



# HCAP Weekly

A weekly e-newsletter of the Honolulu Community Action Program, Inc. ("HCAP")

For the week of August 10, 2009  
"Providing Opportunities and Inspiration"

The Refunding Application for our Community Services Block Grant ("CSBG") Program has been submitted to the Office of Community Services. A Legislative Hearing has been scheduled for August 18<sup>th</sup>. Testimonies have been prepared by our staff and clients in support of our refunding request.

Staff is working feverishly to meet the fully funded enrollment target of 1,650 children into our HCAP Head Start Program. **You Can Help!** Please help spread the word. Further information is available @ 847-1000.

The **Head Start** management team attended a Risk Management teleconference with Region IX. One of our teachers attended a *Homeless Summit* at Ohana Ola on the Leeward Coast. Ward Center Borders is hosting a book drive for Head Start during the month of August. Books can be purchased at discounted prices and will benefit our Head Start classrooms.

**TEFAP** – The Emergency Food Assistance Program will be distributed through the District Centers beginning the week of August 17th. TEFAP is a program that helps supplement the diets of low-income individuals, including the elderly, by providing them with emergency food items. Please call your individual district centers for distribution dates. **You Can Help!** Please pass this information on to low-income families, especially Head Start families.

**Central** O'ahu District Center is gearing up for the Fall Session of the Competency Based High School Diploma Program ("CBHSDP") which begins next week. Central has witnessed an increase in requests for emergency assistance, especially transportation. Central's monthly Ohana Produce Distribution which was held this week was very successful.

**Kalihi-Palama** District (KP) staff completed final preparations for Temporary Emergency Food Assistance Program (TEFAP). KP held the District Council Advisory Board Standard Operating Procedures (SOP) Training. Angela Kaaloa from Leahi attended the training.

**Windward** District Center staff spent the week preparing for the upcoming TEFAP, lining up volunteers,

getting flyers out, and getting permits for the sites. Staff is preparing for Ohana Produce distribution next Monday. Staff assisted 2 clients with employment.

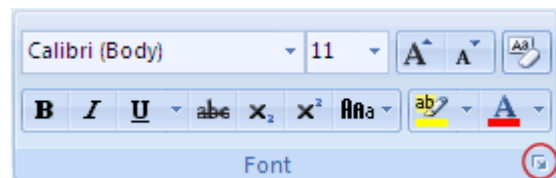
**Kumuhonua** Transitional Shelter welcomed a new resident this week, bringing the total to 40 residents. We congratulate several of the residents: Leslyn has received a GED/C-base. Ginger, Junior and Chicky have completed the Compass prep course. We are all extremely proud of the accomplishments of these residents! The Program Manager attended the Wai'anae Coast Housing Summit.

## Tom's Tech Tip:



**Q**uestion: How do I change the default font in Microsoft Word 2007?

**A**nswer: Starting from a blank document, On the **Home** tab, click the **Font** Dialog Box Launcher, and then click the **Font** tab.



Select the options that you want to apply to the default font, such as font style and font size. If you selected text in step 1, the properties of the selected text are set in the dialog box.

Click **Default**, and then click **Yes**.

If you have any technology questions, please contact Tom Tsuha, our Information Technology Manager at [tomt@hcapweb.org](mailto:tomt@hcapweb.org)