

Community Action, Inc.

2019 - 2020 ANNUAL REPORT



Organization

Jefferson County Office

105 Grace Way
Punxsutawney, PA 15767
Phone: (814) 938-3302
Toll Free: (800) 648-3381
Fax: (814) 938-7596

Clarion County Office

30A South Sheridan Road
Clarion, PA 16214
Phone: (814) 226-4785
Toll Free: (800) 997-7661
Fax: (814) 223-4083

Executive Management

Susan K. Fusco, *Executive Director*

Rodney B. Rhodes, *Planning Director*

Donna L. States, *Controller*



Mission

Community Action, Inc. will be a community catalyst to provide and coordinate activities which promote family self-sufficiency and advance community prosperity.

Vision

Community Action, Inc. will be recognized as a premier organization dedicated to solving the social and economic problems of the community.

✉ contact@jccap.org

🌐 www.jccap.org

📘 <https://www.facebook.com/JeffersonClarionCAP/>

About Us

Board of Directors

Clarion County	Jefferson County
<p>Low-Income Representatives</p> <p>Lori A. Brown, <i>Clarion County Housing Authority</i></p> <p>Renee Vowinckel, <i>Pennies From Heaven</i></p> <p>Pamela M. Johnson, <i>Jefferson-Clarion Head Start, Inc.</i> ⁴</p> <p>Elected Public Officials</p> <p>Wayne Brosius, <i>Clarion County Commissioner</i></p> <p>Ed Heasley, <i>Clarion County Commissioner</i></p> <p>Scott E. Hutchinson, <i>State Senator</i></p> <p>Donna R. Oberlander, <i>State Representative</i></p> <p>Private Sector</p> <p>Amy Ortz, <i>Clarion County Assistance Office</i></p> <p>Lee N. Stewart, <i>Burns & Burns</i> ³</p> <p>Ronald J. Wilshire, <i>Clarion University of Pennsylvania</i> ²</p>	<p>Low-Income Representatives</p> <p>Helen Newman, <i>Jefferson County Area Agency on Aging</i></p> <p>Debra Shook, <i>Jefferson County Housing Authority</i></p> <p>Wendy Veitz</p> <p>Katelyn Hendrickson</p> <p>Elected Public Officials</p> <p>Richard Alexander, <i>Mayor of Punxsutawney</i></p> <p>Cris Dush, <i>State Representative</i></p> <p>Jack Matson, <i>Jefferson County Commissioner</i></p> <p>Private Sector</p> <p>Granville E. Carter, <i>Carter Bianco, LLP</i></p> <p>Richard G. Fetterman, <i>Shriners of North America</i> ¹</p> <p>Rebecca Mitchell, <i>Jefferson County Assistance Office</i></p>

President ¹ | Vice-President ² | Secretary/Treasurer ³ | Assistant Secretary ⁴

History of Community Action, Inc.

- The Community Action movement was created as a result of the Economic Opportunity Act of 1964 and administered by the federal Office of Economic Opportunity (OEO). National OEO Directors have included Sargent Shriver and Donald Rumsfeld.
- Local Community Action Agencies were created to fight the "War on Poverty".
- Community Action, Inc. (formerly known as Jefferson-Clarion County Economic Opportunity Association, Inc.) was established in 1965 as a private, non-profit charitable 501(c)(3) corporation and has been designated by the Boards of Commissioners of Clarion and Jefferson Counties to serve as a multi-purpose administering and service delivery entity for a variety of anti-poverty, social, and/or humanistic programs.
- Community Action, Inc. has served the Clarion and Jefferson County area continuously since inception.
- Community Action, Inc. has been instrumental in locally creating programs such as: VISTA; the Job Corps; Neighborhood Youth Corps; Legal Services; Head Start; Foster Grandparent Program; Green Thumb; Weatherization Programs; TEFAP; Employment and Training Programs (CETA and JTPA); Older Americans Act; Women, Infants, and Children (WIC); and Federal Housing Programs; which along with many new programs; continue today.
- Community Action, Inc. is governed by a local 18 member tripartite Board of Directors.

Executive Director's Message



Susan Fusco -- Executive Director of Community Action, Inc.

Community Action, Inc. (CAI) prides itself on remaining flexible to the needs of the local residents and communities. This fiscal year, CAI's flexibility was put to the test. CAI's experience with an ever changing environment kept the organization open and operating smoothly during the most challenging and stressful conditions due to

the existing and ongoing COVID-19 Pandemic. CAI has continued to provide essential services and was able to secure grants to expand services to help lessen the impact of the pandemic. Staff took action and organized a facemask program for those in the public unable to secure facemasks. Staff also organized a volunteer project, Phone-a-Friend, so many single individuals confined to home were not isolated, lonely, and/or depressed.

I personally want to thank the dedicated employees and volunteers of CAI as well as the local communities for their unified efforts and the ability to provide essential services without "skipping a beat". Rules have changed, precautions and safe work practices are in place, and CAI staff are ready to help those in need. Let's hope the pandemic subsides soon and the world we live in goes back to normal.....whatever the "new norm" looks like, CAI remains ready for the challenge.

Stay Safe and Healthy!

Susan K. Fusco

Activities / Services



Weatherization Assistance Program

Reduces household energy costs by increasing energy efficiency and improving the health and safety of each resident.

Medical Assistance Transportation Program



Non-emergency transportation to Medical Assistance (MA) covered appointments for Jefferson County MA recipients who do not have transportation available to them.

Emergency Shelter



The emergency shelters offer a safe place to stay for homeless individuals and families, while providing case management and assistance in searching for adequate housing.

Transitional Housing



Designed as a bridge from homelessness to self-sufficiency and provides case management, assistance in finding permanent housing, budget counseling, and assistance with applications for other services.

Regional Veterans Services



Helps homeless veterans and their families, or those at risk of homelessness, by providing case management and a long term goal of housing stability and economic independence.

Work Ready



Provides barrier remediation and case management to help families move toward economic independence.

Senior Corps



Utilizes the talents of volunteers age 55 and over to meet community needs. Volunteers mentor children, conduct environmental tests, perform clerical duties, assist the elderly, tutor adults, and much more.

Crossroads



Helps domestic violence victims and their children remain safe by providing emergency shelter, 24 hour hotline, community and school educational programs, options counseling, legal advocacy, and group support.

Food Assistance



Food pantry provides emergency food assistance. SNAP provides assistance to eligible families to supplement monthly food expenses.

Adult Education



Helps individuals prepare for the high school equivalency test (GED or HiSET) by providing instruction that improves reading/math/computer skills; enhances job readiness; and encourages career exploration or advanced training options.

VITA



Provides free income tax preparation for individuals whose income is less than \$56,000 annually.

Housing for Homeless and Disabled Persons



Provides permanent supportive housing to homeless and disabled people, providing them with case management, budget counseling, and help with established financial resources.

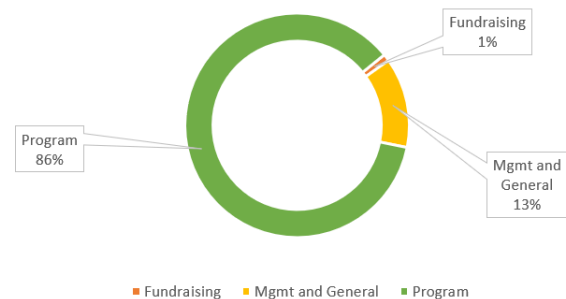


Financial Information

June 30, 2020

Support and Revenues		Assets	
Federal/State	\$1,796,492	Cash	\$1,089,380
Fee for Service	\$1,851,972	Grants	\$338,502
Contributions	\$164,556	Other	\$367,913
In-Kind	\$48,687	Investments	\$28,291
Special Events	\$6,973	Inventory	\$472
Other Income	\$0	Prepaid	\$49,820
Consumer	\$0	Total	\$1,874,378
IT services	\$162,305	Property	\$512,204
Rental	\$28,018	Total Assets	\$2,386,582
Investment	-\$15,639	Current Liabilities	
Miscellaneous	\$2,506	Accounts Payable	\$75,269
Total Revenues	\$4,045,870	Accrued Taxes	\$48,940
Expenses		Accrued Salaries	\$87,905
Administrative & Fiscal Services	\$12,744	Deferred	\$65,506
Administrative Fee	\$7,204	Accrued expenses	\$23,047
Advertising & Publications	\$1,109	Security Deposits	\$385
Auto Expenses	\$3,921	Total Current	\$301,052
Building Repairs & Maintenance	\$4,745	Net Assets	
Client Travel & Assistance	\$913,511	Unrestricted	\$1,985,033
Contracted Services	\$119,463	Temporarily Restricted	\$100,497
Depreciation	\$13,534	Permanently Restricted	\$0
Employee Benefits	\$259,653	Total Net Assets	\$2,085,530
Equipment Rental & Maintenance	\$2,552	Total Liabilities & Net Assets	\$2,386,582
Federal Taxes	\$11,353	Assets vs. Liabilities	\$0
Food & Meals	\$6,610		
Fundraising	\$2,210		
Housing Assistance	\$119,714		
Information Technology	\$13,539		
Insurance	\$30,088		
Licenses & Registration	\$15,211		
Meetings	\$634		
Miscellaneous	\$4,244		
Occupancy	\$86,127		
Other Consumer Support	\$13,939		
Payroll Taxes	\$107,420		
Postage & Shipping	\$5,696		
Printing & Publications	\$5,851		
Property Taxes	\$84		
Salaries & Wages	\$1,402,991		
Small Equipment & Tools	\$897		
Software	\$4,449		
Supplies	\$34,379		
Telephone	\$53,660		
Training / Technical Assistance	\$2,230		
Travel	\$35,001		
Utilities	\$25,939		
Volunteer Recognition	\$9,705		
Weatherization Services	\$546,784		
Total Expenses	\$3,877,191		

Functional Expenses



Community Support

Support Wish List

- \$70** Provides a family one hour of budget counseling.
- \$100** Provides a child clothing/holiday gifts.
- \$250** Provides a family of four food for one week.
- \$300** Provides a family utility assistance for one month.
- \$350** Provides a homeless person shelter for 30 days.
- \$675** Provides an individual materials and instruction to prepare for the High School Equivalency Test.
- \$725** Provides a family housing for one month.
- \$750** Provides domestic violence victims shelter for one month.
- \$1,050** Provides a family one year of case management.



Local funds are vital to helping families in Clarion and Jefferson Counties. To help us help others in your community, please return this form and your contribution to one of our locations. A secure donation can also be made through our website at www.jccap.org.

**Community Action, Inc., 105 Grace Way, Punxsutawney, PA 15767
or 30A South Sheridan Road, Clarion, PA 16214**

YES, I/We want to support Community Action, Inc. and local families through this tax deductible gift of:

\$25 _____ **\$50** _____ **\$100** _____ **\$200** _____ **\$500** _____ **\$1,000** _____ **other \$** _____

[] Please use my donation where it will help most, or [] please use my donation for _____

[] I would like to volunteer my time. My interests are _____

Name _____ Phone _____

Address _____

Email _____

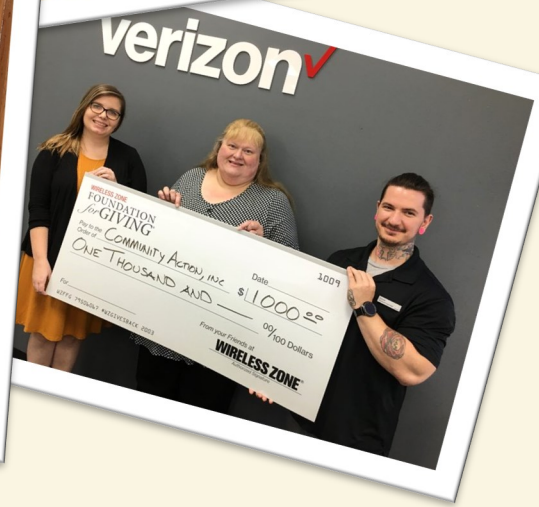
Your donation may be tax deductible. Tax deductible means you can deduct the contribution on your federal income tax return because Community Action, Inc. is a 501(c)(3) tax exempt charitable corporation.

The official registration and financial information of Community Action, Inc. may be obtained from the Pennsylvania Department of State by calling toll free, within Pennsylvania, 1-800-732-0999. Registration does not imply endorsement.

Services are provided without regard to race, color, religious creed, disability, ancestry, national or ethnic origin (including limited English proficiency), age, sex/gender (including pregnancy, childbirth, or related conditions), actual or perceived gender identity or expression, sexual orientation, lifestyle, political beliefs, union membership, participation or decision to refrain from participation in protected labor activities, marital status, familial status, parental status, military service, veteran status, genetic information, AIDS or HIV status, citizenship, possession of a General Equivalency Diploma (GED) instead of a high school diploma, use of a guide or support animal or because the user is a handler or trainer of guide or support animals, stereotypes or assumptions, whether the person is a victim of violent crime (including domestic violence), or other characteristics protected by federal or state law. No consumer will be subjected to hate speech. Additionally, no person will retaliate against an individual for complaining about discrimination, filing charges, or participating in an investigation or lawsuit regarding discrimination.

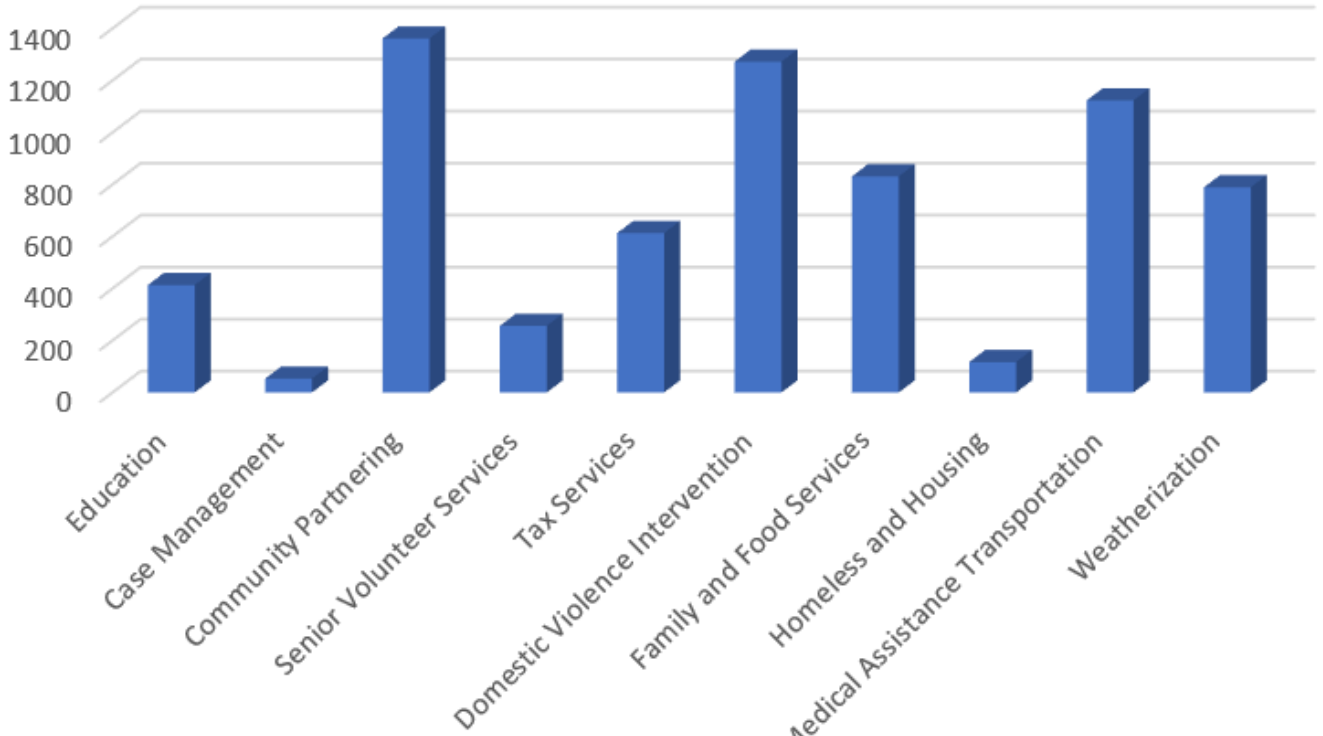
This document was financed in part by a grant from the federal Department of Health and Human Services under the Administration of the Commonwealth of Pennsylvania, Department of Community and Economic Development.

Community Involvement



Community Involvement

Individuals Served (unduplicated)



COMMUNITY ACTION, INC.
WANTED
Masks For the Masses
VOLUNTEERS NEEDED
DONATIONS NEEDED

Fabric Material (Preferably 100% Cotton)
 Elastic
 Hair Ties
 Anything which can be used to make a mask

REWARD
-PEOPLE HELPING PEOPLE-
If you want to help, turn yourself in! Contact
 Jessica at Community Action, Inc. for more
 information:
 814-938-3302, ext. 203

FREE Income Tax Preparation

Save your money and the headache of tax preparation this tax season.

Individuals who earn \$56,000 or less may qualify for the Volunteer Income Tax Assistance (VITA) Program.

Please bring these items to the VITA site when you have your tax return prepared:

- Proof of identification (photo ID)
- Social Security Cards for you, your spouse, and dependents, or a Security Number verification letter issued by the Social Security Administration
- Birth dates for you, your spouse, and dependents, or a Wage and earning statement

Feeling the pain of completing your 2019 Income Taxes?
 Did you know Community Action, Inc. offers **FREE** income tax preparation?
 Call to schedule.

Phone A Friend

Do you live alone, want to hear a friendly voice once in awhile, or looking for someone to talk to and check on you a couple times a week?

Through Phone A Friend, a call can be a connection with the world outside, create new friendships, feel less isolated and lonely, or provide a welcome relief to family members.

This service is offered at no cost.

Please complete the information below and mail back to our office, Community Action, Inc., 105 Grace Way, Punxsutawney, PA 15767 or contact, Samantha Schreengost, Senior Corps-RSVP Director at 814-938-3302, ext. 238 or volunteer@csap.org

I would like to become a volunteer for the Phone A Friend project.
 I would like to sign up to receive calls from the Phone A Friend project.

Name: _____ Phone Number: _____

Community Action, Inc.'s SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)

Are you waiting for unemployment benefits?
 You maybe eligible for SNAP!

SNAP assists individuals and families purchase the food they need for good health.

Have you had to choose between paying your bills and putting food on the table?

Has a recent loss of income caused you to struggle to afford food for your household?

Could SNAP help you or someone you know such as a relative, friend, neighbor?

If you answered **YES** to any of these questions, call **Community Action, Inc.** today to check your eligibility and schedule an appointment to complete an application.

Clarion County (814) 224-4788
 Toll Free 1-800-997-7661
 Jefferson County (814) 938-3302
 Toll Free 1-800-448-3381



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HOPE