ONLY
Approved

A. Anticipated Annual CACFP Revenue

1.	Number of sites anticipated for sponsorship	1	
2.	Total Annual CACFP Revenue from prior 12 months	\$29,579.22	\$0.00

B. Projected Operating Costs: Labor

<u>Executive Staff</u>	\$0.00	\$0.00
<u>Management Staff</u>	\$0.00	\$0.00
<u>Staff</u>	\$0.00	\$0.00

C. Projected Administrative Costs: Labor

<u>Executive Staff</u>	\$0.00	\$0.00
<u>Management Staff</u>	\$0.00	\$0.00
<u>Staff</u>	\$0.00	\$0.00

D. Projected Operating Costs

	Brief Description	Projected Cost	Approved Cost
1.	Food Purchases Would not let me leave at 0	\$0.01	\$0.00
2.	Meal Contracts (meal cost) Contract with Van Buren Schools	\$49,999.98	\$0.00
3.	Mileage (meal transporting cost)	\$0.00	\$0.00
4.	Non-Food Supplies Would not let me leave at 0	\$0.01	\$0.00
5.	Printing/Postage/Communications	\$0.00	\$0.00
6.	Purchased Services	\$0.00	\$0.00
7.	Food Service Space	\$0.00	\$0.00
8.	Reimbursement to Unaffiliated Centers	\$0.00	\$0.00
Total Operating Costs		\$50,000.00	\$0.00

E. Net Operating Amount

1. Difference (A-D)	\$-20,420.78	\$0.00
---------------------	--------------	--------

F. Projected Administrative CACFP Expenditures

	Brief Description	Projected Cost	Approved Cost
1.	Durable Supplies under \$5,000	\$0.00	\$0.00
2.	Office Materials (Expendable) Supplies	\$0.00	\$0.00
3.	Equipment Purchases over \$5,000	\$0.00	\$0.00
4.	Equipment Rental/Lease	\$0.00	\$0.00
5.	Printing/Postage/Communications	\$0.00	\$0.00
6.	Office Space/Rental/Lease/Depreciation Use Allowance	\$0.00	\$0.00
7.	Utilities/Facility Maintenance/Janitorial Services	\$0.00	\$0.00
8.	Travel for Program Operations	\$0.00	\$0.00
9.	Center Workshops/Participant Training	\$0.00	\$0.00
10.	Nutrition Education Materials	\$0.00	\$0.00
11.	Meetings, Conferences, and Staff Training	\$0.00	\$0.00
12.	Contracted/Professional Services	\$0.00	\$0.00
13.	Insurance Premiums	\$0.00	\$0.00
14.	Bonds	\$0.00	\$0.00
15.	Memberships/Subscriptions/Professional Activities	\$0.00	\$0.00
16.	Other Administrative Expenditures/Advertising	\$0.00	\$0.00
Total Administrative Costs		\$0.00	\$0.00

G. Summary

1.	Total Expenditures (Operating and Administrative)	\$50,000.00	\$0.00
2.	Total Anticipated Annual CACFP Reimbursement	\$50,000.00	\$0.00
3.	Prior Year Carryover Non Profit Food Program Revenue	\$0.00	\$0.00
4.	Total Other Revenue	\$0.00	\$0.00
Explanation of Source of Other Revenue			

5.	Total Revenue (G2 + G3 + G4)	\$50,000.00	\$0.00
6.	Net Balance (G5 Total Revenue – G1 Total Expenditures)	\$0.00	\$0.00
7.	<input type="checkbox"/> There are expenditures that require prior approval or specific written prior approval (SPWA).		

Certification

- ☒ I certify that the information on this form, and supporting documents, is true and correct and that I will immediately report to the Department of Human Services any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The Department of Human Services may verify information; and the deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

Document Attachments

Actions	Notes	Version	Uploaded By
View File		Original	balmo@uchra.com 07/23/2025

Created By: balmo@uchra.com on: 7/17/2025 3:15:34 PM Modified By: balmo@uchra.com on: 7/23/2025 9:29:13 AM

[illegible]

COMMUNITY INTERVENTION

OUR IMPACT AT A GLANCE

04/01/2025 - 06-30-2025



UC RECOVERY CLIENTS SERVED: **80**



NUMBER ENTERING TREATMENT: **22**



NUMBER MEETING WEEKLY WITH CPRS: **98**



NUMBER COMPLETING TREATMENT: **9**

RETURNING HOME OR ENTERING TRANSITION HOME



NUMBER OF DRC CLIENTS: **35**

DRC: DAY REPORTING CENTER



NUMBER OF DRC GRADUATES: **18**

DRC: DAY REPORTING CENTER

COMMUNITY INTERVENTION

OUR IMPACT AT A GLANCE

07/01/2024 - 06/30/2025



UC RECOVERY CLIENTS SERVED: **208**



NUMBER ENTERING TREATMENT: **37**



NUMBER MEETING WEEKLY WITH CPRS: **431**



NUMBER COMPLETING TREATMENT: **16**

RETURNING HOME OR ENTERING TRANSITION HOME



NUMBER OF DRC CLIENTS: **128**

DRC: DAY REPORTING CENTER



NUMBER OF DRC GRADUATES: **19**

DRC: DAY REPORTING CENTER

COMMUNITY SERVICES

OUR IMPACT AT A GLANCE

07/01/2024 - 06/30/2025



CACFP REIMBURSEMENTS: **\$624,034.25**

CHILD & ADULT FOOD CARE PROGRAM



LIHEAP ASSISTANCE: **\$3,462,124.05**

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM



INFORMATION & REFERRAL: **12,704**



COMMODITIES/HOUSEHOLDS SERVED: **13,475**



ENSURE SALES: **1830**



OUTREACH ATTENDEES: **8828+**



PROGRAM HIGHLIGHT: **CHOICES**

PROGRAM START DATE: **February 2025**

ACTIVE CLIENTS: **12 (14 YTD)**

UNITS OF SERVICE: **8926**

COMMUNITY SERVICES

OUR IMPACT AT A GLANCE

4/1/2025-6/30/2025



CACFP REIMBURSEMENTS: **\$168,796.52**

CHILD & ADULT FOOD CARE PROGRAM



LIHEAP ASSISTANCE: **\$855,962.11**

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM



INFORMATION & REFERRAL: **1,663**



COMMODITIES/HOUSEHOLDS SERVED: **4,320**



ENSURE SALES: **443**



OUTREACH ATTENDEES: **2504**



PROGRAM HIGHLIGHT:

PROGRAM START DATE:

ACTIVE CLIENTS:

UNITS OF SERVICE:

EMPOWER UPPER CUMBERLAND

OUR IMPACT AT A GLANCE

4/1/2025 - 6/30/2025



TOTAL FAMILIES SERVED: 176



NEW FAMILIES ENROLLED: 38



TOTAL SAVED THROUGH IDAs: \$1500



WAGE INCREASES SINCE ENROLLMENT: \$1.23/hour



ANNUAL AVERAGE SALARY INCREASE: 55.85%



EMPLOYMENT MILESTONES EARNED: \$22,050



PARTICIPANT CREDENTIALS EARNED: 15



EDUCATION MILESTONES EARNED: \$12,500



VOLUNTEER HOURS: 142



SOCIAL CAPITAL MILESTONES EARNED: \$2,875

EMPOWER UPPER CUMBERLAND

OUR IMPACT AT A GLANCE

7/1/2024 - 6/30/2025



TOTAL FAMILIES SERVED: 543



NEW FAMILIES ENROLLED: 48



TOTAL SAVED THROUGH IDAs: \$31,125



WAGE INCREASES SINCE ENROLLMENT: \$1.82/hour



ANNUAL AVERAGE SALARY INCREASE: 55.85%



EMPLOYMENT MILESTONES EARNED: \$150,648



PARTICIPANT CREDENTIALS EARNED: 71



EDUCATION MILESTONES EARNED: \$93,115



VOLUNTEER HOURS: 560



SOCIAL CAPITAL MILESTONES EARNED: \$29,300

UCHRA PUBLIC TRANSPORTATION

OUR IMPACT AT A GLANCE

FY25: JULY 1, 2024 - JUNE 30, 2025



AVERAGE DAILY TRIPS: **1,257**



AVERAGE TRIP DISTANCE: **13 MILES**



AVERAGE TRIP DURATION: **51 MINUTES**



ON-TIME ARRIVAL RATE: **94%**



VANS IN OPERATION (DAILY): **95**



CLIENTS SERVED: **9,877**



DAILY DRIVERS: **100**



FIRST-TIME RIDERS: **4,758**



EMPLOYMENT TRIPS: **38,811**

UCHRA PUBLIC TRANSPORTATION

OUR IMPACT AT A GLANCE

APRIL 1, 2025 - JUNE 30, 2025



AVERAGE DAILY TRIPS: **1,325**



AVERAGE TRIP DISTANCE: **13**



AVERAGE TRIP DURATION: **50 MINUTES**



ON-TIME ARRIVAL RATE: **94%**



VANS IN OPERATION (DAILY): **95**



CLIENTS SERVED: **2,666**



DAILY DRIVERS: **100**



FIRST-TIME RIDERS: **2,229**



EMPLOYMENT TRIPS: **10,379**