


COMMUNITY ACTION PROGRAM
OF WESTERN INDIANA

2016 ANNUAL REPORT

Client Services Directory

Benton County CAP Center

105 S. Howard, PO Box 445
Oxford, IN 47971

 765.385.0623
Head Start 765.385.0712

Boone County Head Start Center

1530 Riley Rd., Suite 1
Lebanon, IN 46052

 765.482.4195


Carroll County Employment & Training

901 Prince William Road
Delphi, IN 46923

 765.564.1020

Early Head Start

1325 Second St.
Covington, IN 47932

 765.793.5314


Fountain County CAP

418 Washington St., PO Box 188
Covington, IN 47932

 765.793.4881


Fountain County WIC Clinic

1325 Second St., PO Box 188
Covington, IN 47932

 765.793.3676


Fountain/Warren Head Start

Riverbend Center
1327 Second St.
Covington, IN 47932

 765.793.0473

Friendship Circle Center

1307 Pearl St. – Center Drive
Covington, IN 47932

 765.793.4871


MAC Transportation

22 W. Second St.
Williamsport, IN 47993

 765.762.0420

Montgomery County CAP Center

2985 Industrial Blvd.
Crawfordsville, IN 47933

 765.362.4096
WIC 765.362.3772
Head Start 765.361.0863


North Vermillion Head Start Center

North Vermillion Elementary
5551 N. Falcon Dr.
Cayuga, IN 47928

 765.492.7319

Parke County CAP

108 S. Market St., Suite 100
Rockville, IN 47872

 765.569.2004

Parke/ S Vermillion Head Start Center

112 E. York St.
Rockville, IN 47872

 765.569.3848


Tippecanoe County Employment & Training

820 Park East Boulevard
Cascadia Business Park
Lafayette, IN 47905

 765.474.5411

Vermillion County CAP, E&T, WIC

424 S. Kibby St.
Clinton IN 47842

 765.832.7771

Warren County WIC Clinic

22 W. Second St.
Williamsport, IN 47993

 765.762.2427

White County Employment & Training

1500 N. Main, Suite E
Monticello, IN 47960

 574.583.4128

Our Mission

To help eliminate the causes of poverty in our community by the planning, development and administration of programs that will intervene at critical points in the causes of poverty and that will enable families and individuals to become more self-sufficient. We also resolve to provide decent, safe sanitary housing that is affordable to low and moderate-income people.

Letter from the Board President

As Community Action Program, Inc. of Western Indiana ("Agency") celebrates its 51st year of service, coincidentally, the National Football League just concluded its 51st annual Super Bowl championship game. What a game it was for the commencement of the League's second half of its first century of historic contests. Even the second half of this year's Super Bowl LI game was historic with the winning team demonstrating incredible teamwork by overcoming numerous challenges in order to pull out a record setting victory. What an example for our Agency! Our team too has had a good first half century, but this 51st year is the commencement of the second half of our first century as well, and as Board President, I believe even more victorious years lie ahead, if we too rise to meet the challenges that are before us.

With the normal quadrennial "changing of the guard" in Washington, DC, some of the challenges that we may have to rise to meet are program and funding changes. While some may see these challenges as daunting, I see no reason to yet concede defeat and give up on a victorious second half century. For me, a fiscal conservative, I believe that many of these challenges will in fact bring opportunities simply because there may be a more business-like approach taken for many governmental operations. While funds may be more sparingly appropriated, this could very well mean that there may be more funds targeted to local programs by the Federal government streamlining the central bureaucracy in order to more efficiently delegate funds to States, then on to not-for-profit Agencies such as our Agency where funds can be more effectively maximized with lower administrative costs.

In order to meet the many challenges our team faces, the Agency remains focused on our primary function of improving the quality of life for so many

individuals in our multi-county service area. To do this, the Agency must remain financially strong. The Board of Directors and the Executive Director have done everything possible to make certain that these challenges are met by providing the tools necessary in order that management, employees, contributors, volunteers, community supporters, and program participants are able to maximize the benefit of our various program services. If we remain strong and effective in our second half century, we can remain the premier, business oriented, fiscally sound, "go-to" Agency that government and other funders are looking for to most efficiently deliver our current and future program services.

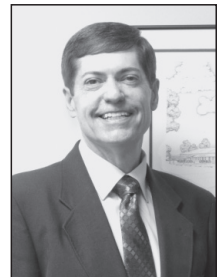
While this Annual Report represents the conclusion of our 51st year of service, it is the beginning of our teams' efforts to make our second half century a record breaking one with a continued victorious Agency. As you review the various reports contained herein, I think you will see why I would like to acknowledge and thank the team results achieved by management and their staffs in the areas of Fiscal Management and Community Services, Housing, Employment and Training, and Head Start. Fiscally, our Agency is very sound, but there are a few real estate assets that we have been in the process of selling so that we are able to more effectively focus on providing the numerous community services that enhance the quality of life for many people at crucial times in their lives. Just consider the numerous victories that our various teams have had providing our communities access to nutrition by our WIC team, early childhood learning with our Head Start team, increased energy efficiency by our Weatherization team, help with ever increasing heating bills from our Energy Assistance team, aid with finding or maintaining shelter by our Housing team, support to the temporarily unemployed from our Employment

and Training team, assistance with transportation by using our MAC Van team, and the many other services that our team players provide. I am convinced that our Strategic Plan and adopted operating policies and procedures have us positioned to be one of the most victorious Agencies within the State of Indiana, if not the entire country.

This year, I would again like to thank the many individuals who make up our Board of Directors. Their faithful attendance and countless hours of service are crucial to the guidance and oversight provided to the Agency. I would especially like to recognize those Directors who serve on our various board committees, particularly the Executive Committee because, as President, I look to them for guidance and advice in the completion of my duties. I believe that we all make a strong and victorious team working together.

I would also like to thank Myra Rennick, our Executive Director, and "team coach." With her, I sleep peacefully knowing that we have the best person at the helm for the many Agency teams to rack up numerous victories despite the challenges that we may face in our second half century of service.

Lastly, with the help of my wife, Rozanna, my prayer is that I can do everything within my power to make the Agency's second half century victorious, for in doing so, our communities are victorious as well.



Steven V. Brier

President of the
Board of Directors

Letter from the Executive Director

Wouldn't we all love to have a packet of seeds that instantly make us successful? And just how do we measure or determine success? In our Head Start and Early Head Start programs, success is seeing a child recognize letters and numbers or just seeing them interact with other children in a positive way. Success is also seeing a mom or dad participating in the classroom or in their home and becoming their child's greatest advocate. Our parents are taught skills to lay the foundation for a successful education experience for their child.

Through our Employment and Training Division, we further water these seeds of education with the Jobs for America's Graduate program. These students learn healthy competition, self-confidence and coping skills that will send them on their way to a successful future. Ready to Work, On the Job Training, and Skillup programs provide seeds for experience in the workplace: how to find a job, learn the necessary skills to retain it and excel in that position. We work together with Adult Basic Education programs to ensure our customers have the necessary requirement in most jobs—a diploma. Many of our customers move on to higher education to attain degrees and certificates to assist them in acquiring higher paying positions.

By providing over 150 units of housing in our six-county area,

many of our clients find success by securing and providing safe, affordable housing for themselves and their families. Home Choice Voucher assistance provides our families with the assurance of affordable and safe housing. Energy Assistance during the winter and summer months and Weatherization lead to lower energy costs while freeing up disposable income. This allows our families to make it through the month and that is success.

Our Women, Infants and Children (WIC) nutritional program assists families in making healthy choices for moms and their children. The seeds to having access to healthy, nutritious sustenance contribute to life-long success of a healthy lifestyle.

Many of our seniors find themselves successful if they are able to age in place. Through our Mobility for Area Citizens and our Friendship Circle Center, seniors have access. They have transportation to medical facilities and they have the social interaction with other seniors, sometimes this is the only contact they have.

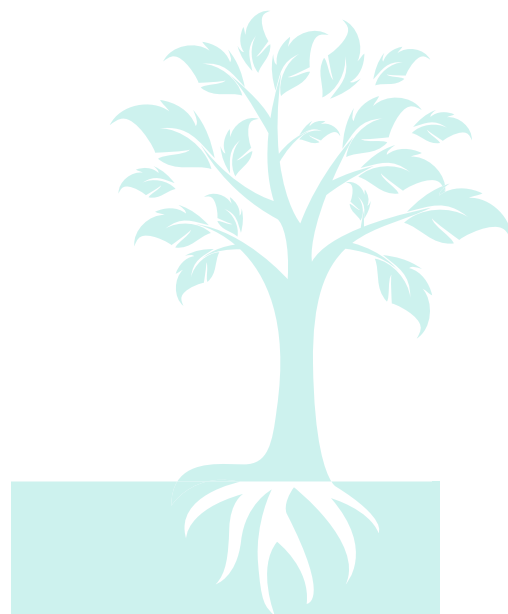
As you can see, Community Action Program, Inc. of Western Indiana provides many seeds for our clients, from birth to mortality, to plant for success. It is amazing and rewarding to know we play an integral part in watching those seeds to success develop, grow and thrive.

My sincerest thanks and gratitude to our Board of Directors and staff for their unfailing support, dedication and hard work.

You are my seeds!



Muff Rennick
Executive Director



OUR GOVERNANCE

Executive Committee

Steve Brier, President
Carolyn Kilby, Vice President
Ron Keeling, Secretary
Oren Sutherlin, Treasurer
Laurie Kiger, At-Large
Jean Akers, At-Large
Linda Klemme, At-Large

Nominating Committee

Laurie Kiger, Ch.
Jean Akers
Phil Bane
Linda Klemme
Debbie Threlkeld

Personnel Committee

Craig Stalter, Ch.
Teal Scioldo
Jenny Larson
Barbara Switzer
Valarie Maus

Finance Committee

Oren Sutherlin, Ch.
Steve Brier
Ron Keeling
Cyndi Todd

Affirmative Action Committee

Jean Akers, Ch.
Tracy Morris
Audrey Freeland
Walter Jenkins

CAP, Inc. of Western Indiana Board of Directors

Our board is composed of 18 volunteer directors with proportional representation from each of the six counties served. Six are appointed by public officials (County Commissioners), six represent the constituency served and are chosen in accordance with democratic selection procedures, and six are officials or members of private business, religious, education or other groups.

The Board is empowered to appoint the Executive Director, establish policy, to adopt key operating policies and procedures, approve contracts as appropriate and, monitor finances.

As we end our 50th year in 2016, we applaud this outstanding group of volunteer leaders, both past and present, for their commitment, vision and wisdom of counsel.

Public Sector Representatives

Audrey Freeland, Benton County
Craig Stalter, Fountain County
Phil Bane, Montgomery County
Cyndi Todd, Parke County
Barbara Switzer, Vermillion County
Jennifer Larson, Warren County

Private Sector Representatives

Tracy Morris, Benton County
Valarie Maus, Fountain County
Ron Keeling, Montgomery County
Carolyn Kilby, Parke County
Oren Sutherlin, Vermillion County
Steven Brier, Warren County

Constituency Representatives

Linda Klemme, Benton County
Laurie Kiger, Fountain County
Debbie Threlkeld, Montgomery County
Walter Jenkins, Parke County
Teal Scioldo, Vermillion County
Jean Akers, Warren County

Board Member Emeritus

Don Andrews, Warren County



Board of Directors:

Front Row (L-R): Oren Sutherland, Cyndi Todd, Carolyn Kilby, Walter Jenkins, Teal Scioldo, Laurie Kiger

Back Row (L-R): Debbie Threlkeld, Linda Klemme, Audrey Freeland, Tracy Morris, Ron Keeling, Steve Brier, Barbara Switzer, Valarie Maus, Jennifer Larson

Not Pictured: Craig Stalter, Phil Bane, Jean Akers

Why Community Action Agencies are Unique...

Most poverty-related organizations focus on a specific area of need. Community Action Agencies reach out to low income people in their own communities, address their multiple needs through a comprehensive approach, develop partnerships with other community organizations, involve low-income clients in the agency's operations, and administer a full range of coordinated programs designed to have a measurable impact on poverty.

Management Team

The Management Team is responsible for initiating and overseeing activities necessary to ensure quality programming and management. Under the leadership of the Executive Director, the Management Team is primarily responsible for the generation of funds such as grant writing and solicitation of local and in-kind donations, initial program development, compliance and evaluation, personnel management, inventory control, fiscal operations, public relations and cost control.

Aside from these daily responsibilities, the group liaisons with the Board of Directors relaying pertinent information, which requires Board review and consent.



Management Team:

Seated (L-R): Chris Cohee, Muff Rennick, Tin Fulwider

Standing (L-R): Amanda Coffing, Steve Talbert, Robin Curry-Shumaker

CAPWI Strategic Planning Goals

- To increase awareness and education of Agency staff and community partners on topics that can increase their effectiveness in assisting those living in poverty
- To improve the methods of internal communication and client referral within the agency
- To increase Agency funding to better meet the needs of our low-income clients.

Mode of Operation ...

A Community Action Agency carries out its mission through a variety of means including:

- Community-wide assessments of needs and strengths
- Comprehensive anti-poverty plans and strategies
- Provision of a broad range of direct services
- Mobilization of financial and non-financial resources
- Advocacy on behalf of low-income people
- Partnerships with other community-based organizations to eliminate poverty

FUNDING HISTORY

1966	\$104,237
1967	\$118,421
1968	\$200,000
1969	\$274,926
1970	\$420,000
1971	\$395,000
1972	\$409,000
1973	\$458,000
1974	\$631,435
1975	\$1,010,000
1976	\$1,034,869
1977	\$1,049,138
1978	\$1,396,100
1979	\$3,200,000
1980	\$3,429,556
1981	\$3,698,764
1982	\$2,669,012
1983	\$4,329,504
1984	\$3,559,219
1985	\$2,721,450
1986	\$3,236,033
1987	\$2,935,697
1988	\$4,610,768
1989	\$3,752,202
1990	\$2,746,968
1991	\$3,480,071
1992	\$7,719,183
1993	\$6,500,335
1994	\$5,171,455
1995	\$6,897,071
1996	\$7,074,843
1997	\$8,393,380
1998	\$10,503,796
1999	\$10,587,101
2000	\$10,855,200
2001	\$10,164,200
2002	\$10,565,862
2003	\$10,599,740
2004	\$11,402,200
2005	\$10,090,330
2006	\$10,800,865
2007	\$11,980,125
2008	\$14,342,480
2009	\$16,500,000
2010	\$17,395,000
2011	\$17,530,555
2012	\$15,506,000
2013	\$14,120,000
2014	\$14,242,000
2015	\$13,507,000

An independent audit was conducted in accordance with OMB Circular A-133. CAPWI is considered a low risk auditee.

- No reported audit findings
- No financial statement findings

Status of Funds - 2016 Contracts

COMMUNITY SERVICES

Community Services Block Grant	\$ 321,500
Covington Senior Center	1,180
Covington Senior Center-Private	55,000
Fountain-Warren MAC	24,340
Fountain-Warren MAC-Private	230,000
WIC	495,070
WIC Vouchers	1,333,400
Client Emergency	20,000
Park Program	28,700
Tobacco-Fountain	44,500
Energy Assistance Program	1,511,760
Emergency Food & Shelter	22,160
State Energy Assistance Program	73,790
Total Community Services	\$ 4,161,400

HEAD START

Head Start HHS	\$2,738,540
USDA	130,820
Parent Group	8,300
Inkind	632,900
Donations	60,040
Total Head Start	\$3,570,600

EMPLOYMENT & TRAINING

WIA Adult	\$ 448,560
WIA Youth	620,940
WIA Dislocated Worker	474,280
WIA-JAG TANF	226,000
WIA-JAG	342,060
WIA-WORK IN	127,630
WIA-READY TO WORK	2,033,200
WIA RESEA	109,750
WIA SKILL UP	1,081,830
WIA TAACM	20,850
Total Employment & Training	\$5,485,100

Status of Funds - 2016 Contracts

HOUSING

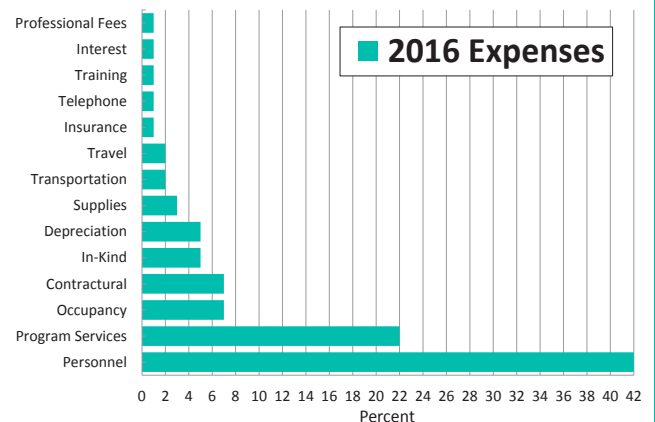
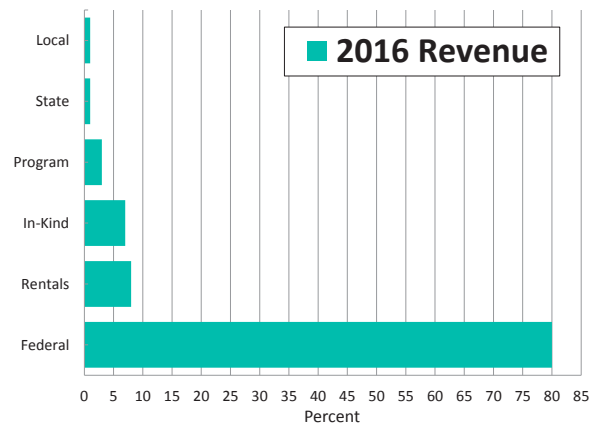
APARTMENTS	Perry Street-Attica	\$ 11,580
	Suzie Lane-Attica	14,140
	Covington-Washington Street	13,720
	West Lebanon	16,640
	Riverbend-Covington	44,320
	Oxford	29,040
	Cayuga	55,380
	Crain Building	26,420
	Lease Purchase Rentals	12,770
	Parke Hotel	71,300
	Highland Manor	89,720
	Covington Second Street	16,090
	Cayuga 2	44,680
	Cayuga House	6,600
	Cayuga 3	19,400
	Cayuga 4	38,800
	West Lebanon 2	21,020
	Rockville Subdivision	26,880
	Veedersburg Rentals	11,190
	Rentals 09	53,470
	Rentals 11	52,620
	Other Rentals	20,950
	Clinton Revitalization	44,450
	Montezuma Rentals 1	33,160
	Montezuma Rentals 2	2,390
	Fowler Rentals	5,900
	Section 8 Housing	544,340
	LIHEAP Weatherization	485,180
	DOE Weatherization	146,450
	OWNER OCCUPIED REHAB 15	350,000
	MONTEUMA PHASE 2	385,000
	FOWLER PROJECT	462,000
	IFPN	17,400
	HHF	7,400
	REVOLVING LOAN FUND	90,000
	State Liheap Wx	45,900
	CHDO GRANTS	50,000
Total Housing		\$3,366,300

TOTAL AGENCY \$16,583,400

FINANCE & ADMINISTRATION

- **Tom Fulwider**
Director of Administration & Community Services
- **Sharon Elliott**
Financial Assistant
- **Kelly Mitchell**
Payroll Administrator
- **Amanda Coffing**
Human Resource Manager
- **Hanna Lewis**
Central Office Receptionist

2016 Program Year Budget



Agency Staff Recognized



Robert Taylor

40 YEARS OR MORE OF SERVICE

Robert Taylor	07/76	Director Employment & Training
Cindy Ricketts	10/76	Head Start Center Facilitator

35 YEARS OR MORE OF SERVICE

Raymond Maris	01/80	Assistant Employment & Training Director
Myra Rennick	02/80	Executive Director

25 - 34 YEARS OF SERVICE



Lori Brewer & Janet Rusk

Karen Largent	10/83	Montgomery Community Services Representative
Tom Fulwider	05/84	Associate Director of Admin/Community Services
Louann Dawson	09/85	Head Start Teacher/Family Facilitator
Maria Blacketer	11/86	Head Start Family Services Specialist
David Kurth	07/89	E&T Case Manager
Melody Jones	07/90	WIC Assistant Coordinator
Lori Brewer	07/91	Head Start Health Services Specialist
Janet Rusk	09/91	Head Start Teacher/Family Facilitator
Debbie Pearman	10/91	Head Start Teacher Aide/Bus Driver
Cindy Hicks	04/92	E & T Case Management Coordinator
Robin Curry	06/92	Head Start Director



Ginger Cooper & Dina Robbins

15 - 24 YEARS OF SERVICE

Rhonda Arrasmith	08/93	Head Start Teacher/Family Facilitator
Gay Norman	08/94	Head Start Cook
Linda Metzinger	05/95	Benton Custodian
Dina Robbins	11/95	Head Start Cook
Ginger Cooper	03/96	Head Start Teacher/Family Facilitator
Kim Crowder	01/97	Head Start Parent Resource Coordinator
Debi Scruggs	10/98	E & T Case Manager
Dawn Achor	07/00	E & T Ready to Work Career Planner
Karen Allen	09/00	Head Start Bus Driver
Michael Longcor	10/00	E & T Team Leader
Nancy Shambach	12/00	WIC Registered Nurse
Steve Talbert	05/01	Housing Director
Sarah Berger	08/01	Head Start Teacher
Alice Young	06/02	Financial Counselor
Kristine Frier	08/02	WIC Coordinator
Karol Hays	09/02	Billing Clerk/WIC Clinic Asst.
Deb Provo	09/02	E&T Youth Services Case Manager/Program Coordinator-Team Leader



Sarah Berger, Steve Talbert, Mike Longcor, Nancy Shambach

Planting seeds for the future

Agency Staff Recognized



Kristie Cox, Chris Cohee, Grant Easter, Jeremy Bolinger

10 - 15 YEARS OF SERVICE

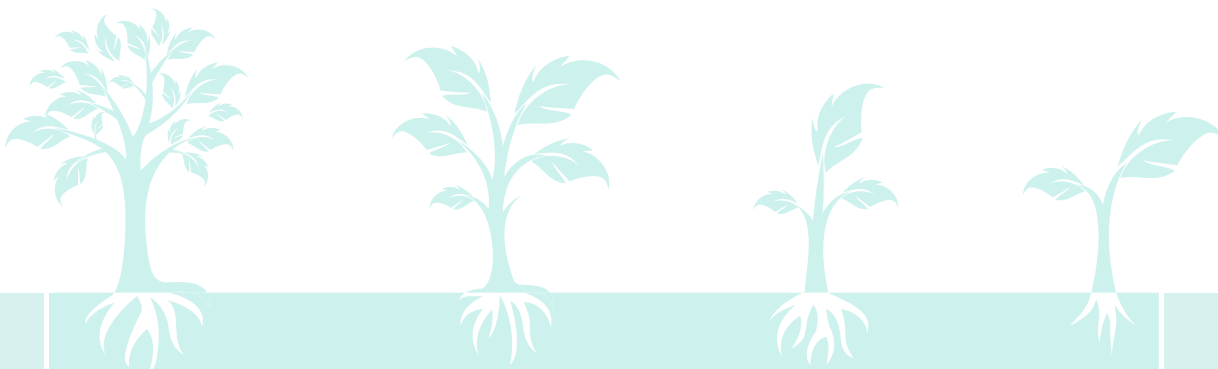
Christine Sheetz	10/02	Benton Community Service Representative
Jane Bowers	07/03	Senior Center Director
Wallace Jennings	07/03	MAC Van Driver
Patricia Laymon	10/03	WIC Clinic Assistant
Patrick Scott	01/04	Highland Custodian
Kathy Walker	05/04	Tobacco Prevention & Cessation Coordinator/ Communications Director
Kim Swinson	01/05	Head Start Child Development Services Specialist
Diana DeSutter	07/05	EAP & Emergency Food/Shelter Coordinator
Grant Easter	10/05	Weatherization Program Director
Wendy Hammon	11/05	Head Start Teacher/Family Facilitator
Sue Nagy	07/06	WIC Clinic Assistant
Jeremy Bolinger	08/06	E & T Ready to Work Job Developer
Kristie Cox	09/06	WIC Breast Feeding Peer Counselor
Chris Cohee	09/06	E & T Division Director
Penelope Mullens	10/06	MAC Van Driver
Donna VanEtta	01/07	Housing Manager
Tricia Malady	02/07	E & T Youth Services Coordinator
Amanda Coffing	07/07	Human Resources Manager



Marsha Allee

5 - 10 YEARS OF SERVICE

Tina Houchens	11/07	Section 8 Manager
Kayla Barsotti	10/08	Early Head Start Home Visitor
Marsha Byers	03/09	E & T Products Team Member
Kelly Mitchell	05/10	Payroll Manager
Sandra Moore	07/10	Custodian
Marsha Allee	08/11	Early Head Start Home Visitor
Natella McCullough	08/11	Head Start Teacher Aide
Tandi Foster	10/11	Head Start Teacher/Family Facilitator
Alexandria Truelsen	11/11	WIC Registered Dietitian
Katie Shuckhart	3/12	WIC Breastfeeding Peer Counselor
Marvin Austin	5/12	MAC Van Driver
Deanna Hammer	9/12	Head Start Bus Driver/Teacher's Aide



Policy Council

Walter Jenkins - Ch. 2016-2017
 Melissa Waddell
 Travis Willhite
 Ashley Cheuvront
 Alisha Holliman
 Betty Brooks
 Shannon Dennison
 Candy Penrod
 Heather Compton
 Hailey Shoaf-Vollmer
 Laurie Kiger
 Liz Wrighthouse
 Angelina Brouillette
 Angie Dickerson
 Karen Powell
 Mary Helterman

The Policy Council is composed of current parents and community representatives elected by parents. The Council serves to oversee and assist in program planning and decision making.

Health Services Advisory Committee

Cindy Ricketts
 Lori Brewer
 Ashley Cheuvront
 Ginger Cooper
 Layna Cottingham
 Julia Isom
 Laci Frodge
 LuAnn Davis
 Kristine Frier
 Linda Berrisford
 Tracey Stone
 Janet Crowder
 Kathy Walker
 Lori West

The HSAC is made up of health professionals, parents, and staff to monitor the types of services received in the areas of health, mental health, and nutrition.

Head Start & Early Head Start

During 2016, the Head Start Division was funded to serve 368 children and their families in Benton, Boone, Fountain, Montgomery, Parke, Vermillion, and Warren counties. Children participated in a wide range of educational activities either through our center-based preschool or with weekly visits in our home-based program focusing on mastery school readiness skills of letter, number, color, and shape recognition, self-help skills, early literacy skills, and social competencies. Parents were supported through case management services that encouraged them to reach any goals that they had set for their families. Families also participated in a wide range of activities such as field trips, family fun nights, parent groups (with topics ranging from budgeting to first aid), and classroom activities that reinforce how important it is for the whole family to be engaged in the education of their children.

We were supported in our efforts to have a successful program year through the help of volunteers in the classrooms and through community support. We collaborated with various other programs and agencies within our service area to assure that families received comprehensive services. The program received 38,689 hours of volunteer services from parents and community members. This type of support allows the program to add all of the needed touches: an extra set of hands, someone making classroom materials, a guide for a field trip, or even someone reading to children in their home. Our volunteers truly made a positive difference in our children's lives.

Head Start continued focusing on various aspects of school readiness for our infants, toddler, and preschoolers.

- Of the 412 children who were enrolled, 408 (99%) received a physical examination, and 410 (99.6%) were up-to-date on immunizations. For our preschoolers, 311 (99.1%) received a dental examination.
- Children were prepared physically, socially, and educationally to work to their highest potential. 138 children entered the public schools this fall ready and eager to learn!
- Our Early Head Start program assisted 12 pregnant women in having healthy and thriving newborns.
- Head Start operates four centers that are licensed by the Indiana Division of Family and Children in Montgomery, Fountain/Warren, Parke/South Vermillion and Benton counties. Each of these centers have also been awarded the Level 3 rating in the Indiana Child Care Bureau's Paths To Quality rating system. This is the highest level a center can achieve without being nationally accredited!



Robin Curry-Shumaker, Director
Kim Swinson, Child Development Specialist
Lori Brewer, Health Services Specialist
Maria Gonzalez-Blacketer, Family Services Specialist
Kim Crowder, Parent Resource Coordinator
Julie Pettit, ERSEA Coordinator
Samantha Vickery, Data Entry Clerk

General Information

Head Start receives reimbursement from the Child and Adult Care Food Program (CACFP) for the meals that are served to the children in our centers. Head Start is mandated to meet at least 1/3 of their recommended daily nutritional needs.

Number of meals served for 2015-2016

Breakfast = 18,134

Lunch = 28,733

PM Snack = 14,248

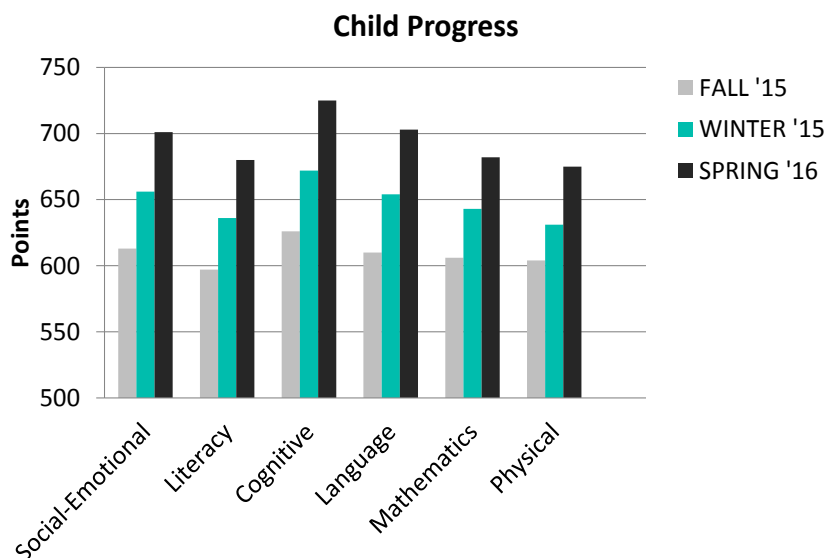
	<i>Head Start</i>	<i>Early Head Start</i>	<i>TOTALS</i>
Total # of Children Served	314	110	424
Total # of Families Served	284	91	422
Average Monthly Enrollment	100%	100%	100%
% of Income-Eligible Children Served	98%	97%	98%

Our Federal OHS Reviews

The Head Start program receives five in depth federal monitoring reviews over a four year period. Results from the latest reviews, (Fiscal Integrity/ERSEA, Health and Safety, and CLASS), showed that the program made all corrections and is in full compliance with all applicable Head Start Program Performance Standards, laws, regulations, and policy requirements.

Child Progress

The progress of the Head Start children is measured at three intervals during the school year: fall, winter, spring. Here are the results for our 15-16 school year. This graph shows the growth by points over the school year. The children, as a whole, met or exceeded the knowledge, skills, and behaviors that are most predictive of school success.



Family Services Advisory Committee

Lisa Crue
Toni McGowen
Kathy Walker
Josh McKinzie
Jeff Jackson
Erica Rodriguez
Deanna Williams
Tandi Foster
Cindy Ricketts
Tracey Stone
Rhonda Arrasmith
Marsha Allee
Janet Rusk
Kim Crowder
Maria Gonzalez-Blacketer

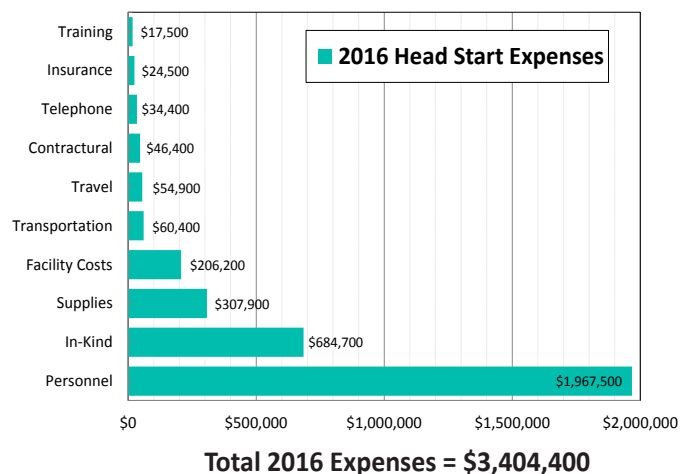
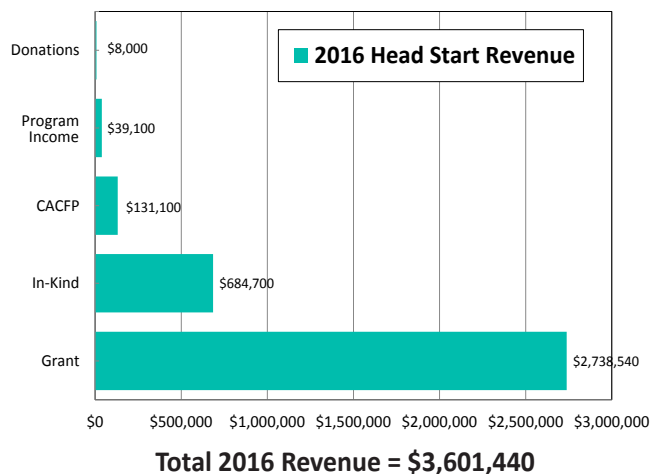
The FSAC allows for community and parent input on how the family services program operates.

Education/Transition Advisory Committee

Sarah Berger
Wendy Hammon
Tracey Stone
Janet Rusk
Teal Scioldo
Connie Boone
Kim Crowder
Rae Ann Martin
Janice Tague
Kara Porter
Terria Blanton
Wanda Turnbull
Kim Swinson

This committee of staff, parents, and school personnel focuses on moving children and families successfully into public schools.

2016 Program Year Budget for Head Start



Head Start Staff

Benton County

Diana Burress, Teacher
 Shonda McKinzie, Home Visitor
 Raquel Torres, Bus Driver
 Wendy Frevert, Family Facilitator
 Dede Slavens, Cook
 Becky Powell, Cook Aide
 Steven Shackelford, Teacher Aide

Boone County

Tandi Foster, Teacher/Family Facilitator
 Wendy Hammon, Teacher/Family Facilitator
 Denise Demaree, Teacher Aide
 Karen Allen, Bus Driver
 Natella McCullough, Part-Time Teacher Aide

Fountain/Warren

Cindy Ricketts, Center Facilitator
 Ginger Cooper, Teacher/Family Facilitator
 Sarah Berger, Teacher
 Heather Earls, Home Visitor
 Jane Clodfelder, Teacher/Family Facilitator
 Tisha Warrick, Teacher Aide
 Julie Stump, Teacher Aide
 Gayle Payne, Bus Driver
 Dina Robbins, Cook
 Jackie Kent, Bus Driver

Montgomery County

Tracey Stone, Center Facilitator
 Nikki Anderson, Teacher
 Kristie Schetzle, CAP Kids Teacher
 Kaitlin Harwood, CAP Kids Teacher
 Hannah Reece, CAP Kids Teacher Aide
 Sadies Knuth, CAP Kids Teacher Aide
 Erika Camacho, CAP Kids Teacher Aide
 Ashley Hutchison, Teacher Aide
 Jennifer Gray, Home Visitor
 Karen Mohan, Teacher Aide
 Raina Leal, Cook
 Barb Hanley, Assistant Cook

North Vermillion

Rhonda Arrasmith, Teacher/Family Facilitator
 De Hammer, Teacher Aide/Bus Driver

Parke/South Vermillion

Janet Rusk, Center Facilitator
 Louann Dawson, Teacher
 Amanda Moore, Teacher/Family Facilitator
 Debbie Pearman, Teacher Aide/Bus Driver
 Abby Ponce, Teacher Aide
 Lindsey Hammontree, Home Visitor
 Nicole Simpson, Bus Driver
 Gay Norman, Cook
 Hannah Ramey, Cook Aide

Early Head Start Home Visitors

Adrienne Leo, Boone County
 Mary Taylor, Benton/Warren Counties
 Kayla Barsotti, Montgomery County
 Marsha Allee, Parke/South Vermillion Counties
 Melody Rowe, Fountain/North Vermillion Counties



WIC (Women, Infants & Children)

This special nutrition education program enrolled an average of 2330 participants per month for 2016 in a 5 county area. Out of the 2330 participants, 342 were in Fountain County, 234 were in Benton County, 1147 were in Montgomery County, 222 were in Warren County, and 385 were in Vermillion County.

Quality, effective core services such as nutrition and breast feeding education, nutritious foods and referrals for health care services are available locally at CAP's clinics located in Benton, Fountain, Montgomery, Vermillion and Warren counties.

WIC checks were redeemed at 13 local grocery stores and 2 pharmacy stores.

The total redemption at these local stores bringing in local revenue is \$1,333,374 for the year of 2016.

We continue to encourage breastfeeding to all prenatals and provide counseling and problem solving through our local clinics and our breastfeeding peer counselors. Our 5 sites continue to see a steady increase in our breastfeeding initiation rates. In 2016, our 5 counties had an average breastfeeding initiation rate of 76.2% (up from 59% in 2010)! In 2016, Fountain County's average initiation rate was 75.4%, Benton County was 73.2%, Montgomery County was 79.9%, Warren County was 67.4%, and Vermillion County was 71.4%.

As a prevention program, WIC continues to address the obesity problem in children. Individual counseling and classes are in place that focus on this growing problem. Locally, we had nutrition education opportunities through the National WIC Association pocket calendar, children's plates and cookbooks, 4 oz dairy cups, and a physical activity DVD.

We look forward to another productive and challenging year that will benefit the families we serve and lead to happy and healthier lifestyles.

Kristy Frier, RD, CD - WIC Coordinator



CLINIC STAFF

- Kristine Frier, RD, CD
WIC Coordinator
- Melody Jones
Assistant Coordinator
- Alexandria Truelsen, RDE
Registered Dietitian Eligible
- Nancy Shambach, RN
Registered Nurse
- Donita Keller, RN
Registered Nurse
- Karol Hays
Clinic Assistant
- Pat Laymon
Clinic Assistant
- Sue Nagy
Clinic Assistant
- Kristie Cox, CLS, IBCLC
Breastfeeding Peer Counselor
- Katie Shuckhart, CLS
Breastfeeding Peer Counselor

TESTIMONIALS

"WIC has helped me in so many ways by guiding me through my baby's growth and providing with information that I would not have known without them"

Mercedes from Montgomery County

"WIC has helped me by providing extra food and milk when I didn't have the extra funds to buy them".

Rajeanna from Benton County

"[WIC] helped my kids. Great services [are provided] and always willing to help."

Megan from Vermillion County



Tobacco Prevention & Cessation

The Tobacco Prevention and Cessation Program started in Fountain and Warren Counties in February 2002. We are presently funded through a two-year grant received from the Indiana State Department of Health, Tobacco Prevention and Cessation Commission. An advisory board meets every other month to oversee the program administration. The board's vision is to significantly improve the health and reduce the disease and economic burden that tobacco use places on the residents and businesses in Fountain and Warren counties. The goals of the program are; to build strong community partnerships, reduce exposure to secondhand smoke through education and policy change, reduce youth initiation and access to tobacco, and to promote cessation resources.

The program is half way through a two year period that started July 1, 2015 and runs through June 30, 2017. Unfortunately funding was only awarded in Fountain County and not Warren. Our program continues to outreach into Warren County as needed.

Our program continues to work with our local schools to educate youth about the dangers of tobacco use, secondhand smoke exposure, electronic cigarettes, and advertising tactics of the tobacco industry. Our program Coordinator has been going into classrooms at several schools and presenting to students at various grade levels.

We continue to work with our healthcare providers to refer patients that use tobacco to the Indiana Tobacco Quitline. Referral to the Indiana Tobacco Quitline has been integrated into the Electronic Medical Record system at the local health clinics in both Fountain and Warren counties.

Data shows that the low socio-economic populations have higher smoking rates and consequently more adverse health issues. Our program has been working closely with other CAPWI programs such as WIC and Head Start to reach this population with information and resources regarding tobacco use and secondhand smoke especially as it relates to children and pregnant women.

Recently HUD (Housing and Urban Development) has finalized a ruling that requires all public housing to be smoke free by 2018. The Fountain/Warren Tobacco Program is working with management within the agency to educate tenants about secondhand smoke and cessation resources. The agency requires all new construction to be smoke free and any leases signed after November 2015 are smoke free. We are working to get all units covered in the near future. Eliminating smoking in indoor spaces fully protects nonsmokers from exposure to secondhand smoke. According to the Surgeon General there is no safe level of exposure to secondhand smoke. We continue to educate our community about this issue and to help make a difference for those most at risk.

A new CDC study demonstrates that Americans living in rural areas are more likely to die from five leading causes than their urban counterparts. Deaths among rural Americans are potentially preventable, including 25,000 from heart disease, 19,000 from cancer, 12,000 from unintentional injuries, 11,000 from chronic lower

Smoking and pregnancy

Births affected by smoking **45**

low birth weight, SIDS, reduced lung function

Cost of smoking related births **\$61,110**

Percent of pregnant women who smoke

Indiana15.1%

Fountain County25.0%

Smoking deaths

Deaths attributable to smoking

30

Deaths due to secondhand smoke

4

Economic burden of secondhand smoke: \$5.8 million

Smoking related illness

892



Tobacco Prevention & Cessation (continued)

respiratory disease, and 4,000 from stroke. The percentages of deaths that were potentially preventable were higher in rural areas than in urban areas.

Residents of rural areas in the United States tend to be older and sicker than their urban counterparts. They have higher rates of cigarette smoking, high blood pressure, and obesity. Rural residents report less leisure-time and physical activity as well as reduced seatbelt use than their urban counterparts. They also have higher rates of poverty, less access to healthcare, and are less likely to have health insurance.

In Fountain County, 27% of adults smoke, the state average is 20.6%. This high smoking rate contributes to lung cancer, cardiovascular disease, and asthma related emergency room visits which are all higher in Fountain County than the state averages. We are working with other CAPWI programs to reach the low income population as well as local health care providers and social services to improve this rate.

Kathy Walker - Program Coordinator

Fountain and Warren Tobacco Prevention & Cessation Advisory Board

Attica Consolidated School Corporation

Metropolitan School District of Warren County

Covington Community Schools

SE Fountain School Corporation

Community Action Program

WIC
Head Start

Fountain/Warren Health Department

Covington Business Association

American Cancer Society

American Lung Association

American Heart Association

St. Vincent Williamsport Hospital

Indiana Rural Health Association

MDwise

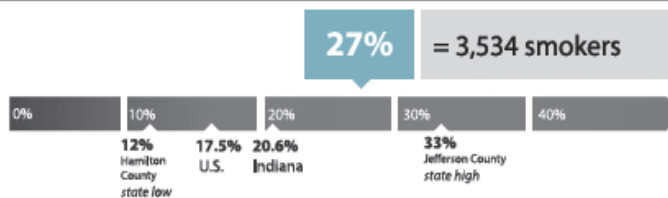
Area Health Education Center

Purdue Extension

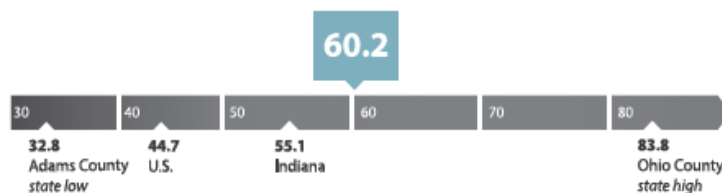
Purdue Extension, Fountain County

TOBACCO AND HEALTH IN FOUNTAIN COUNTY

Percent of adults who smoke



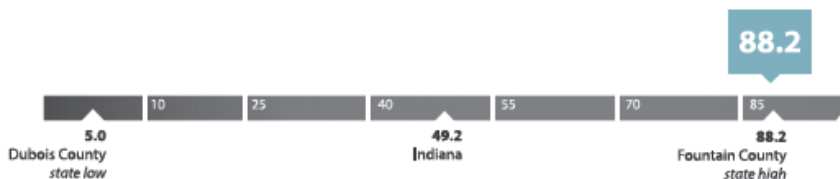
Lung cancer deaths per 100,000 residents



Cardiovascular disease deaths per 100,000 residents



Asthma related emergency room visits per 10,000 residents



1-800-QUIT NOW
Indiana's Tobacco Quitline

Testimonials

"I like the variety of things to do. I can work on a puzzle in the morning, visit with friends while sharing a cup of coffee, shop the boutique, eat lunch and then play bingo or cards in the afternoon."

"People, people, people, I like being with people!"

"People here don't seem to mind if I can't remember their name or if I repeat something more than once, we accept each other, faults and all."

"It's friendly and I know everyone. When I'm home I just eat and mope. Here I can see friends, share a meal and keep myself in the community. There is a good spirit here."

"I'm new to this area and have just enjoyed getting to know the people and sharing in the activities."

Friendship Circle Center

Friendship, fellowship, food and fun are what Friendship Circle Center offers everyday to the area's senior citizen population. Located at 1307 Pearl Street, Covington, Friendship Center allows seniors the opportunity to exercise their body; stimulate their mind; enjoy puzzles, games, cards and bingo; share musical programs; and most importantly, the fellowship of each other's company. We also touch many lives with our homebound and congregate lunch program five days a week.

Having just celebrated our 14th anniversary at the Pearl Street facility, our goals for 2017 haven't changed much. They include continuing to offer programming that involves and invites our current participants and reaches out to younger and non-participating seniors. We need to continue to be proactive to reach more daily participants.

Our three station computer room allows seniors the opportunity to learn and grow. We offer help to those who need instruction or a little boost. But, also have people who are skilled enough in the use of a computer that work independently to e-mail or pay bills on line. We have two AARP Foundation employees, one works everyday in our coffee corner and helps with serving lunch. The other is our receptionist. She keeps everything running smoothly and is the first smile people usually see when coming into the Center. The exercise room, equipped with a treadmill, recumbent and stationary bicycles, gazelle, stepper, and weights is in constant use. We also offer an exercise class once a week. The Friendship Circle Boutique has undergone some recent changes and continues to bring in over \$5,000 a year to be used for center expenses.

In the past year we have served an average of 40 meals a day at the center and deliver 25 daily meals to homebound residents in Covington. These meals are prepared in our kitchen by Generations Catering staff and are a nice draw to the daily activities and allow a nutritious meal and fellowship atmosphere.

Fundraising efforts to meet the Center's financial needs include breakfasts, dinners, the boutique, greeting cards, bake sales, spring and Christmas bazaars and Gospel Nights. Our 25th annual 2016 Senior Benefit in October was again a huge success generating almost \$12,000. We continue to raise the \$45,000 to \$50,000 needed to operate the Center annually through these fundraisers, private donations and small local grants. We live in a generous and awesome community.

Our doors are always open to new participants and we greet them warmly into our circle of friends. We try to live up to the name **Friendship Circle Center**.

Jane Bowers - Director, Friendship Circle Center



M.A.C. - Mobility for Area Citizens (Mac Vans)

MAC – Mobility for Area Citizens (MAC Vans) is a service that provides transportation for elderly and disabled persons in Fountain and Warren counties. MAC Van is just one of numerous programs administered by Community Action Program, Inc. of Western Indiana. MAC Van works closely with the three area nursing homes to transport handicapped residents to local medical clinics and clinics in Lafayette, Crawfordsville, Terre Haute, Indianapolis, Danville, IL, and Champaign. The program has wheelchair accessible vans as well as minivans and standard sized passenger cars.

All drivers are equipped with cell phones to assure constant communication. The six van drivers hold public passenger licenses and are trained in passenger assistance techniques, CPR, defensive driving, first aid and emergency evacuation.

MAC Van is a demand-response transportation program which means each day is scheduled according to the number of requests, time and location of appointments. Hours of operation are 7:00 a.m. to 5:00 p.m. on weekdays. Riders need to call for pick-up time as soon as they book an appointment. Fountain County riders can call (765) 793-4871 to schedule transportation. Warren County riders call 765-762-0420 to schedule.

The program prefers that riders provide one to two week notification when scheduling a ride: one or two days' notice is accepted; however, last minute appointments are often available, due to cancellations. Eligible riders include anyone age 60 and older, handicapped persons 55 and older, and/or Medicaid recipients that have no transportation for medical appointments as well as younger handicapped persons.

Transportation services can be provided for any of the following:

- Medical Appointments
- Social Service Agencies
- Legal/Court Appointments
- Covington and Warren Senior Centers (provided each weekday)
- Shopping and Errands (one day per week is specified for shopping and errands in each town.)
- Groceries
- Pharmacies

Tammy Nickle - Transportation Coordinator

M.A.C. Drivers

Marvin Austin
Guye Hurd
Wallace "Red" Jennings
Penny Mullins
Bill Nickle
Bruce Gee
Carolyn Turner
Jack Keller



EMPLOYMENT & TRAINING DIVISION STAFF

Central Office Management Team

- Chris Cohee
Division Director
- Raymond Maris
Management Information Systems
Team Coordinator
- Casey Jumps
Management Information Systems
Assistant
- Tammy McClellan
Operations Assistant
- Robert Taylor
Division Director Advisor

Benton, Carroll, White Counties

- Cindy Hicks
Case Management Coordinator/
Express Team Leader
- David Kurth
Case Manager
- Julie VanCleve
Intake Specialist

Fountain, Warren, Montgomery Counties

- Mary Sloan
Department of Workforce
Development/Express Team
Leader
- Debi Scruggs
Case Manager
- Rebekah Rivers
Youth Services Case Manager

Clinton, Tippecanoe Counties

- Gary Allen
Center Manager
- Mike Longcor
Case Management Coordinator/
Case Management Team Leader
- Jeremy Bolinger
Ready to Work Job Developer
- Dawn Achor-Smith
Ready to Work Career Planner
- Mark Woodcock
Ready to Work Career Planner
- Marsha Byers
Workshop Facilitator/Site Manager
- Amy Allen
Worksite-Based Training
Coordinator
- Abbi Hughes
Ready to Work Career Planner
- Ashley Adams
Case Manager
- Denise Franceshina
Case Manager
- Julie Smith
Case Manager
- Terry Strawser
Case Manager
- Casandra Schilling
RESEA Services Coordinator
- Amanda Turpin
Skill Up Manager
- Jason Zink
Skill Up Career Planner

Employment & Training Division

- 8833 area residents received services during the year
- 3728 customers received intensive level services
- 435 customers were enrolled in Occupational Skills Training
- 85 customers received WorkIN funded services
- 721 customers received in house workshop services
- 217 youth customers were enrolled in the Jobs for America's Graduates program

June 30, 2015 marked the end of the Workforce Investment Act (WIA) of 1998. WIA guided and funded much of what happened in publicly funded workforce development at the national, state, and local levels over the past 16 years. The law which replaced it, the Workforce Innovation and Opportunity Act (WIOA) of 2014, was implemented on July 1, 2015.

Customers by County of Residence PY14 –7/1/15-6/30/16

Benton 174	Fountain 366	Warren 126
Carroll 510	Montgomery 542	White 698
Clinton 566	Tippecanoe 4610	

Ready to Work



The Ready To Work grant is a \$7.6 million four-year grant from the U.S.

Department of Labor (USDOL) for advanced manufacturing training and work-based learning activities for those who have experienced a period of long-term unemployment.

The goal is to help those experiencing long-term unemployment gain access to employment services that provide opportunities to return to work in middle- and high-skill jobs in advanced manufacturing.

Participants attend an internship fair with advanced manufacturers and work with the Job Developer to obtain an internship, on-the-job training or direct hire opportunity.

The grant has served over 225 participants since launching in April of 2015.

Skill UP Indiana



Skill Up is a \$2.1 million dollar grant awarded for the development of education and training programs that align with the needs of local manufacturing employers. The grant provides a "Work and Learn" curriculum focused on meeting the immediate and future hiring needs in the region.

The training blends four weeks of occupational classroom training with 5 weeks of hands on work-based training. The goal of the grant is to serve a total of 570 individuals.

Jobs for America's Graduates (JAG)

JAG is a state-based national non-profit organization dedicated to preventing dropouts among young people who are most at-risk. JAG has delivered consistent, compelling results by helping young people stay in school through graduation, pursue postsecondary education and secure quality entry-level jobs leading to career advancement opportunities.

Region 4 was recognized for meeting/exceeding 5-of-5 Performance Metrics for the JAG program, which include:

- 90% Graduation
- 80% Positive Outcomes including a career, military or post-secondary
- 60% Graduates are employed
- 60% Employed graduates are full-time
- 80% Graduates are employed full-time and/or are combining work and school

Three JAG participants placed first in the regional Career Development Conference competitions are:

Hanna Newman - Twin Lakes - Outstanding Senior
 Alayna Plummer - Twin Lakes - Employability Skills
 Kylie Case - Twin Lakes - Financial Literacy
 Zachary Jurs - Twin Lakes - Public Speaking
 Callie Potter - North Montgomery - Cover Design
 Diondre Brinkley, Deontae Peete, LaHerren Saulsberry
 - North Montgomery - Entrepreneurship Plan

EMPLOYMENT & TRAINING DIVISION STAFF

Youth Services

- Deb Provo
Youth Services Manager/Team Leader
- Tricia Malady
Youth Services Coordinator
- Ken Dieruf
JAG Specialist Crawfordsville
- Katie Schaffer
JAG Specialist Lafayette Jefferson
- Christine Shaffer
JAG Specialist Twin Lakes
- Kelsey Rummel
JAG Specialist McCutcheon
- Jennifer Marella
Youth Services Case Manager
- Marci Spitznagle
Youth Services Case Manager
- Amanda Phillips
Youth Intake Specialist
- Gina Schultz
Youth Intake Specialist
- Melanie Dorsey
JAG Coordinator
- Ariel Ivas
JAG Specialist Oakland
- Daniel Maxey
JAG Specialist North Montgomery

JAG Specialists and Statewide Program Receive National Honors

(excerpt from CAPWI quarterly newsletter - September 2016)

Indiana's Jobs for America's Graduates (JAG) specialists and support staff from Indiana's twelve economic growth regions were nationally recognized for their respective efforts in increasing graduation rates, post-secondary education and employment placements. Community Action Program's own Christine Shaffer from Region 4 was awarded Outstanding JAG Specialist of the Year. Indiana received the highest national honor for a JAG program for the second-consecutive year.

More than 15,000 students have participated in Indiana's JAG program since 2006. Students are taught up to 88 competencies such as critical thinking, team leadership and effective communications skills that increase their employability skills.

Congratulations to our Employment and Training Division and to Christine for their outstanding performance!



Christine Shaffer

Goals of TALKS Mentoring Program

- Increase school attendance
- Improve school grades
- Increase extracurricular activities
- Reduction of juvenile justice activity

TALKS (Transferring A Little Knowledge Systematically) Mentoring Program

TALKS is a school-based program that utilizes an issue-oriented curriculum. This program structure offers guidance to mentors and enables the program to reach more youth. The TALKS program works to share wisdom between generations and help lead young people to make personal commitments to integrity and excellence. Some of the main features of the program are:

The goal of TALKS is to structure opportunities for constructive dialogue between mature, adult role models and youth, by creating networks between schools, communities, and organizations that will provide instruction in moral, ethical, and responsible living.

The TALKS approach is to coordinate short weekly, content-based meetings between one adult and three youth at the school, during school hours, while providing all the necessary materials for successful mentoring. Unique features of this approach include:

- A minimal time commitment: Each session lasts for 30 minutes. For mentoring in the schools, mentors can budget about one hour per week for the lesson, preparation, and travel time.
- A content-based curriculum: The TALKS curricula discuss many topics such as academics, self-esteem, peers, family, relationships, and life skills. For each topic there is a lesson, discussion questions, and famous quotes.
- A one-to-three approach: Mentoring three students at a time reduces many of the common pitfalls associated with mentoring such as; student manipulation, the mother/father replacement syndrome, unhealthy dependence on the mentor, and the risk of false accusations against the mentor. This group creates a positive peer environment for the students. Because the large number of children who need mentoring and the small number of adults available to mentor, the one-on-three approach meets the needs of more children.



End of year banquet guest speaker: State Representative Sharon Negele

At the end of the school year the program conducts a banquet. The banquet provides:

- Positive acknowledgement of wisdom gained through mentoring sessions
- Individual recognition of students and mentors
- Guest speakers from the community share their story of success to a leadership role in their agency, business, and/or government
- Parents/guardians are invited to attend



The program is currently active at Attica Elementary School, Attica Junior High School, Covington Elementary School, Covington Middle School, Southeast Fountain Elementary School, and Fountain Central Junior High School reaching 58 students through 20 adult volunteers. The program has developed an excellent relationship with Twin Lakes Camp and Conference Center where our annual end of the year banquet takes place. We are working with them to conduct a leadership workshop in the fall of 2017 for the youth involved with the program. Twin Lakes has been a great community partner.

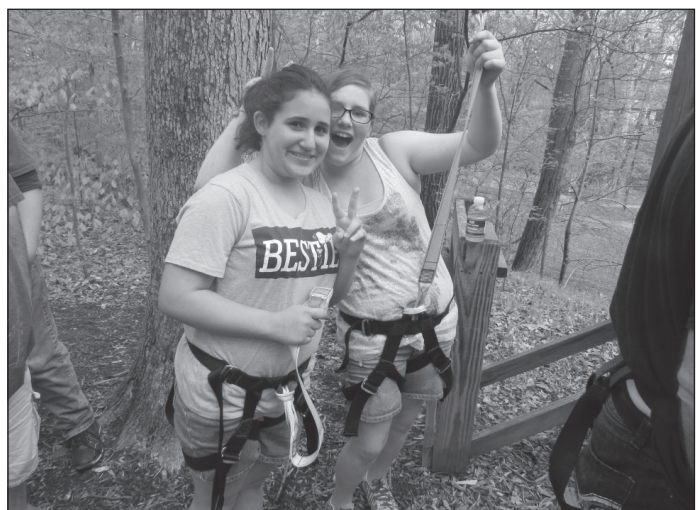
TALKS is always looking for new mentors. No more than one hour a week can make a difference in the lives of three children. BE A MENTOR!!

Kathy Walker - Program Director

TALKS Male group for Southeast Fountain Elementary School.



Southeast Fountain Elementary School
TALKS Mentees



Housing Division

Our mission is to supply clean, safe, and affordable housing in our six county service area for low/moderate income families and seniors utilizing several programs and funding sources.

In serving our mission, and with the completion and lease-up of 5 new senior units in Montezuma in 2016 and 6 new senior units in Fowler, the Housing Division is currently maintaining and managing 165 units of low/moderate income family and senior units in all of our six county service areas. The 11 new senior units are 2 bedroom and are all handicap accessible and make a very nice addition to CAP's rentals.

In 2016, Community Action Program Inc of Western Indiana Housing Division applied for a HOME Grant from IHCD and was awarded for a phase 2 Fowler Project which is 9 more senior units.

Fowler: High School Heights Apartments senior housing which will consists of 9 two bedroom units located on the grounds of the old High School in Fowler. This grant award from IHCD was for \$747,000 of HOME Funds and expected to be completed in late 2017 or early 2018. When finished the High School Heights Senior Apartments will provide a total of 15 senior accessible units located on one entire block in Fowler. Two pavilions, raised garden beds and shuffleboard all located in the center court yard interlinked with concrete sidewalks of this beautiful project.

Also in 2016 the agency purchased some property in Crawfordsville to modify and expand to meet the needs of all the Montgomery County Agencies offices. This property reflects beauty and class of a past agency Executive Director Joan Cline who has been so instrumental in establishing the foundation of this great agency, hence the facilities name "The Joan Cline Center".

The Housing Division is continually looking for new ideas and opportunities to serve and meet the needs of our clients in our six county service area.

Steve Talbert - Housing Director

Lead Services

Utilizing X-ray Florescence (XRF) technology in the form of a NITON Spectrum Analyzer, the Housing Division is able to evaluate housing stock for the presence of lead-based paint (LBP). Two staff members, licensed by the IN State Dept. of Health, conduct the LBP risk assessments and evaluations.

The primary route of lead poisoning is through ingestion of LBP dust by infants via hand-to-mouth activity. LBP dust is known to cause damage to the central nervous system, retard learning abilities; lower IQ's and affects internal organs of children. The most severe cases of LBP poisoning can result in death. The risk assessments identify the presence and severity of LBP hazards so the family can protect themselves utilizing specific cleaning methods. The assessment also provides prioritized recommendations for the remediation of LBP hazards.

Through the end of 2016, accumulatively, the Housing Division has completed 65 risk assessments for the USDA Rural Development Single Family Housing, 18 assessments for the IN. State Dept. of Health, and 70 assessments for other not-for-profits involved with owner-occupied rehab programs. Accumulatively there were 95 assessments completed for the owner occupied rehab program.

In 2016 JD Taggart, Weatherization Inspector Auditor, became the Housing Division employee to earn an Indiana State Department of Health Lead Based Paint Assessor's license.

*Steve Talbert/ JD Taggart
IDEM Licensed Risk Assessors
Housing Division*



Emergency Food & Shelter Program

Funds from the Phase 32 Emergency Food and Shelter Program (EF&SP) provide assistance with utility crisis intervention, homeless prevention efforts, and fund local food pantries. The county awards are determined by the federal government and are based on most recent unemployment figures in relation to the areas population. County EF&SP boards designated CAP as the local recipient organization to administer funds received by the counties. EF&SP funds also provide monetary support to three food pantries- one in Parke, one in Vermillion and one in Warren counties. EF&SP allocated \$6,800 in funding to these food pantries. Following are the allocations to CAP by county for 2016 Phase 33 funding:

Benton	\$3,724	Fountain	\$3,724	Montgomery	\$4,372
Parke	\$3,724	Vermillion	\$4,108	Warren	\$3724

Phase 32 EF&SP funds allowed CAP to assist an average of 256 households in 2016.

Diana DeSutter - EFS Coordinator

Energy Assistance Program (EAP)

The Energy Assistance Program is designed to help families with the burden of high energy bills during the winter. Eligible families receive a one-time payment to their electric and heating companies.

Income guidelines were remained at the 150% OMB level for the 2015-16 Season.

The average benefit for the heating season was \$350. As of September 30, 2016, **\$837,665** has been obligated from our resources to serve 1,867 households.

County	\$ Obligated	Households Served
Benton	\$ 63,580	156
Fountain	140,245	351
Montgomery	255,125	641
Parke	137,865	270
Vermillion	176,405	333
Warren	54,465	116

Summer Cooling Programs

The Summer Cooling Program runs from June 1st through August 31st. The intent of the program is to offer eligible families the opportunity to receive a one-time benefit in lowering electric costs due to running fans and air conditioners.

This past season, **\$169,789** was obligated to serve 1,767 families.

Diana DeSutter - Energy Assistance Program Coordinator

EFS Local Boards of Directors & Members

Benton

Wayne O'Neal	Linda Sproull
Alisa Noble	Christine Sheetz
Joan Lesch	Cindy Eberhardt

Fountain

Coletta Brooks	Diana DeSutter
Rev. Eddy Jones	Ked Sowers
Colleen Chambers	Rhonda Friend

Montgomery

Betty Brock	Patricia Perkins
Karen Largent	Susan Peyton
David Johnson	Gary Lewis
Denise Maxwell	Jim Fulwider
Anita Byers	

Parke

Glenn Rush	Fr. Varghese Maliakkal
Katie Potter	Rev. Don Perry
Connie Norman	Susie Waymire

Vermillion

Denise Mitchell	Patricia Richey
Patricia Brower	Susie Waymire
Diana DeSutter	Ashley Downs
Ellen Brown	Fr. Varghese Maliakkal

Warren

Becky Ehler	Diana DeSutter
Rhonda Friend	Dana Craft
James Taylor	Kay Rothrock
Joe Hemersbach	Bev Morgan
Bruce Thornsborough	

County Community Services Representatives

- Christine Sheetz
Benton & Warren Counties
- Tanya Cope
Fountain & Warren Counties
- Karen Largent
Montgomery County
- Ashley Downs
Parke & Vermillion Counties

Weatherization

CAPWI provides weatherization services in Fountain, Warren, Benton, Parke, Montgomery, and Vermillion counties. Eligibility for the program is based on annual household income and the condition of the home. Family incomes must be at or below 200% of the federal poverty level. An energy audit is performed on each home to determine which of the following measures might be necessary:

- Furnace replacement because of energy efficiency or health and safety issues
- Water heater replacement because of health and safety issues
- Addressing indoor air quality
- Addressing some moisture issues
- Addressing some moisture issues
- Thermostat upgrades
- Addressing combustion appliance issues (furnace repair, cook stove repair, etc.)
- Smoke and CO detector installation
- Major air sealing (duct work, attic/basement bypasses, foundation, etc.)
- Water heating system treatment (low flow shower heads, low flow faucet aerators, pipe insulation, water heater insulation jackets, etc.)
- Attic insulation
- High density wall insulation
- Foundation insulation

In 2016, the Weatherization Program completed 39 homes in our six county area. Five funding sources were used to complete these homes: DOE, LIHEAP, State LIHEAP (Healthy Homes), Clearesult, and Vectren Share the Warmth funds.

During 2016, Justin Taggart obtained his Quality Control Inspectors certification and Lead Risk Assessor Certification. Grant Easter obtained his BPI Energy Auditor Certification.

The Weatherization program will continue to seek additional funding sources to provide safe and effective energy saving service in our six county area.

Grant Easter - Weatherization Program Director

Owner Occupied Rehab (OOR)

In 2016, CAP received a Community Development Block Grant for \$350,000 to fund an Owner Occupied Rehabilitation Program/Aging in Place (OOR 17) project.

Aging In Place is defined as "making the living environment safe and adaptable so that everyone can remain independent and continue to thrive in their homes and community, even as circumstances change". It is a fact that 80% of seniors want to live out their lives in their own homes.

The purpose of the program is to address accessibility issues in the home that, if left unattended, could force the homeowner into moving to a health care based environment. Additionally, in order to remain in their home, the home must be structurally sound, safe, and affordable to maintain. Every applicant and their home are individually evaluated for their specific needs and the appropriate measures are implemented into a scope of work for the rehabilitation process.

The program requirements are that the homeowner must be 55 years of age or older, or there must be a disabled household member living in the home. The homeowner must carry homeowners insurance to protect the funding source's investment, and must agree to sign a restrictive lien & covenant agreement.

Steve Talbert, Housing Director

Section 8

The Housing Choice Voucher Program (Section 8) is designed to help low-income families with their monthly rental payments so that they are better able to maintain safe, decent and affordable housing.

On December 21, 2016 due to the long list of applicants that were on our wait list and per the Rules and Regulations of the program we had to shut the preliminary application process down in order to give the applicants who had been on the wait list for more than two years a chance to get pulled.

2016 resulted in 27 of our 140 voucher holders going off the program for various reasons. This turnover in voucher holders allowed other applicants that have been on the Wait List for some time now to participate in the program. We are anticipating open the Wait List back up in late spring of 2017.

We currently have 101 applicants on the Waiting List. Applicants are told when they apply that it could take up to 3 years to get pulled from the list, this all hinges on the applicants place on the wait list and the turnover we experience throughout the year with our current voucher holders.

The Averages Household Report for the year ending 2016 for the counties we serve is as follows:

	COWI Mainstream	COWI Vouchers
Avg. Annual Adjusted Income	\$ 12,134.90	\$ 12,454.39
Avg. Annual Total Income	13,141.50	13,494.87
Avg. Total Tenant Payment	303.50	314.04
Avg. Housing Assistance Payment	266.30	227.14
Avg. Utility Reimbursement	16.00	9.38

Currently we have 224 household members that are benefiting from the HCVP (Section 8) and all will have all open voucher slots full in the next few months.

The Housing Choice Voucher Program (Section 8) continues to be a very valuable program in the lives of area families that we serve.

Tina Houchens - Section 8 Housing Manager

Division of Housing

Steve Talbert

Director of Housing

Alice Young

Financial Counselor

Grant Easter

Weatherization Program
Director

JD Taggart

Weatherization Energy Auditor

Mike Elliott

Housing Maintenance

Donna Van Etta

Housing Manager

Tina Houchens

Section 8 Housing Manager

Misty Sandlin

Section 8 Housing Assistant

Terri Poynter

Project Development Assistant

Agency Rental Properties

- 701 N. Perry Street, Attica
- 100 Suzie Lane, Attica
- 1327 Second Street, Covington
- 1324–1328 2nd St., Covington
- 505 Washington St., Covington
- 133 Depot Street — Senior Units
Perrysville
- 106 S. Market St. — Senior Units
Rockville
- N. Albright Street — Senior Units,
Cayuga
- East Court Drive — Senior Units,
Cayuga
- West Court Drive, Cayuga
- 105 E. Smith Street, Oxford
- Montezuma Phase 1 — Senior Units
Montezuma Stanley Drive
- Montezuma Phase 2 — Senior Units
Montezuma Stanley Drive

Clinton Rehab

- 1006 S 4th Street
- 1126 S 8th Street
- 552 N 8th Street
- 1017 N 7th Street
- 1128 S 8th Street
- 1134 S 8th Street
- 1138 S 8th Street
- 740 Ash Street

West Lebanon

- 107 W Third Street
- 109 W Third Street
- 301 S Warren Street
- 303 S Warren Street
- 104 W Fourth Street
- 106 W Fourth Street

Agency Rental Properties

Maintaining a reputation of providing quality, affordable housing, CAP continues to experience growth in the area of rental properties. In 2009, we built new rental units in Cayuga and Veedersburg.

In the Attica we have the Perry Street apartments, consisting of a two-story, rehabbed building with two one-bedroom units, one two-bedroom unit, and one three-bedroom unit. Suzie Lane apartments, also in Attica, are a duplex-style setting with four two-bedroom units.

Covington has several rental units available. Riverbend Apartments is located on Second Street, which features seven two-bedroom units.

The Fountain/Warren Head Start Center is co-located within the Building. Also on Second Street are three three-bedroom homes, which also have an attached one-car garage. Located on Washington Street at the Hannegan House, we have one one-bedroom unit, one two-bedroom unit, a three-bedroom unit, and small commercial rental space.

In West Lebanon, we have two duplexes, each duplex containing two units 2-bedrooms and two 3-bedroom duplexes located on West Fourth Street.

In Perrysville, Highland Manor, the former Highland Elementary School, provides 25 one-bedroom apartments for senior citizens. This building also has a Social Room and Laundry Room. Water/Sewer/Trash is included in the rent.

Cayuga Manor Phase I and II provides senior citizen housing featuring seven duplexes and one triplex, each containing two bedrooms. Utilities are included in the rent.

Rockville Parke Place, the former Parke Hotel which was renovated by CAP, has fifteen rental units consisting of two efficiency units and thirteen one-bedroom units for senior citizens. Utilities are included in the rent. The Bureau of Motor Vehicles, a Jewelry Store, as well as CAP's Parke County Office occupy the rental spaces on the ground floor.

Oxford Place Apartments, a former three-story furniture store, is home to six two-bedroom units with an open atrium in the center of the building. Utilities are included with the rent. These spacious apartments are located on the Oxford Town Square.

Rockville Subdivision, located on East Mill Valley Lane at the north end of Rockville just off of Pines Drive, consists of 5 three-bedroom homes. Each unit has washer/dryer hookups, dishwasher, patio, attached 1 car garage and 2 baths.

Veedersburg Homes (Sterling), located on Chamber Street. This corner lot consist of two 3 bedroom units. Each unit has washer/dryer hookup. Each unit has a 1 car garage.

Agency Rental Properties (continued)

Clinton Project is made up of 8 homes. Of these 8 homes, 4 are brand new homes and the other 4 are rehab units. The land for the 4 new units was once a trailer park. Each home is a 3 bedroom, 1 car attached garage. One of the home is a disabled unit. The remaining homes are rehab units. Each has 3 bedrooms.

Montezuma Phase 1 is Senior/Disabled Units featuring two triplexes. Each unit is a 2 bedroom with washer and dryer hook-ups. Each unit also has its own back patio. Utilities are included in the rent.

Montezuma Phase II is NEW Senior/Disabled Units featuring 1 triplex and 1 duplex. Each unit is a 2 bedroom with washer and dryer hook-ups. Each unit has its own back patio. Utilities are included in the rent.

Fowler 1 is New Senior/Disabled Units featuring 2 triplexes. Each unit is a 2 bedroom with washer and dryer hook-ups. Each unit also has its own back patio. Utilities are included in the rent.

CAP also has single-family rental homes available. These homes are located in:

Newport	Cayuga (12 Homes)
Attica	Perrysville
Veedersburg	Williamsport (3 Homes)
Clinton (7 Homes)	Bloomingtondale
Crawfordsville	Waynetown (2 Homes)
Covington (2 Homes)	New Market (2 Homes)
Kingman	Rockville (7 Homes)
Hillsboro	West Lebanon

Donna Van Etta - Housing Manager

Single Family Units

Cayuga – East Court Drive (6 Homes)
 Cayuga – West Court Drive (7 Homes)
 Rockville – East Mill Valley Lane (5 Homes)
 Rockville – 404 Ohio Street
 Rockville – 414 Ohio Street
 Clinton – 305 S. Washington Street
 Clinton – 1003 Morgan Street
 Clinton – 948 5th Street
 Clinton – 1131 S 4th Street
 Clinton – 1025 Morgan Street
 Clinton – 649 S 7th Street
 Clinton – 741 N 8th Street
 Veedersburg – 501 Chamber Street
 Veedersburg – 507 Chambers Street
 Attica – 107 Suzie Lane
 Clinton – 948 S 5th Street
 Clinton – 1131 4th Street
 Perrysville – 135 Vernon Street
 Veedersburg – 501 Chamber Street
 Veedersburg – 507 Chamber Street
 Williamsport – 27 Ross Lane
 Crawfordsville – 1507 Southside Drive
 Crawfordsville – 8 Gladiator Drive
 Bloomingtondale – 39 Newlin Street
 Waynetown – 107 McClure Street
 Williamsport – 328 Monroe Street
 Covington – 826 Washington Street
 New Market – 101 S 9th Street
 New Market – 108 S 9th Street
 Covington – 1308 8th Street
 Kingman – 100 Wilky Street
 Williamsport – 110 Short Street
 Hillsboro – 301 S Market Street
 West Lebanon – 707 Clinton Street



Montezuma Phase 1 & II Senior Units





Joan Cline Center - Crawfordsville, IN

In February 2016, the agency purchased a facility in Crawfordsville to better meet the needs of our constituents and our programs offered in Montgomery County. The property had previously served as a corporate office and had been tastefully appointed and well-constructed. It immediately brought to mind the elegance and class of our former Executive Director, Joan Cline. Joan was instrumental in establishing the foundation and direction of this great agency. Her dedication to the agency and those we serve was unparalleled. It was without hesitation the decision was made to dedicate this facility to her by naming it the “Joan Cline Center”.

With much thought, effort, construction and remodeling, the facility now allows for greater accessibility for clients and offers all CAP services in one building. Offices for Employment and Training and EAP/Community Services are available in the anterior section. WIC participants access the clinic through a separate entrance. Several exam and intake rooms allow us to better serve families with young children. New Head Start classrooms and a kitchen were constructed to accommodate our growing caseload. A large playground is directly accessible from the buildings.

The Joan Cline Center promotes better partnering among our CAPWI programs allowing clients to be easily ushered from one service to another. We are extremely proud of our facility. We think Joan would be, too!





Joan E. Cline Memorial Scholarship

Community Action Program, Inc. of Western Indiana (CAPWI) offers scholarships to graduating seniors in the amount of \$1,000 for each year they attend higher education up to a maximum of 4 years. Scholarships are only awarded within the six county area serviced by CAPWI which include Benton, Fountain, Montgomery, Parke, Vermillion and Warren. In 2016, the scholarships were awarded to graduating seniors from Parke and Vermillion counties respectively.

In 2016, Kimberly Kaho from Rosedale was awarded the scholarship for Parke County. Kimberly graduated from Riverton Parke High School. She is the daughter of Charles Kaho. She is attending SMWC/Indiana State University where she is studying Art Education. Kimberly was a member of Student Council, FFA, Drama Club, Spanish Club, and Art Club. She volunteered at the Vermillion County Animal Shelter.

In 2016, Taylor Shoemaker from Clinton was awarded the scholarship for Vermillion County. Taylor graduated from Riverton Parke High School. She resides with her grandmother. She is attending Indiana State University where she is studying business. Taylor was a member of the National Honor Society, varsity volleyball, basketball team, and served as a class officer. She worked part-time and volunteered at the Teddy Bear Clinic at Union Hospital in Terre Haute.

These scholarships are offered in memory of Joan E. Cline who was the Executive Director of Community Action Program Inc. of Western Indiana from 1970 until her death in December, 2004. Joan dedicated her life to helping families and individuals become self-sufficient. Of the many tools utilized to achieve that goal, education is primary. Joan believed assistance through higher education was necessary. Through these scholarships, Community Action Program continues Joan's work in helping these outstanding young people attain their individual educational and career goals.

Joan E. Cline Scholarship Recipients

Left photo: Scholarship winner from Vermillion County, Taylor Shoemaker

Right photo: Kimberly Kaho sitting with her father, Charles Kaho



Indiana Individual Development Account (IDA) Program

Are you one of those individuals who wants to go back to school to further your education in order to get a better job or you have children that are getting ready for college?

Want to start your own business?

Thinking about buying a home?

Need a car to get to work or school?

Struggling to save the money to attain your goal?

Then you might be interested in the Individual Development Account (IDA) program. The IDA program is a four-year savings plan intended to help families with limited income to develop a budget, set goals, establish savings habits and invest money in an asset.

Some of the requirements of the program are that you must be a resident of Indiana, have some type of earned income and are able to put a small amount into the program on a monthly basis (\$25 per month).

For each dollar saved, up to \$250 a year, the program will match it with four dollars. This means, if you successfully save \$300, then the program will match it with \$1000 totaling a combined savings of \$1,250.

If you complete the four-year program at the current rate of match you would have approximately \$4,000.00 to invest in an asset, along with the \$1,000 you saved (business, education, homeownership, etc.).

For more information about the program and to get an application, contact Alice Young at 793-4881, Ext. 105 or by email at ayoung@capwi.org

Homeownership Education and Counseling Program

Available in Benton, Fountain, Montgomery, Parke, Vermillion, and Warren Counties.

Homeownership is a step that should not be entered into lightly. Many families get tired of renting and think they are ready for homeownership but do not fully grasp the full picture of what homeownership involves.

This program has several modules, which takes the family through the important steps in making their way to homeownership and how to avoid putting their home on the line when things get tough. Some of the information covered in the modules address budgets, how to shop for a home wisely, and cleaning up credit reports.

Also, we try to get the family to assess their current situation to make sure they are ready for homeownership or consider waiting for another year or two before taking on this responsibility. We look at a couple of things in this area. Is there a household budget in place? If so, what is the debt to income ratio at this time?

The full course takes 8-12 hours depending on the size of the class.

At the end of the course the family receives a certificate of completion, which can be presented to their lender to show they have completed the course. More and more lenders are requiring that new homeowners go through this class.

Classes are set up on an as needed basis.

If unable to attend the classes in person, visit the online Homebuyer's Education Course at [eHome America](http://eHomeAmerica.org). eHome America is a non-profit program of NeighborhoodWorks America and its partners.

For more information, call Alice Young at (765) 793-4881, Ext. 105 or via email at ayoung@capwi.org

Indiana Foreclosure Prevention Network

Available in Benton, Fountain, Montgomery, Parke, Vermillion, and Warren Counties.

Community Action Program is a part of the Indiana Foreclosure Prevention Network (IFPN). We counsel families residing in our service area.

Due to employers still laying off workers, cutting hours, or reorganizing, many families are faced with only half the income they had when they initially attained their mortgage. They then start a juggling act in trying to keep everything paid, raising a family, and trying to look for some type of employment to supplement the household income. In doing so, many families are letting their mortgage go into default.

Other factors that have also contributed to the growing number of default/foreclosures are the high interest rates and unsavory lending practices.

This program is designed to counsel families facing mortgage default/foreclosure. During counseling we work with the family to determine what their action plan is to keep the home or try to sell it. We also contact the lender to see what the options are for the family. Sometimes families need to do a hardship package, or get other needed information to the lender to make a determination on what can be done to help the family keep the home.

The program is not a funding source to assist a family in bringing their mortgage current.

When a family decides they are going to try and save their home they need to look at their household budget. Is there enough income coming into the home to support all the household needs and pay a mortgage? This is one of the things we have the family do in the counseling, is to realistically look at their household income and all their monthly bills, including but not limited to gas for their vehicles, car insurance, phone service, cable, etc. Are there any of the monthly expenses that can be eliminated or down sized and how much working capital would this put back in the budget?

Should the family decide that it is not feasible for them to try and save the home due to a high debt to income ratio; we then counsel them on what options are available to them:

1. Deed In Lieu – deeding the home back to the lender
2. Selling the home
3. Some lenders may do a cash for keys – giving the borrower cash to relocate for the keys to the home.

We encourage the family to not just walk away from the obligation but come to a workable solution for the family and the lender.

Contact Alice Young at 793-4881 ext 105 or by email at ayoung@capwi.org for more information.

Hardest Hit Fund (HHF) Assistance Program

The HHF program can assist approved homeowners who are unable to make their payments or cannot get caught up on their payments due to involuntary financial hardship.

Hardships that may qualify homeowners for assistance include, but not limited to:

- An involuntary loss of employment or reduction in employment income
- A reduction in household income due to death of a household member
- Expenses related to non-cosmetic medical procedures or emergencies
- Military service
- Or divorce

This help for qualified homeowners offers forgivable zero-interest loan of up to \$30,000 to help homeowners pay their mortgage while they search for new employment. The loan may also be used to bring a delinquent mortgage current.

The amount of assistance is set at \$30,000, for 24 months or until 3 months after re-employment whichever comes first. The length of assistance will vary due to amount of money used to reinstate the loan and amount of payments each month.

For homeowners who cannot be assisted with mortgage payment assistance, transition assistance may be available. The purpose of this program is to prevent avoidable foreclosure and help stabilize neighborhoods by helping homeowners to achieve an orderly exit from their home. Transition assistance in the amount of \$2,500 would be paid to the homeowner to help offset moving and relocation expenses.

For more information, call Alice Young at (765) 793-4881 ext 105 or via email at ayoung@capwi.org

REVOLVING LOAN PROGRAM

Available in Benton, Fountain, Montgomery, Parke, Vermillion, and Warren Counties.

Starting a business is something that many people dream of, but many lack the resources to put their idea in place. Community Action has a revolving loan program which helps individuals fulfill their dreams through small business loans.

The amount of the loan and the time frame for repayment, depends on the amount needed and the ability to pay back the loan.

Our loans can be blended with other sources of financing for larger investments, however keep in mind when starting a new business that starting small may be best until things are up and running.

If you are saying to yourself, *"I would love to start my own business, but I don't have the slightest clue about how to get started,"* we can help!

Our training program includes assessing your business strengths/weaknesses, your business plan, what you will be contributing to the business, etc.

There are also small business support groups that can be of great help and support, especially for new entrepreneurs.

**For more information contact Alice Young at 765-793-4881 ext 105
or email at ayoung@capwi.org.**



Volunteer Income Tax Assistance (VITA)

In 2014 Community Action Program, Inc of Western IN became a VITA site to assist eligible taxpayers in satisfying their tax responsibilities by providing free tax return preparation for both federal and state along with e-filing both. The program depends solely on volunteers to help with tax preparation (training is required) or greeters to be there

to greet the taxpayers coming into the office to be sure they have all the documentation needed to prepare their return.

We do returns by appointment or they can drop off their documents for processing. We are open Tuesday and Wednesday evenings from 4:30 pm to 7:00 pm and on Saturday from 8:00 am to noon.

We only processed personal returns, no business returns were accepted.

In 2016 we assisted 136 clients get refunds which amounted to \$137,011 with 43 of the clients being able to claim the earned income credit which totaled \$73,302.

All the clients were very grateful for the service. We had several elderly households who came in for help with their Indiana filing. We plan on continuing this service and are always looking for volunteers to help with this worthwhile service to help our clients keep more money in their pockets at tax time.

**For more information about the service contact
Alice Young at (765) 793-4881 ext 105 or via email at ayoung@capwi.org.**

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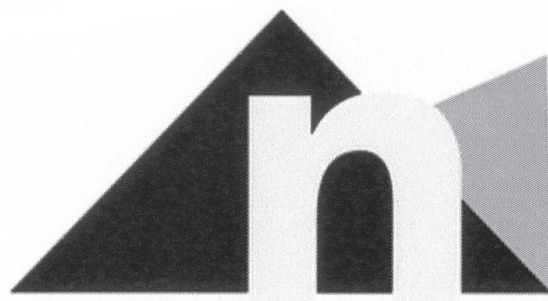
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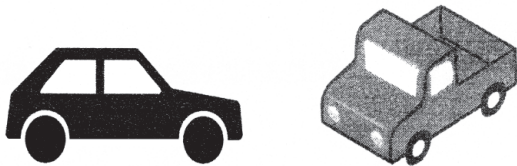
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kathi@familiesunited.biz

WALLACE LAW FIRM

John L. Shambach • Richard L. Rennick, Jr.
Holly M. Crain • Nicholas R. Sauter

Attorneys at Law

303 Washington St., Covington, IN 47932 (765) 793-2241

223 Elm St., Clinton, IN 47842 (765) 832-7870

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Our Vision

CAP of Western Indiana believes in the value, dignity, and worth of all people. Our goal is to help people help themselves. We are committed to providing quality services and products in an atmosphere of open and honest communication. We will remain collaborative, competitive, vital, and proactive in shaping our future. CAP works as a team to provide these high quality and efficient services. We value each other and work to address our needs. We encourage continuous learning by providing challenging opportunities for personal and professional development. We are actively involved with the greater community, working in partnership with other members of the community to achieve our mission.

All services are provided without regard to race, age, color, religion, sex, disability, national origin, ancestry, or status as a veteran.

