Procedure 1-100

**Child & Family Development Programs, CAT**

Procedure for Completing the Report to the Public

Child & Family Development Programs, CAT, will make available to the public a report published at least once in each fiscal year that discloses the following information from the most recently concluded fiscal year, except that reporting such information shall not reveal personally identifiable information about an individual child or parent:

A. The total amount of public and private funds received and the amount from each source.

B. An explanation of budgetary expenditures and proposed budget for the fiscal year.

C. The total number of children and families served, the average monthly enrollment (as a percentage of funded enrollment), and the percentage of eligible children served.

D. The results of the most recent review by the Secretary and the financial audit.

E. The percentage of enrolled children that received medical and dental exams.

F. Information about parent involvement activities.

G. The agency's efforts to prepare children for kindergarten.

H. Any other information required by the Secretary.

The report will be completed at the end of the fiscal year and no later than November 30th of the current year. The report will be disseminated to the Policy Council, Board of Directors, community partners through normal program operation meetings, and will be posted on the agency website.