

# INSIDE OUT

**To Provide Services, with Dignity and Respect, That Help People Become Self-Sufficient.**

## Executive Director's Update:

- It's hard to believe that summer is over and it won't be long before the snow flies! I hope everyone had a good summer and had a chance to take some "down time". Our work is a challenge, and it's important that we take the time periodically to "recharge".
- Congratulations to Annette Finch, the recipient of the 2012 Orleans County Chamber of Commerce Community Service award! Along with several board members, I was able to attend the annual dinner and enjoy Annette's well deserved recognition. It's nice to know that others in our community have recognized Annette's commitment to serving others.
- Welcome to Donna Wojdat, our new Director of Finance and Administration! Donna comes to Community Action with many years of experience in accounting, finance, and management in the private sector. Thank you to Directors and Program Managers who have helped to orient Donna to our programs and some of the unique funding restrictions, policies, and reporting requirements that are incorporated into our grant agreements.
- As always, we are keeping an eye on the budget process in Washington as it relates to funding for our programs. Yesterday, the Senate passed the House resolution to approve a 6 month "continuing resolution" to "fund the government" from October 1<sup>st</sup> to March 2013, including funding for our programs (CSBG, HeadStart, Weatherization, etc). The President is expected to sign the bill into law. This will fund programs at the same level as the current year for 6 months. In essence, instead of passing a budget, Congress has "kicked the can down the road" until after the elections. I expect that we'll see more partisan politics after the elections and, depending on the election results, don't expect much will get accomplished between Election Day and a new Congress at the beginning of 2013. The risk to us is that any changes to our funding level passed by a new Congress would be retroactive to 10/1/12. The lobbyist at NCAF is confident that CSBG and HeadStart will come out in the end with flat funding or minimal reductions at worst. He's less confident about the prospects for Department of Energy funding for the Weatherization program. This could be a real challenge for us and is a factor in our decision to attempt to diversify our revenue streams by working toward implementation of the EmPower program. While certainly not a replacement for Weatherization, energy services through EmPower funding can help us to maintain capacity in the event of lean funding for Weatherization.
- As a reminder, as an 501(c)3 non-profit agency, we are not allowed to participate in "electioneering", i.e. actively participate in any political campaign or endorse (either directly or indirectly) any candidate for office. In addition, as employees funded with Federal grant funds, we're restricted in our political activities as well. If you plan to be actively involved, please refer to the employee handbook for additional details or give me a call and we can discuss limitations.
- The Salvation Army bell ringing campaign will be here soon, and planning has already begun. In Orleans County, the funds raised (over \$25K last year!) play a huge role in us being able to meet client needs. I ask that staff considerer helping out by signing up for a time slot of bell ringing at Wal-Mart in Albion. Unfortunately, bell ringers must stand outside to ring the bell (WalMart policy), therefore it's more difficult to get volunteers. If you are able to ring, plan for the weather conditions! As an agency, we will again this year allow staff up to 4 hours of paid time to ring bells during work time as long as it's approved by your supervisor and director and can be scheduled within you normal scheduled hours with minimal disruption to agency operations/services. We will also need bell ringers for the outlying areas of Genesee County. Please contact Annette Finch for further information.



# IN THE SPOTLIGHT



**A little about what I do here ( accomplishments, etc):**

Director of Finance and Administration- oversee the functions of the fiscal department- such as budget development, monthly close / financial reporting, payroll processing. What I like about my job so far- I have a mix of both routine tasks and some variety on day to day basis, it is interesting to learn fund accounting which is a bit different from manufacturing, have diligent staff who know their jobs well, and the opportunity to help program managers monitor their programs.

**Family:** My husband Kurt is a professor at University of Rochester where he teaches accounting & finance. I grew up in West Bloomfield, NY and our immediate families all live in upstate NY.

**Favorite food:** Generally, I am an adventurous eater. I like hot & spicy food (I am one of those people who puts hot sauce on their eggs!), wild game, and a variety of cuisines- Thai, Japanese / sushi, Mediterranean / Greek, Indian, Mexican. For a long time I wasn't wild about corn on the cob or watermelon because when I was growing up, my dad was an avid gardener and we seemed to eat it every single day over the summer! I also like to cook & bake.

**Pastime:** Camping, hiking, & kayaking with my husband. An avid reader. We are big hockey fans (Sabres) so you probably won't see me here working late during the night of a home game!

**Favorite Movie:** Forrest Gump (intrigued by the question it asks, is your life destiny, chance or a bit of both?) or Monty Python's Holy Grail (very silly, but it makes me laugh every time I see it).

**People would be surprised if they knew:** I like to knit. I've run the Boston Marathon three times- once in a hula girl costume. My bucket list includes setting foot on all the continents (although right now I'm still missing Australia and Antarctica).

**Favorite drink:** Iced tea (always refreshing). I drink both coffee and tea. My favorite beer type is an IPA. I enjoy visiting the NYS wine trails and trying new wines.

**Favorite color:** Green / earth tones.

**Favorite place to vacation:** Adirondacks (we usually stay in the Old Forge area every year). I have been fortunate enough to have travelled a bit- I particularly enjoyed Alaska, Israel, Istanbul and Buenos Aires.

**Favorite song:** I listen to a fairly wide variety of music; it depends on mood and situation. This morning I listened to classical music on my car radio, while the CD in the player is by Empty Hats (Irish folk songs) and my favorite album is probably Meatloaf's Bat out of Hell- but I have no idea why.

**Favorite TV Show:** I'm addicted to "Project Runway"- a guilty pleasure.

**Dislikes:** Allergy season. Summer road construction.

**Pets:** I am definitely an animal person. We have 6 cats (they keep showing up on our doorstep somehow!) and a horse. I'd love to have a dog, but we are not home enough to give one the attention that it should have.

# ***ACTION TEAM NEWS***

## ***CUSTOMER SERVICE ACTION TEAM***

At Community Action, our mission is to ‘provide services, with dignity and respect, that help people become self-sufficient.’ At this very busy, sometimes stressful time of the year, the *Community Action Customer Service Action Team* would like everyone to take a quiet moment to review the core values and principles that support that mission:

- **Compassion** --- We have the ability to understand needs and treat people with dignity and respect.
- **Respect** --- We will understand the views of others without judging, and behave accordingly.
- **Fairness** --- We will deal with people with understanding, honesty, and consistency.
- **Trust** --- We will be true and loyal to ourselves, to others, and to our Mission.
- **Integrity/Honesty** --- We will say what we mean and mean what we say, and be consistent.
- **Hope** --- We will encourage people to be optimistic while pursuing their goals and dreams.
- **Continuous Improvement** --- We will continually work toward improvement in all that we think, say, and do with regard to our people, programs, and services.

We’d like to thank everyone for making these concepts a priority in all of our interactions with both clients and fellow employees.

***STAFF ACTION TEAM*** Members: Director – Ed Fancher, Team Leader – Diane Bechteler, Secretary – Ruth Bell, Staff – Lisa Church, Edna Schramm, Carol Berray – Board Member – Sue Baker

Our goals are:

- Conduct annual staff satisfaction survey, analyze results.
- Develop tools to incorporate comprehensive staff development/training plans into annual staff performance evaluations.
- Explore ways to identify commonalities in training needs across agency programs.
- Develop and refine tool for “stay interviews” – analyze data and trends to identify areas for improvement in agency and job specific new employee orientation.

## ***SAFETY ACTION TEAM REPORT***

### **How would you like \$ 20.00?**

You can win a **\$ 20.00 gift card** by making a safety related suggestion that is implemented. Forward any and all constructive safety suggestions you have to the Safety Team Secretary, Diane Bechteler at [dbechteler@caoginc.org](mailto:dbechteler@caoginc.org). Your suggestions will be taken to the Safety Team Meeting – the Team will review them and if we use your suggestion, your name will be put in for a drawing for a **\$ 20.00 gift card**. So, make sure you put your name on your idea!!!

During May, June, July, August, and September we had 2 minor burns, 1 scrape on leg, 1 fall down steps, one incident with a golf cart, 2 child related, 1 cut on thumb, and 1 motor vehicle accident.

# **ANNIVERSARIES - JULY - AUGUST - SEPTEMBER**

## **JULY**

Cheryl Way Bartz – 07/07/2004

Cheryl Babcock – 07/31/2006

Kari Powers – 07/31/2006

## **AUGUST**

Cathy Tracy – 08/08/1995

Amy Lester – 08/14/2002

Deb Olivani – 08/22/2005

Joy Gardner – 08/30/2010

Danielle Wyder – 08/23/2011

Margie Davies – 08/24/1998

Judy Martino – 08/09/2004

Jeff Bater – 08/27/2007

Virgie Brooks – 08/22/2011

Theresa Price – 08/27/2001

Ken Pritt – 08/01/2005

Christy Robertson – 08/11/2008

Terri Taylor – 08/23/2011

## **SEPTEMBER**

Gary Elich – 09/24/1981

Bonnie Malakie – 09/01/2000

Donna Woodworth – 09/03/2002

JoAnn Zajackowski – 09/10/2007

Jim Smith – 09/14/2009

Anmarie Conley – 09/20/2010

Mary Guzik – 09/19/1983

Debbie Rothmund – 09/24/2001

Sam Seager – 09/02/2003

Jenelle Boyd – 09/08/2008

Leanne Donovan – 09/13/2010

Kristina Holmes – 09/06/2011

Jackie DeMarco – 09/09/1991

Stacey Radford – 09/03/2002

Pam Wadhams – 09/22/2003

Kim Gloskowski – 09/09/2009

Alisha Richardson – 09/13/2010

Kim Miller – 09/09/2011

## **OCTOBER**

Laura Harvey – 10/23/1978

Ruth Higgins – 10/21/2002

Taryn Moyle 10/25/2010

Lisa Church – 10/04/1999

Ann Bartel – 10/20/2008

Janet Foppes – 10/18/2002

Linda Karp – 10/22/2010

## **NOVEMBER**

Jim Watts – 11/15/1976

Larry Lee – 11/26/1990

Jennifer Wolfe – 11/08/2006

Amber Hoffmeister – 11/08/2011

Jim Soccio – 11/04/1987

Edna Schramm – 11/24/1999

Cathy French – 11/13/2006

Ed Fancher – 11/23/1987

April Stevens – 11/08/2005

Chris Schuster – 11/07/2011

## **DECEMBER**

Annette Finch – 12/05/1977

Ruth Bell – 12/08/2008

James Willis – 12/08/2008

Joan Mrzywka – 12/12/2005

Becky Capwell – 12/08/2008

Jessica Cook – 12/09/2008

Diane Bruce – 12/02/2008

Pam Hage – 12/08/2008

Sally Snider – 12/05/2011

## GOODWILL NEWS

The *Goodwill Committee of Community Action* would like to take this opportunity to thank all of its members for your support and generosity. It's through your donations that we are able to help Community Action employees in the good times and the bad; to celebrate the precious joys of life and to ease the pain of hard times.

If you'd like to become a member, increase your donation, or let us know about someone who should be recognized or comforted with a gift or card, please contact any of the following committee representatives.

Janet Foppes	343-3807	jfoppes@caoginc.org
Amy Lester	589-5605	alester@caoginc.org
Judy Martino	343-7727 opt. 1	ccrrgen@caoginc.org
Pam Wadhams	589-5683	pwadhams@caoginc.org
Christina Robertson	798-0030 x100	crobertson@caoginc.org

## NEW STAFF

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### **Donna Wojdat – 06/18/2012 – Director of Finance & Administration**

Donna has taken the position previously held by Tina Feldman. She is spotlighted previously in this newsletter, so you can learn more about her

### **Larry Kurzawski – 08/27/2012 – Head Start Bus Driver**

Larry is driving the Albion Head Start bus. He lives in Middleport with his wife, Marsha. They have 3 children, 3 grandchildren, 3 dogs and 2 cats. He enjoys fishing and boating.

### **Amber Batdorf – 08/21/2012 – Holley Youth Program Assistant**

Amber lives in Brockport and is working at EOCC for the Holley Youth Program.

### **Kylie Armstrong – 08/20/2012 – Lead Teacher – Head Start**

Kylie is the new Lead Teacher for Kendall UPK. She lives in Albion with her Mom and Dad, Chris and Scott and her 2 brothers, Mark and Tim and her sister, Taylor. Kylie enjoys playing soccer and tennis and is an avid reader.

### **Paula Gillam – 08/20/2012 – Family Advocate – Head Start**

Paula lives in LeRoy and is working at the Batavia Head Start Center. She has a son and two daughters.

### **Veronica Dodge – 08/20/2012 – Lead Teacher – Head Start**

Veronica is working at the Batavia Center. She lives in LeRoy with her husband, Lloyd. He works at TOPS in LeRoy and is the pastor of the Roanoke Community Church in Stafford. Before coming to Head Start Veronica worked as a special education teacher for Rainbow Pre-School.

### **Jessica Harris – 09/04/2012 – Lead Teacher – Head Start**

Jessica works in Albion as the new UPK Lead teacher. She lives in Brockport with her husband Mike, and their daughter Kimberly Theresa ( 9 and ½ months old) and one dog named Saydee ( 4 and ½ ). She likes to play softball. Jessica grew up in Albion and is very family oriented. She is looking forward to this new and exciting journey in her life.

## **Wendy Thering – 09/11/2012 – Cook Assistant – Head Start**

Wendy lives in Lyndonville with her husband and 2 daughters. She is the new cook assistant in the Medina Center.

## **Latisha Harp – 09/10/2012 - Bus Monitor/Floater – Head Start**

Latisha lives in Albion and is working in the Medina Center.

## **Teresa Carvalho – 09/10/2012 – Substitute – Head Start**

Teresa lives in Lyndonville and is a sub in Albion and Kendall. She enjoys fishing, camping, reading and being with family and friends.

## **ANNETTE'S NEWS**



### **Congratulations Annette**

Annette received a Community Service Award from the Orleans County Chamber of Commerce in recognition of her meaningful contributions to the community. She was honored at a wonderful dinner and evening at the White Birch Golf Course. She also received certificates from Senator George Maziarz, Assemblyman Steve Hawley, and Congresswoman Kathy Hochul. One of her highlights of the evening was meeting the 2012 Summer Olympic Women's pole vault gold medal winner, Jenny Suhr and holding her gold medal.

Annette has been involved with many programs at Community Action since 1977 when she started with the agency. While Annette appreciates all the accolades that is not the reason for her doing what she does; it is to help people who are in need.

- School Supply distribution was held August 27<sup>th</sup>. & 28<sup>th</sup>.
- 9\_11 Tribute at Elk's Club September 11<sup>th</sup>. – *Both Ed Fancher and Annette received a Certificate of Appreciation from the Orleans County American Legion in recognition and appreciation of outstanding service and assistance which contributed to the advancement of The American Legion programs and activities dedicated to God and Country.*
- Children's Carnival was held in July, with many community Agencies participating and sponsors from Pathstone, Rotary, Salvation Army & Masons, over 300 children attended \$784.83 Profit for Angels fund.
- Angels in Action golf tournament was held August 5<sup>th</sup>. Thank you to board member Bonnie Johnson for her help as well as golf committee - in-kind received from sponsors/raffles/donations was \$9,380.00 and \$6,496.00 profit for our Angels in Action fund for Orleans & Genesee.
- Participated in our annual Angels in Action golf challenge and Orleans County again keeps trophy
- Genesee County Stuff a Bus – partnering with the Salvation Army they filled 6 totes with school supplies and received \$ 130.00 in cash enabling them to help 244 children with their school supplies

## **A NEW PROGRAM**

- **New Freedom Transportation – call 589-7700 or 343-7659 for a ride or more information**
  - In Genesee County –
  - Available Monday through Friday from 6:00 am to 6:00 pm
  - For disabled, frail elderly Genesee County Residents living outside of the city limits of Batavia

## **EOCC – Holley Center – 638-6395**

We had our Center Picnic and it was a big success. There were 50 people that attended. The Music Man came and provided entertainment.

The sign ups for Holiday Baskets will be on October 24th thru October 26th from 9am til 2pm.

We will be having our Halloween Party on October 31 at 11:30 everyone is invited please come dressed up.

On November 12th we will be having a Veteran's Baked Ziti Dinner, we will serve from 12pm til 4pm cost is \$5.00 for adults and \$2.50 for children. Dinner will include: ziti dinner, salad and bread.

The Town of Clarendon donated money for Senior Recreation, so we are buying a new television for the Senior's to play the Wii system on.

Thanksgiving Dinner will be on November 21st at 11:30 everyone is welcome.

### **The MAIN STREET STORE**

The Main Street Store will be participating in the ALBION SHOPPING TOUR on Saturday, October 13<sup>th</sup>. It is from 10:00 am to 6:00 pm. Those participating will be Ace Hardware, Bindings Bookstore, Cobblestone Museum, The Downtown Browsery, The Flying Needle of Thread, The Golden Gourd, Hazy Jades, Salih Studios, Tranquility Herbs, Viola's Boutique, and Watt's Farm Market.

Enter to win the prize raffle worth over \$ 200.00 in free items and gift certificates.

## **HOLIDAY PROGRAM**

- ABATE Toy run kicked off Holiday Program September 16<sup>th</sup>. 20<sup>th</sup>. Year of ABATE partnership
- 2012 Orleans County Toy Challenge –
  - In 2011 several employers banded together to sponsor an “Orleans County Toy Challenge”. They raised over 1200 lbs. of toys and nearly \$ 2800. For 2012 a Toy Challenge Committee has been established. The challenge will run from October 15 to December 7. The kick-off will be held on October 12. If you are interested in participating contact one of the people below by October 5.
    - Andrew Szatkowski (Worthington Cylinders) 798-6067
    - Kris Hartwig (Phinney Tool and Die) 798-3000
    - Carolyn Wright (BMP) 798-0950

**Help Needed – Salvation Army Bell Ringers are needed in both Orleans and Genesee County - in Genesee County contact Lisa Wittmeyer, 343-7798 and in Orleans County contact Annette Finch, 589-5605.**

**On sale now – \$ 5.00**



The Community Action Angels was founded by a woman who once received services through her local Community Action Agency. It is part of a statewide network, the program works to bring together volunteers and community members who are looking to give back to their community.

**RECYCLE –in partnership with Sunn King - new program in both counties – have anything below around the house you need to get rid of:**

**Acceptable:** Computers ( desk or laptop), industrial controls, printers, cartridges, computer accessories, computer monitors, televisions, microwave ovens, copiers, fax machines, typewriters, telephones, cell phones and chargers, GPS units, pagers PDA's, tablets, answering machines, MP3 players, scanners, radios, boom boxes, cd players, storage devices, audio equipment, video equipment, communication equipment, medical testing equipment, laboratory equipment, circuit boards, cables, wires, power cords or strips, most home appliances, rechargeable dry cell batteries, anything else with a circuit board or a cord.

**Not acceptable:** Freon containing devices/materials, household hazardous waste materials, materials containing liquids, yard equipment, gas powered equipment, items leaking fluid, radioactive materials, PCB containing materials, large appliances, dry cell batteries, wet cell batteries.

For more information:

Orleans County – call 589-5605 – money goes to Main Street Store Employment Services  
Genesee County – call 343-7798 – money goes to Genesee County Angels

## *Nate's Newsletter Report*

September 2012

### **Program Status Update:**

#### Weatherization

- The current Weatherization contract is underway. We will complete at least 85 units with a total budget of \$550,000 for the year (April 1<sup>st</sup> through March 31<sup>st</sup>). We finished last year's contract at the end of June (due to an extension) with 84 units completed because the cost per unit was higher.
- Over the summer, Weatherization ran a small (under \$20,000) Cooling Program very successfully. Local residents with documented health and safety risks were eligible for an air conditioner, installed by our Weatherization crew. The contract was for 20 units, but Weatherization staff completed a total of 31(!). We had a significant number of referrals from the Department of Social Services for the Cooling Program and a large number of applications after the Governor's press release. This is a case where need greatly exceeded supply and our staff did a fantastic job stretching the money and helping more people than anyone thought they could.



AHC: We have received a contract for \$200,000 over two years to provide home repairs to low-income families, most of whom are receiving Weatherization.

EmPower: We received final clearance from the Department of Homes and Community Renewal to provide EmPower services with some Weatherization equipment and staff. We are now in the implementation phase.

HEAP Application Assistance: HEAP will begin in November.



## *E*mployee *A*ssistance *P*rogram

This is a program that is available to all part time and full time employees and their families. The Employee Assistance Program is a very valuable benefit that we have here at Community Action of Orleans & Genesee, Inc. Most of you are probably not even aware of the access we have to this helpful service. This service can help with so many daily issues, or what some people refer to as life issues. If you are having problems with juggling family & work, marital problems, depression or just need some support to make some changes in your life, this service is there for you to help with these frustrations.

**CALL 1-800-451-3281 for help**  
**REMINDER – THIS IS A CONFIDENTIAL PROGRAM**

# News from Bonnie Malakie, Director of Children & Youth Services

It's hard to believe it's already October....time does seem to move faster as you get older!  
There is exciting news in all the programs this fall! So I thought I'd share a few items:

1) CCR&R begins a new program year October 1<sup>st</sup>. They met or exceeded all of their milestones for the year! Congratulations to Lisa Friesen, Judy Martino, Taryn Moyle, Kari Powers and Cheryl Cotton! We are also almost finished with the National Quality Assurance Program that we have been working on for over 2 years! Much of what CCR&R does is on the agency website under the CCR&R page. Take a look and see what is happening in childcare in our 2 counties.

2) ACT had another successful summer program for youth connected with case management. They also held other groups (including the Holley Youth Center) and parent education events over the summer. They will be in Batavia Schools again this year and are working on providing services in other districts.

3) Head Start/Early Head Start- Another year has started and there is much excitement about some new materials for the 4 year old Head Start classes. Thanks to Pam Wadhams, we are part of a pilot study to use Creative Curriculum in some of our classes. We received training and materials free for the year and are very, very excited about this opportunity. By next year (Fall 2013) we expect all of our pre-school classes (3 and 4 year olds) to be using these new materials. We also now have to compile the information from assessments on all of the children (birth-5) and look at the results for the program. The assessments from 2011-12 show that children, at all levels, are making progress! For 2012-13 we will be focusing even more on the School-Readiness Goals. We are also happy that we will be having a chance to have the *Eat Well Play Hard Program* again for many of the children, staff and families! Special thanks to all of the Managers for the work done over the summer, and the pre-service trainings (especially Freddie Stewart)! We still have a few openings for 4 year olds in Medina.....if you know someone who could use our program in the Medina area please let Penny Miller know!

4) Holley Youth Program has had some changes. Our new staff member, Amber Batdorf, has already made a big difference in the Center and Amber, Deb Rothmund and Leanne Serrato (our AmeriCorps worker) have many ideas for the coming year!

Information you can all use:

- Both the new Hoag Library in Albion and the new GCASA Offices in Albion (old Knights of Columbus) have meeting space available. They are both beautiful spaces and can be used at no cost for meetings if scheduled ahead of time
- It's time for flu shots- everyone working closely with children and/or seniors should look into getting a flu shot. Watch the paper for information about shots. They can also be obtained from your Physician's Office, Drug stores, Wal-Mart, etc.
- We will be offering another Beth Nesbitt Scholarship (\$500) for the 2012 year. It will be given to an applicant who is a current or former Head Start child or parent or to a staff member involved in early childhood education. Notices will be sent out soon and applications will be due by the end of November.

# FLU SEASON

Flu season is quickly approaching and the best way to protect yourself, your family and the families you work with is to get a flu shot each year. It is recommended that everyone 6 months and older should get the vaccine.

The Orleans County Health Department will be offering Flu clinics this year. We encourage you to contact the Public Health Department in Orleans County at 589-3278 and ask to speak with a nurse to obtain information in regards to Insurance, dates and times, that they will be offering the clinics.

You may also contact Genesee County Health Department at 344-2580 extension 5000, to inquire about this years Flu clinics.

Your other option is to contact your regular Health Care Provider and inquire about scheduling a visit to obtain your flu shot. Some offer a "walk-in" appointment to receive this.

As you have seen, many of the local drug stores, supermarkets etc., are also offering walk in flu clinic. This is another option available to the residents of the community.

Thank you and may this fall, winter and spring be "flu-free".

## *LABELS FOR EDUCATION*

Head Start is collecting labels as seen below. Points are collected from the labels and will be used to buy supplies for the classrooms in the site the labels are collected. Parents and the Education Leadership and staff will identify which supplies to order by need. There should be collection boxes at each location. If there is not please contact the Head Start office at 589-5683.

Head Start is always looking for in-kind and this can be used for that. It is a way for parents and others to make a contribution when they can't do traditional fund-raising because we receive federal money.

# LABELS FOR EDUCATION

LabelsForEducation.com

## Making it easy to support your child's school

- 1 CLIP** Participating Product UPCs and Beverage/Sauce Caps
- 2 GIVE** To Your School's Labels for Education® Coordinator
- 3 EARN** FREE Educational Merchandise

Remember to clip and save these products!



### BEVERAGES

- Campbell's® Tomato Juices\*
- V8® Vegetable Juice\*
- V8 V-Fusion® Juice\*
- V8 Splash® Juice Drinks\*

### BREAD

- Pepperidge Farm® Breads, Croissants, Rolls & Stuffing

### CEREALS

- Alpha-Bits®
- Post Bran Flakes™
- Cocoa Pebbles®
- Fruity Pebbles®
- Golden Crisp®
- Grape-Nuts®
- Great Grains®
- Honey Bunches of Oats®
- Honey-Comb®
- Post® Raisin Bran
- Post Selects®
- Post® Shredded Wheat®
- Waffle Crisp®

### COOKING

- Campbell's® Condensed "Great for Cooking" Soups
- Swanson® Broth, Canned Chicken & Cooking Stock
- Wolfgang Puck™ Stocks and Broths
- Campbell's® Beans

### DAIRY

- Dannon® Danimals® Smoothies
- Dannon® Danimals® Double Crush Cup™
- Dannon® Danimals® Coolision™
- Dannon® Dan-o-nino™ Drinks
- Dannon® Dan-o-nino™ Cups

### FOOD STORAGE PRODUCTS

- Glad® Reusable Plastic Containers
- Glad® Freezer Bags
- Glad® Food Storage Bags
- Glad® Sandwich Bags
- Glad® Plastic Wraps

### FROZEN PRODUCTS

- Pepperidge Farm® Frozen Garlic Breads, 3-layer Cakes, Turnovers and Puff Pastry

### MAGAZINES\*\*

- PEOPLE
- Real Simple
- TIME
- Cooking Light
- Southern Living
- Health
- ALL YOU

### PASTA

- SpaghettiOs® pasta

### SAUCES & GRAVIES

- Campbell's® Gravies
- Franco American® Gravies
- Pace® Salsas & Picante Sauce\*
- Prego® Italian Sauces\*
- Wolfgang Puck® Sauces\*

### SNACKS

- Emerald® Nuts Canisters
- Emerald® Peanuts
- Emerald® 100 Calorie Packs
- Emerald® Breakfast on the go!
- Emerald® Trail Mix
- Emerald® Glazed Nuts
- Pepperidge Farm® Baked Naturals®

### • Pepperidge Farm® Goldfish®

- Crackers and Grahams
- Pop Secret® 3 Count
- Pop Secret® 4 Count
- Pop Secret® 6 Count
- Pop Secret® 10 Count
- Pop Secret® 10 Count Snack Size
- Cocoa Pebbles® Treats
- Fruity Pebbles® Treats

### SOUPS

- Campbell's® Chunky™ Soups
- Campbell's® Chunky™ Chill
- Campbell's® Condensed Soups
- Campbell's® 100% Natural Soups
- Campbell's® Healthy Request® Soups
- Campbell's® Soups- Microwavable Bowls
- Campbell's® Soup on the Go
- V8® Soups
- Wolfgang Puck® Soups

### STATIONERY

- BIC® Dry Erase Markers
- BIC® Ecolutions™ Products
- BIC® Highlighters
- BIC™ Mailing Labels
- BIC® Mechanical Pencils
- BIC® Ball Pens
- BIC® Roller Pens
- BIC® Gel Pens
- BIC® Write-Out® Brand Correction Tape

\*Cap required for submission in lieu of UPC  
\*\*Available on retail sales only

All trademarks are property of their respective owners.

# *Don't forget – if you need a form check out the agency web site*

[www.caoginc.org](http://www.caoginc.org) - *There is a special page on the website just for YOU!! Go to the website homepage – go to the Resources tab and with the drop down menu go to “staff resources”. There you will find many employee forms and links:*

## **Staff Resources - Links**

EZ Labor Manager – <http://workforceportal.elabor.com>

Principal Retirement Account Portal -- <https://secure05.principal.com/signon/member>

FLEX Benefits Portal -- <https://www.myebaccount.com/home.aspx>

Internet E-mail Portal -- <http://mailwny.com>

View my Benefits – [www.viewmybenefits.com](http://www.viewmybenefits.com) – Username: **orleans** Password: **employee** – this contains LTD policy and Life insurance policies, Summary plan description and All health insurance and dental summaries

## **Newsletters**

## **Resources**

[Employee Handbook](#)

[Personal Information Change Form](#)

[Direct Deposit Form](#)

[Emergency Cards](#)

[Head Start Day Care Regulations - Part I](#) and [Part II](#)

[Head Start Performance Standards](#)

[Travel Advance](#)

[Nomination Form for Staff Awards](#)

[Incident Report](#)

[Complaint Resolution Form](#)

[Time Off Request](#)

[Retirement Form](#) (to enroll or change %)

[Head Start Purchase Sheet](#)

[Safety Hazard Form](#)

[Mileage](#)

[Time Off Request - Head Start](#)

[Community Action Acronyms](#)

[Goodwill Policy and deduction form](#)

[Travel Advance Worksheet](#)

[General Safety Rules](#)

Drug Testing Policy for [DOT Covered Employees](#) and for [All Other Employees](#)

[Payroll Schedule - Calendar](#)

Tax Forms

[W-4 - Federal Withholding](#)

[IT-2104 – State Withholding](#)

In addition you can send anonymous emails with your constructive suggestions!

***CHECK IT OUT!!!***