



CONSENT AGENDA ITEMS January 2017

Purpose:

The consent agenda is intended to streamline the process for approval of regular, routine issues that comes before the Board of Directors, based on the assumption that they have been dealt with by the appropriate committee in a thorough fashion. Such reliance upon the work of the Board committees is provided for in the governance policies. There is a presumption that many committee actions will be placed on the consent agenda unless the leadership determines that the matter should be reviewed in detail by the full Board of Directors. The following items will be included as part of the consent agenda.

Note:

Any Board member may request that any of the following items be removed from this consent agenda and moved to the regular agenda. Also note that Board members are expected to thoroughly review the consent agenda items and other pre-mailing materials prior to the meeting and anticipate that no verbal report will be presented.

A. CEO January 2017 Report

- **Progress Reports**
 - ▶ HS/EHS Enrollment Report
 - ▶ HS/EHS Statistical Report
 - ▶ Non-Federal Share (HS/EHS)
 - ▶ DCF Facility Inspection Reports
 - ▶ Child Care Facility Licenses (Queen Townsend & Garden Terrace)
 - ▶ VPK Monitoring
 - ▶ LIHEAP Annual Household Report

- **Reimbursement Reports**
 - ▶ DOH Child Care Food Reports
 - ▶ ELC Reimbursement Report
 - ▶ Florida Non-Profit Housing
 - ▶ EHEAP Financial Status Report
 - ▶ CSBG Financial Status Report
 - ▶ CSBG Financial Report (Bridge Funding)
 - ▶ DOE Financial Report (EA)

- **Other Reports**
 - ▶ HS/EHS Policy Council Report
 - ▶ Board Annual Fundraising Report
(Please check names on the following reports to identify persons, business, church, organization, etc., who contributed as a result of their solicitation)
 - ▶ Bureau of Labor Statistics Report (BLS)

B. Other Information (SEE TAB 5)

- ▶ **CORRESPONDENCE**
 - Danya Upcoming Monitoring Review
 - CSBG Closeout Forms
 - CSBG IS Survey
- ▶ **UPCOMING MEETINGS/CONFERENCES**
- ▶ **BOARD & ADMINISTRATOR NEWSLETTER**

**CHIEF EXECUTIVE OFFICER'S
MONTHLY REPORT**



JANUARY 2017

A. During this period, overall program operations, administration and management challenges and opportunities included the following:

STRATEGIC PLAN PERFORMANCE INDICATORS
<ol style="list-style-type: none"> 1. Conducted Senior Management Staff Meeting. 2. Facilitated Senior Management Staff training opportunities via NCAP Winter Leadership Training Conference, RIV Head Start Super Training Session and NHSA Annual Training Conference. 3. Prepared 2017 Management II Level staff Training and Technical Assistance Plan in partnership with the Florida Association of Community Action. 4. Facilitated the completion of the 2017 ALPI Staff Annual Training Conference Agenda. <i>Goal 1- Create Additional Educational Experiences and Opportunities for Staff</i> 5. Facilitated the completion and distribution of the ALPI Winter Quarterly Newsletter; 2016 Annual Report; ALPI Web Site updates; 2017 Program Annual Reports. <i>Goal 5 - Enhance program development for and service delivery to children and families</i>
BOARD/MANAGEMENT TASKS & TIMELINES
<p>Facilitated the completion of the following Board Management Tasks and Professional Development Opportunities.</p> <ul style="list-style-type: none"> • Reimbursement Reports including the DEO/LIHEAP, DEO/CSBG, CSC, Child Care Food, Non-Profit Housing, ELC/VPK, EHEAP, HUD, USAC E-Rate and DEO EA were completed and submitted. (See Board for complete listing of reports) • Board member(s) training opportunities were provided via the, RIV Head Start Association Board Meeting, the NHSA Annual Parent Training Conference, and NCAF Decision 2016 Webinar: "The Impact on Low-Income Programs" • Facilitated the completion of the Annual Meeting planning activities including.... Completion and Web Site posting of 2016 Annual Report; Winter Quarterly Newsletter, Preparation of Annual Mtg. Program Book, Speakers and program participants confirmation, etc. • Received and distributed the 2016 Annual Financial Statement to all applicable funding sources. • Facilitated the submission of 2016 IRS 990 report data to the auditor. • Facilitated the review and completion process for the CSBG 2016 FOCUS Report modification, 2016 Contract Closeout report and, the CSBG Performance Standards update e-grant Upload; LIHEAP Budget Modification; FNPB Budget Modification; EHEAP Desk Monitoring; CSBG 2017 Agreement FOCUS Report and Bridge Agreement Closeout Report. • Facilitated the completion of the Succession Plan draft consultant engagement contract and timelines.

B. Efforts continued to establish and maintain meaningful working relationships between the CEO's office, program staff, clients, other organizations and funding sources, included the following:

STRATEGIC PLAN PERFORMANCE INDICATORS
<ol style="list-style-type: none"> 1. NCBW Board Meeting and Annual Meeting - Winter Haven, FL 2. Attended the RIV Head Start Association Board Mtg.- Atlanta, FL 3. Convene a conference call with Collier Co. United Way regarding LIHEAP Outreach Service Delivery 4. Convene meeting with the City of Auburndale regarding New Horizon Playground upgrade <i>Goal 3 - Partner With Other Entities For More Efficient Service Delivery</i>

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C. Other significant program accomplishments during this reporting period included the following:

PERFORMANCE INDICATOR(S)

- | |
|---|
| <ol style="list-style-type: none">1. City of Auburndale approval Funding Notification for New Horizon Playground upgrade.2. CSC Funding Notification to expand Youth Summer Program in St. Lucie Co.3. LIHEAP Increase 2016 funding notification via a Budget Modification. |
|---|

Please review the attached Management Reports for additional program services delivery activities.

D. Concerns under review during this reporting period included the following:

1. HS/EHS employee and Parent concerns regarding program eligibility and enrollment rating criteria.
2. Head Start ERSEA review schedule.
3. Employee accident reports;
4. Agency wide Budget and cost allocation analysis.
5. Agency Job Description format revisions.
6. Corp office increase water utility cost.
7. Demolition of Village Green Modular Unit.
8. Deposition of old bus equipment.
9. Pending employee workers comp claims.

E. FUTURE MEETINGS/CONFERENCES

FEBRUARY

- | | |
|-----|--|
| 6-9 | REGION IV HEAD START ANNUAL TRAINING CONFERENCE
ATLANTA, GA |
| 14 | SENIOR DIRECTORS' MEETING
LAKE ALFRED, FL |
| 28 | ANNUAL SHARED GOVERNANCE ORIENTATION
WINTER HAVEN, FL |

MARCH

- | | |
|---------|--|
| 14 | JOINT MANAGEMENT II TRAINING SESSION
FT. PIERCE, FL |
| 14 - 17 | 2017 NCAF LEGISLATIVE CONFERENCE
WASHINGTON, DC |

APRIL

- | | |
|----|--|
| 11 | SENIOR DIRECTORS' MEETING
LAKE ALFRED, FL |
| 21 | ALPI EXECUTIVE COMMITTEE
LAKE ALFRED, FL |
| 22 | ALPI BOARD OF DIRECTORS' MEETING
WINTER HAVEN, FL |

MAY

- | | |
|--------|---|
| 9 | SENIOR DIRECTORS' MEETING
LAKE ALFRED, FL |
| 9 - 12 | 2017 FACA ANNUAL CONFERENCE
JACKSONVILLE, FL |



THE AGRICULTURAL AND LABOR PROGRAM, INC. MANAGEMENT REPORTS January 2017

DEPARTMENTS ACTIVITIES SUMMARY

Outlined below is a summary from ALPI's department directors of major activities (e.g. Partnerships, Community Involvement, Advocacy, Public Relations, Funding Sources, etc.) participated in through the month of December 2016.

CHILD DEVELOPMENT & FAMILY SERVICES DIVISION

Program Design and Management, Materials, Facilities, Equipment and Supplies

- **Planning Communication and Reporting: Areas of focus include the following:**
 - ✓ First point of contact with Federal Monitor to complete the review of Head Start/Early Head Start Program. The review activity is scheduled for January 23 and 24, 2017. The location is ALPI Ft. Pierce Administration office. An Administration Program Lead is assigned to begin the review process. Child Development Administration Staff along with CEO met with Danya International assigned representative on January 5, 2017. Received review instructions and noted specific requirements. Staff stands ready to proceed with the review activity monitoring. The focus of the review is client eligibility.
 - ✓ Annual meeting awards are finalized and approved by the CEO, Ms. Johnson, to move forward.
 - ✓ Staff recommendations for employee training scheduled is submitted for CEO approval. Final approval is expected by the training committee to move forward.
- **Human Resources:**

Continue to discuss personnel/staff issues with Human Resource Director. Remain concerned with staff qualifications and the selection process. Will continue to communicate on this issue and work with all staff on positive solutions to employ and maintain qualified staff.
- **Program Governance:**

Policy Council is off to a great start and functioning well. The Board appointment to the council is a great asset focusing on a total system approach for council members.
- **Early Childhood Service Manager**
 - ✓ Met with Program Operations Director in St. Lucie County and management team about upcoming ERSEA review. Logistics were discussed and the team watched the webinar pertaining to the review requirements.
 - ✓ Met with management team to put together a task plan of activities to complete prior to review. Tasks discussed were reviewing children eligibility files, PROMOIS reports, disability plans, etc. Each team member was assigned tasks to have completed by the following week.
 - ✓ Assisted in gathering children disability files from the previous year. Files were submitted to the Family Community Partnerships team for further review.
 - ✓ Attended Region IV T & TA Network Mega Training Conference. The theme of the conference was Motivating & Empowering Grantees for Achievements. The session attended was Planned Language Approach: Supporting School Readiness for All. The objectives were understanding the Planned Language Approach as a comprehensive systemic approach for providing optimal language and literacy services to ALL children; understanding how new policies and other regulations support implementation of Planned Language Approach and ways to analyze the program or setting's current language and literacy practices and the quality of their implementation.
 - ✓ Worked on logistics for the agency's annual meeting. Researched topics, presenters and trinkets.
 - ✓ Trained with both Early Childhood Education Coordinators. Training consisted of reviewing policies and procedures, teaching strategies gold reports and upcoming task/assignments of focus such as newly revised performance standards.

- ✓ **Areas of Need Improvement are as follows to avoid Program Deficiency:**
 - CLASS Assessment Scores/Timeline for sharing information results
 - Communication (Sharing information timely)
 - Job descriptions not matching Head Start Act requirements (Update job descriptions)
 - Credentialing process/receiving timely/updated information from program directors (Develop process timelines)
 - Interviewing candidates prior to checking credentials to see if they meet qualifications (Evaluate application prior to scheduling an interview)
- ✓ **Proposed Strategy to correct Deficiency Need Improvement Areas:**
 - Teachers should be provided feedback on class assessment concerns within 5 business days and feedback sessions, mentoring/coaching and individual trainings and small group trainings should be implemented at each center by the CLASS Team of reliable observers.
 - A procedure should be put in place to have potential candidates credentials reviewed prior to setting up interviews.
 - Communication with division staff in a timely manner and meet with division staff to discuss program updates and changes.
- ✓ **Upcoming Events:**
 - Parent/Teacher Conferences
 - Performance Standards training, January 26-27 (Tampa, Florida)

▪ **Family & Community Partnership and Family Engagement Manager**

- ✓ Manager met with the Program Director (SLC) on the 2nd to discuss ERSEA and the plan moving forward with the revisions to be made to procedures, etc. Discussed the development of a fraud policy/statement for the Family Services Staff.
- ✓ Manager met with the Family Support Services Coordinators to review the ERSEA monitoring protocol and to get feedback for the revised performance standards and the revisions to be made. Schedule to meet with the Family Services Workers and strategized the approach to take with them on introducing the updates.
- ✓ Manager facilitated a meeting on the 7th with the Family Service Workers and the Child Development Services Managers to review the ERSEA monitoring protocol. Introduced the updated performance standards as it relates to ERSEA. Discussed the changes and the expectations as we begin pulling files for review.
- ✓ Manager traveled to Frostproof on the 8th and the 22nd to meet with the Family Support Services staff to discuss the ERSEA review and to begin the process of the eligibility file reviews.
- ✓ I attended and participated in the Region IV MEGA Conference in Ft. Lauderdale, FL on the 12th- 15th. I was in the Family Engagement track and had the opportunity to share information as well as network and get pertinent information to be shared with the family services staff that wasn't in attendance.
- ✓ Manager conducted file reviews of eligibility and drafted a task plan timeline schedule in preparation of the upcoming ERSEA monitoring. Shared with the Program Directors for review and feedback.
- ✓ Manager worked on the revision of the Policies and Procedures for the ERSEA service area to be aligned with the updated Performance Standards. Worked on developing several documents to assist in the process of maintaining compliance as it relates to Family Services and ERSEA.
- ✓ Manager assisted with the PROMIS system and correcting all issues some of the centers were having with the new enrollments. I pulled reports, monitored the system to ensure enrollment was validated for both EHS and HS.
- ✓ Manager monitored and tracked attendance during the month. I also reported the monthly enrollment to the Office of Head Start for the month.
- ✓ **Workshops/Training/Conferences, Etc. Attended:**
MEGA Conference in Ft. Lauderdale, FL December 13th-15th.
- ✓ **Upcoming Events:**
ERSEA Monitoring

▪ **Child Care Food Program (CCFP) Program Coordinator**

- ✓ The Food Services Coordinator (FSC) completed the monthly narrative, the monthly food report, and submitted to Deputy Director for approval & Finance Director for reimbursement.
- ✓ Reconciled agency Child Care Food vendor statements, Publix, Borden Dairy, T. G. Lee Dairy, Sysco Food Service, Vero Chemical & Central Food Equipment. End results to ensure quality care in providing meals in the most effective way through program design and management, record keeping and effort reporting.
- ✓ The FSC met via telephone with T. G. Lee Dairy representative Frank Alfonso; informed me of the name change and redirecting payment for milk at our George Truitt Head Start/Early Head Start. Paperwork was submitted to finance with name change request. McArthur Dairy is now T. G. Lee Dairy and all payment will be process in that order. The FSC participated in the Florida Department of health (DOH) Bureau of Child Care Food Program New Infant Meal Pattern Workshop, held in Orlando, Florida, December 7, 2016. New Meal Pattern for Children will be held in the spring. End results to ensure nutrition services that are culturally, developmentally appropriate to meet the nutritional needs and accommodate the feeding requirements of each child This is on-going and is shared with our parents as our Nutrition update in parent engagement.
- ✓ The FSC emailed the St. Lucie County Nutrition Director Deborah Wuest as a reminder to please assist in getting our signed Meal Service Agreement for our Queen Townsend Head Start Center. She replied advising that it will be on the next scheduled St. Lucie County School board meeting December 13, 2016.
- ✓ We downloaded the information listed on St. Lucie County website and that item was noted for review and signing. We're still waiting to receive the signed meal service agreement for our Queen Townsend HS site. The FSC emailed information on National Hand Washing Awareness Week / December 4th – 10, 2016 and Recipe of the month " Sweet Potato and Black Bean Stew" to all directly operated centers, and contracted center. Downloaded nutrition information from Center for Science to take action to remove soda from kid's menus. December 8, 2016, the U.S. Food & Drug Administration (FDA) draft guidance on how to conduct the safety assessment for food contact substances that will come into contact with Infant Formula and human breast milk. USDA issued a statement on the Supplemental Nutrition Assistance Program (SNAP) committee report. SNAP provides a critical nutrition safety net for low-income Americans, and we need to protect and strengthen the program so it can continue effectively serving American families in need. SNAP participants are children, seniors, people with disabilities, or working adults, SNAP reduces food insecurity, increases access to healthy food, generates economic activity and also been shown to have a positive impact on children's health, academic performance and economic self-sufficiency. December 8, 2016 the FSC downloaded USDA Press Release announcing changes to increase access to healthy food choices for participants in the Supplemental Nutrition Assistance Program (SNAP) This ruling is to assist recipients in underserved rural and urban areas. December 14, 2016 the FSC was inform by health.gov that the 2015-2020 Dietary Guidelines for American (DGA) has goes Mobile. There are several convenient digital formats that can be downloaded at health.gov. End results to provide and inform staff, children and families with the most updated nutritional information available from our funding source in program designed and management, ensuring compliance in all areas in the Child Care Food Program.
- ✓ **Special Projects:**
The Department of Health / Division of Community Health Promotion, Bureau of Child Care Food Programs has released the New Infant/Child Meal Pattern and Training Requirements for Child Care Food program, notified provider of full implementation of the new meal pattern effective October 1, 2017. The FSC is working with staff updating all new requirements, ensuring program compliance. FSC has received training on the New Infants Meal Pattern Requirements and this document has been shared with staff and center managers. Agency training will take place in the next upcoming CCFP Management plan training.
- ✓ **Critical Concerns/Challenges:**
None
- ✓ **Workshops/Training Conference, Etc.:**
CCFP DOH Training Calendar FY 2016– 2017, and webinars, this is on-going.

- **Quality Assurance Contract Manager**

- ✓ Month of December, met with Family and Community Partnership Manager, and Family Services Staff monitoring of files to ensure files are in compliance for scheduled monitoring review. The monitoring of files included the ERSEA Eligibility File Review of each file. There are five areas of monitoring: 1) Selection Criteria checking the score to ensure accuracy and category is correct. Ensure signature for both staff and Coordinator or Manager are there. 2) Income Verification form is there with date. Ensure that items checked are actually verified the income/documentation that was submitted. Ensure family size matches the income and what is in the PROMIS system. 3) Eligibility Certification, Check that all information is signed and dated and the categorically eligible (not both) and all documents submitted must be checked. The information must match income verification forms. 4) Intake, review for signature of parent/legal guardian, the family size should match what is on the income verification form, check family demographics to see if it's a single parent/two parent family, etc. 5) Self Declaration Forms needs to be completed entirely and the zero income sections needs to specific as to how long without income and the last time they had no income. Documentation needs to be included to say that worker has conducted verification of information reported.
- ✓ **December 12-15, 2016**, I attended the Measuring What Matters, which tracks data management. Discussed how to use program's data to track program and families progress and how to collect and analyze data to show children's progress as it relates to school readiness. Setting program goals and developing five year project plans. We discussed how data can be meaningfully used and shared with the community or stakeholders.
- ✓ The model and approach is something I would like to see our program implement. This model I think would impact Program environment/Family Partnerships.
- ✓ Enrollment for the 2016-2017 – Head Start-691, Early Head Start-140 = 831
- ✓ CCFP: Working closely with FSC to ensure program compliance.
- ✓ Workshops / Trainings / Webinars / Conferences Attended:
 - MEGA Conference in Fort Lauderdale, F
- ✓ FDRLS Screening
- ✓ Upcoming Meeting/Trainings:
 - CCFP DOH, Training, Orlando, FL
 - Healthy Families Advisory, Bartow, FF
 - STEPS Meeting
 - WIC Meeting
 - Early Learning Coalition
 - ALPI Annual Training and Meeting, Orlando, FL
 - Head Start Program Standards Training Tampa, FL

HEAD START/EHS – St. Lucie County

Planning/Communication/Internal Reporting/ Governance

- **Planning/Communication/Internal Reporting:**
 - ✓ Participated in the monthly VPK Conference Call on December 7, 2016. Discussion items included but were not limited to:
 - Children's Week
 - VPK's Changes
 - Provider Readiness Rates
 - Pre-Post VPK Assessment
 - ✓ Participated in the monthly Early Childhood Public School Pre-K meeting on December 8, 2016 to continue the planning for the upcoming Annual Conference scheduled for January 28, 2017.
 - ✓ Coordinated the ERSEA Training for the Family Services staff on December 8, 2016. This training was facilitated by the Family and Community Partnership Manager; who is also leading the preparations for the ERSEA Federal Review in January 23, 2017.
 - ✓ Participated in the monthly Senior Staff meeting on December 13, 2016 this meeting was facilitated by Deloris Johnson, Chief Executive Officer. The first part of the agenda included a Allocation Workshop following by the Program Operations Directors' who provided a program status report that included: NAEYC Applications for the Child Development and Family Services Center and Queen Townsend Head Start Center II; 2016 CLASS Observation Data; and Disposition of the two School Buses and the Modular Unit.

- ✓ Participated in the Florida Department of Education/Office of Early Learning CLASS Initiative Conference Meeting on December 19, 2016. The discussion included:
 - CLASS Video Library
 - Statewide Training Schedule
 - Early Learning Support System/WELS
- ✓ During this reporting period several center activities were conducted to include but were not limited to the following:
 - 45/90 day Screening Follow Up/Treatment
 - Case Management of Children's Files (cum files, medical information, etc.)
- ✓ Coordinated and facilitated several informal Program Directors' Management meetings throughout the month, to obtain status reports on the following benchmarks:
 - Preparations for the upcoming Health and Safety Environmental Review
 - Center Readiness/Cleanliness
 - Enrollment/Attendance
 - VPK Enrollment and Attendance
 - Transportation Services
 - Program Operational Policies and Procedures
 - Volunteers
 - Policy Council Meeting
- ✓ Facilitated several informal desk audits to follow up on specific program benchmarks that included but were not limited to:
 - Children Enrollment and Attendance
 - Service Delivery Activities/Status
 - Policies and Procedures
 - Staff Professional Development
- **Community Relations/Collaborations:**
 - ✓ Program Staff participated in several Community Relations/Collaboration activities to address various topics that impact the community as a whole; these activities included:
 - St. Lucie County School Board
 - Early Learning Coalition of St. Lucie County
 - HANDS Dental Coalition
 - Communitywide Inclusion Collaborative Committee
 - Health Department of St. Lucie County
 - Help Me Grow/211 Help Line
 - SafeSpace
- **Human Resources:**

Continued to work closely with the Human Resources Department to fill vacancies.
- **Computer Assisted Tutorial Program (CAT):**
 - ✓ To date the CAT Program has served forty-four children.
 - ✓ Kevin Singletary, Program Coordinator was able to set up a recruitment station and network at the Coffee Connections hosted by the Children Services Council of St. Lucie County on December 8, 2016.
 - ✓ The Children Services Council of St. Lucie County gave tickets to the Annual Sounds of the Season event to the children and parents that participate in the Computer Assisted Tutorial Program.
- **Program Governance:**
 - ✓ Coordinated the monthly Policy Council Meeting on December 14, 2016. Twelve members were present. Items of discussion included but were not limited to:
 - ✓ Program Progress Reports
 - ✓ Program Financial Reports
 - ✓ Program Human Resources of New Hires

GOAL 1: Create additional educational experiences and opportunities for staff – Objective 1.1-1.5.

The Family and Community Partnership Manager facilitated the Overview of Performance Standards/ERSEA training to the Family Services Workers on December 8, 2016. Staff received 1.5 training hours.

- **Facilities:**

- ✓ Facilities Specialist worked closely with the Maintenance Staff as well as the Child Development Services Managers in maintaining all facilities/offices clean and free of debris; in order to maintain a healthy and safe environment for the children, families and staff.
- ✓ Facilities Specialist completed several projects generated by Work Requests such as: repairing a bathroom and replacing light bulbs.
- ✓ Based on the confirmations received from the two potential interested buyers (Family Life Workshop Center and the Sherriff Department) they will not purchase the Modular Unit (formally Village Green Center); we will pursue with the demolition of the unit.
- ✓ Received license renewal from the Florida Department of Children and Families Licensing Unit for the ALPI Queen Townsend Head Start Center II.
- ✓ The Facilities Specialist conducted the Semi Annual Facilities Inspections at all the Saint Lucie County Centers.
- ✓ The Facilities Specialist coordinated with Metro Fire Protection Services, Inc. to conduct the annual fire inspection at the Child Development and Family Services Center.
- ✓ The Facilities Specialist coordinated with Mayberry Enterprise to conduct the Semi Annual Hood Cleaning at the George W. Truitt Family Services Center.
- ✓ The Facilities Specialist coordinated with Fire Equipment Services to conduct the Semi Annual Kitchen Inspection at the George W. Truitt Family Services Center.
- ✓ The Facilities Specialist coordinated with Fire Equipment Services to conduct the Hydrostatic Kitchen System Upgraded at the Lincoln Park Head Start Center.

- **Health and Safety:**

- ✓ The Facilities Specialist as part of the weekly/monthly site visits/informal monitoring to all centers continues to ensure that all centers have the necessary cleaning supplies to perform daily sanitation activities as per the Daily Facility Checklist.
- ✓ The Facility Specialist distributed cleaning supplies to all the centers; supplies included: Garbage Bags, Paper Towels, Rinse Free, Bleach, Teachers Cleaning Towels, Cleaning Cloths, Toilet Paper, Disinfectant Spray, Kleenex, Gloves, Soap, Shoe Covers and other items as needed.

- **Monitoring:**

- ✓ The Florida Department of Children and Families inspected/monitored the Garden Terrace Head Start Center. The center was found in 100% compliance.
- ✓ The Early Learning Coalition of St. Lucie County monitored the Queen Townsend Head Start Center II. The center was found in 100% compliance.

- **Fiscal:**

- ✓ The program generated non-federal (In-Kind) during this reporting period from activities such as: Parents Volunteering, Professionals, and Donations from all the St. Lucie County Head Start/Early Head Start Centers.
- ✓ Processed fiscal related activities such as requisitions, purchase orders, invoices, and payroll.

- **IT Support Services:**

Continued to work closely with the agency's IT support staff in all IT related concerns and/or problems.

- **Family and Community Partnerships:**

- ✓ The Family Support Services Coordinators continued to complete intake applications, verify applications, place families on the Head Start/Early Head Start waitlist and complete enrollment applications. Information was also provided to families about services provided in the local community.
- ✓ Family Support Services Coordinators continued to provide technical assistance to the Child Development Services Managers and the Family Services Workers with the verification of Intakes and any issues or concerns with PROMIS or the Enrollment Process.
- ✓ Family Support Services Coordinators facilitated and participated in the Overview of Performance Standards/ERSEA training to the Family Services Workers on December 8, 2016. Items discussed included but

were not limited to the following: ERSEA, Self Declaration Form, Documentation, Third Party Verification, and Fraud Policy.

- ✓ Anna Williams, Family Support Services Coordinator conducted recruitment at the Christmas on Moore's Creek Event on December 17, 2016 hosted by The City of Fort Pierce and Lincoln Park Main Street in association with Florida Department of Health in St. Lucie and Community Outreach Youth Program.
- ✓ Kevin Singletary, Family Support Services Coordinator was able to set up a recruitment station and network at the Coffee Connections hosted by the Children Services Council of St. Lucie County on December 8, 2016.
- ✓ Funded enrollment for the month of December for St. Lucie County consisted of 755. The breakdown is as follows: 691 preschool children; 56 infants/toddlers; and 8 pregnant women for a total of 755. There were 3 drops in the Head Start program and 2 drops in the Early Head Start program. A total of 9 new children were enrolled in the Head Start/Early Head Start Program. One Pregnant Mother dropped from the Pregnant Women Program.
- **Early Childhood and Health Services:**
 - ✓ The Parent-Child Engagement to Promote School Readiness Folders (PCEPSR) for December 2016 was provided. An activities packet was created based on the Head Start Child Development and Early Learning Framework (3-5 year olds) and the Florida Early Learning and Developmental Standards for Four Year Olds. The activities encourage parents/guardians to work with their children for 10-15 minutes each day through hands-on learning experiences that require minimal materials. A literacy activity along with a reading log is included to promote literacy growth in the home. Items included in the folders were as follows:
 - Nightly Reading Record
 - Calendars
 - Various Games
 - Sight Words
 - ✓ The Early Childhood Education Coordinator, Health Services Manager, Mental Health and Disabilities Specialist and a Family Support Services Coordinator attended the M.E.G.A. Head Start Region IV Conference in Fort Lauderdale on December 12-15, 2016. The purpose of the conference was to learn new strategies to implement a planned language approach in the program. Topics discussed:
 - "The Big Five"
 - Supporting home language development
 - Strategies for supporting dual language learners
 - Classroom language models
 - Policies, Practices, and Systems for supporting language and literacy practices for all children
 - Gathering and using language information that families share
 - ✓ The Early Childhood Education Coordinator participated in a CLASS webinar on December 19, 2016. The webinar provided information about supporting and extending a child's sounds and tips for scoring.
 - ✓ The Health Services Manager worked with Kimberly Rogers, Nutrition Consultant to complete center visits and follow-up on all children that were determined to be overweight based on the Growth Chart results and classroom observations. Mrs. Rogers provided parents with an introductory letter, information on healthy eating habits and suggestions on maintaining a health weight.
 - ✓ The Health Services Manager provided letters, referrals and information to the parents of children with low hemoglobin readings. Asthma/Allergy and Health Alerts were provided for children with health concerns. Updates were also provided for children with expired alerts. The Health Services Manager followed up on health concerns for new enrollees and returning children.
 - ✓ The Mental Health and Disabilities Specialist coordinated seven (7) evaluations and submitted fourteen (14) referrals to Early Steps/Florida Diagnostic Learning Resources System (FDLRS) for children with concerns.
 - ✓ The Mental Health and Disabilities Specialist coordinated and attended one (1) eligibility staffing with Early Steps/Florida Diagnostic Learning Resources System (FDLRS) for children that were referred for services and Individual Education Plans were developed.
 - ✓ The Mental Health and Disabilities Specialist submitted fourteen (14) referrals for Mental Health Services. The Mental Health and Disabilities Specialist participated in several Planning Meetings to discuss the 2017 Annual Conference and Corporate Meeting scheduled for January 20-21, 2017 at the Rosen Centre Hotel in Orlando, Florida.

- As of December 2016 the following table represents the total number of children that have been determined as children with disabilities:

FUNDED ENROLLMENT		HEAD START		691
		EARLY HEAD START (St. Lucie 64)		64
Total 10%= 75 children				
1	Health Impairments		13	How many age 0?
2	Emotional/Behavior Disorders		14	How many age 1?
3	Speech/Language Impairments	41	15	How many age 2?
4	Mental Retardation		16	How many age 3?
5	Hearing Impairments/Deafness		17	How many age 4?
6	Orthopedic Impairments		18	How many age 5?
7	Visual Impairments/Blind		19	How many over income?
8	Learning Disabilities		20	How many pre-diagnosed?
9	Autism		21	How many dropped to date?
10	Traumatic Brain Injury		22	How many IEP's/IFSP current
11	Other Impairments	6	23	How many evaluated and found not eligible?
12	Total With Disabilities	47	24	How many suspected?

TRANSPORTATION:

- Transportation services were provided to 200 children to and from the centers for the month of December.
- We are in the process of evaluating a 2000 Blue Bird and 2006 Blue Bird school buses for permanent disposition. These school buses are no longer operable and have no value.

DEFICIENT AREA(S):

None

PROPOSED STRATEGY TO CORRECT DEFICIENCY (IES):

None

SPECIAL ACCOMPLISHMENTS:

None

BOARD RELATED ACTIVITIES:

None

CRITICAL CONCERNS / CHALLENGES:

None

WORKSHOPS / TRAINING / CONFERENCES, ETC.:

None

UPCOMING EVENTS:

- Senior Management Meeting- January 10, 2017
- Policy Council Meeting- January 18, 2017
- Pregnant Mom Orientation/Training "Prenatal Education & Fetal Development"- January 18, 2017
- Agency Annual Training Conference and Annual Meeting/Luncheon – January 20-21, 2017
- Program Director's Meeting- January 23, 2017
- Management Planning Meeting- January 24, 2017
- St. Lucie County Early Childhood Conference – January 28, 2017
- HMH/Public School Early Childhood Meeting-TBA
- Bridges Out of Poverty of St. Lucie Steering Committee Meeting-TBA

COMMUNITY & ECONOMIC DEVELOPMENT SERVICES DIVISION

ACTIVITIES SUMMARY

Deputy Director

- Periodically met with Division Department Directors and Division Support Staff re: program status updates.
- Periodically reviewed Grants.gov for grant and funding announcements. **(Goal 3 Objective: Apply for grants in a timely manner when money is available.)**
- Prepared and submitted monthly division-wide report.
- Updated Annual ATEC Application for 2017. **(Goal 3 Objective: Apply for grants in a timely manner when money is available.)**
- Worked with staff and DEO in uploading LIHEAP Files to state database. **(Goal 4 Objective: Continue to upgrade new technology.)**
- Finalized CSBG Contract documents. **(Goal 3 Objective: Apply for grants in a timely manner when money is available.)**
- Begin working on LIHEAP modification. **(Goal 3 Objective: Apply for grants in a timely manner when money is available.)**
- Reviewed and/or signed off on \$274,411 in Voucher/Check Requests including: \$35,870 in LIHEAP Crisis Energy and \$75,200 in LIHEAP Home Energy Assistance.

LIHEAP/Community Services Department Director

- Staff continued working on LIHEAP Data upload to DEO Database. Data was successfully uploaded. **(Goal 4 Objective: Continue to upgrade new technology.)**
- LIHEAP/Community Service Department Staff Meeting at the New Horizon **(Goal 1: Objective: Create Additional Educational Experiences and Opportunities for Staff.)**
- Continued providing LIHEAP Services through Energy Fairs as follows:
 - Clewiston – Hendry/Glades Counties
 - Haines City – Polk County
- Begin preparing LIHEAP Modification for \$116,000 increase. **(Goal 3 Objective: Apply for grants in a timely manner when money is available.)**
- Florida Non-Profit Housing contract was reduced by \$22,000 for a new level of \$26,400 due to changes made on National Level.

- Adult Migrant Program monitoring is scheduled for February 20th and 21st.

CSBG/Economic Development Department Director

- Attended clients' graduation at KOE Barber Academy in Mulberry. (**Goal 3 Objective: Partner on collaborative projects with other entities**)
- Staff and Director attended Heartland for the Homeless ESG training at New Horizon on Dec. 6 and 8, 2016 (**Goal 1 Objective: Provide more professional development opportunities**)
- Monthly Team Meeting and Training (**Goal 1 Objective: Provide more professional development opportunities**)
- Attended the Transportation Board Meeting in Naples, FL (**Goal 3 Objective: Partner on collaborative projects with other entities**)
- Met with DCF and State Office for ESG grants (**Goal 3 Objective: Partner on collaborative projects with other entities**)
- Worked and upload the performance standards for DEO (**Goal 3 Objective: Partner on collaborative projects with other entities**)
- FACA Board Meeting in Tampa, FL (**Goal 3 Objective: Partner on collaborative projects with other entities**)
- Senior Director's Meeting and training on allocation (**Goal 1 Objective: Provide more professional development opportunities**)

COLLABORATIONS

Deputy Director

- Attended Auburndale City Commission meeting to receive Annual Proclamation.

LIHEAP/Community Services Department Director

- Nothing to report at this time.

CSBG/Economic Development Department Director

- Attended the Transportation Board Meeting in Naples, FL (**Goal 3 Objective: Partner on collaborative projects with other entities**)
- Met with DCF and State Office for ESG grants (**Goal 3 Objective: Partner on collaborative projects with other entities**)
- Worked and upload the performance standards for DEO (**Goal 3 Objective: Partner on collaborative projects with other entities**)
- FACA Board Meeting in Tampa, FL (**Goal 3 Objective: Partner on collaborative projects with other entities**)
- Attended clients' graduation at KOE Barber Academy in Mulberry (**Goal 3 Objective: Partner on collaborative projects with other entities**)

CONCERNS/CHALLENGES AND RESPONSE

Deputy Director

Concern: Over-expenditures in CSBG and LIHEAP grants.

Response: Work with Administration in resolving overage..

Resolution: Pending.

LIHEAP/Community Services Department Director

Nothing to report at this time.

CSBG/Economic Development Department Director

Concern: Over spent on the current CSBG contract.

Response: Working with administration in moving expenditures around to balance out the over expenditures.

Outcome: Pending

DEFICIENT AREA(S) AND STRATEGIES TO CORRECT

Deputy Director

Nothing to report at this time.

LIHEAP/Community Services Department Director

Nothing to report at this time.

CSBG/Economic Development Department Director

Nothing to report at this time.

SPECIAL ACCOMPLISHMENTS

(Success beyond designated job duties)

Deputy Director

- Nothing to report at this time.

LIHEAP/Community Services Department Director

- Nothing to report at this time.

CSBG/Economic Development Director

- Nothing to report at this time.

BOARD RELATED ACTIVITIES

Deputy Director

Nothing to report at this time.

LIHEAP/Community Services Department Director

Nothing to report at this time.

CSBG/Economic Development Director

Attended Annual Board Retreat in Orlando.

SPECIAL PROJECTS

Deputy Director

Nothing to report at this time.

LIHEAP/Community Services Department Director

Nothing to report at this time.

CSBG/Economic Development Director

Nothing to report at this time.

MEETINGS/WORKSHOPS/TRAINING/CONFERENCES, ETC. ATTENDED during reporting period (all staff)

Deputy Director

Nothing to report at this time.

LIHEAP/Community Services Department Director

- Senior Directors Meeting December 13, 2016 at the Corporate Office in Lake Alfred.

CSBG/Economic Development Department Director

- Senior Directors Meeting December 13, 2016 at the corporate Office in Lake Alfred.
- Monthly Triage with staff at New Horizon. Staff and director attended the ESG Training Dec. 6 and 8, 2016.
- Attended FACA Board Meeting in Tampa, FL

WORKSHOPS/TRAINING/CONFERENCES, ETC. SCHEDULED for month following reporting period (all staff)

Deputy Director

- Senior Directors Meeting on January 10, 2017.

LIHEAP/Community Services Department Director

- Senior Directors Meeting on January 10, 2017.

CSBG/Economic Development Department Director

- Senior Directors Meeting on January 10, 2017.
- CAP 2017 Management Conference, Long Beach, CA from January 10th through January 13th.

OTHER

Deputy Director

Nothing to report at this time.

LIHEAP/Community Services Department Director

Nothing to report at this time.

CSBG/Economic Development Department Director

Nothing to report at this time.

MAJOR GRANT EXPENDITURE SUMMARIES

Low Income Home Energy Assistance Program (03/01/16 thru 03/31/17)

Total Funding = \$4,258,448

Pro-Rated Funding (thru 12/31/16) = \$3,275,729 (76.9%)

Expended (as of 12/31/16) = \$2,827,461 (66.3% of Total Funding)

Crisis Energy = \$1,040,648 out of \$1,657,779 (62.8% of pro-rata "Crisis" allocation.)

Home Energy = \$946,520 out of \$818,932 (1.15% of pro-rata "Home Energy" allocation)

Performance: Due to delays in receipt of reimbursement from DEO, ALPI slowed the delivery of services towards the end of September and did not step up until late October or early November. Demand for Home Energy has been high. The Mod has been received and will add an additional \$116,000 to the overall grant with approximately \$92,000 additional funds. We will also move Weather Related to Home Energy to better cover demand.

Emergency Home Energy Assistance Program (04/01/16 thru 03/31/17)

Total Funding = \$110,874

Pro-Rated Funding (as of 12/31/16) = \$83,155 (75.0%)

Expended (as of 12/31/16) = \$81,904 (73.9% of Total Funding)

Direct Services = \$64,533 out of a pro-rata amount of \$67,589 (95.5% of pro-rata allocation.)

Performance: Expenditures are "on track".

Florida Non-Profit Housing (07/01/16 thru 06/30/17)

Total Funding = \$26,400 (a 45% reduction due to Federal)

Pro-Rated Funding (as of 12/31/16) = \$13,200 (50.0%)

Expended (as of 12/31/16) = \$17,151 (65.0% of Total Funding)

Performance: The bulk of the funding was redirected due to Federal directions; however, based on spending trends, the reduced amount should be expended prior to the end of the contract.

Florida Department of Education (07/01/16 thru 06/30/17)

Total Funding = \$60,000

Pro-Rated Funding (as of 12/31/16) = \$30,000 (50.0%)

Expended (as of 12/31/16) = \$17,490 (29.2% of Total Funding)

Performance: Contract was not received until July so spending has been slow. With the reduction of Florida Non-Profit Housing funding, it is anticipated that more DOE Funds will be utilized to meet demand. This should result in the entire grant being expended by June 30th.

Community Services Block Grant (10/01/15 thru 12/31/16)

Total Funding = \$1,284,681.

Pro-Rated Funding (as of 11/30/16) = \$1,284,681 (100.0 % of Total Funding)

Expended (as of 11/30/16) = \$1,270,253 (98.9% of Total Funding)

Performance: With the exception of Sub-Recipient funds, all funds have been expended. Due to new DEO procedures for modifications, ALPI was not able to redirect those funds to other line items. As a result, balance of Sub-Recipient funding will not be expended under this program. Those funds, \$14,428 will be recovered under the new grant during the mid-year modification (around March 2017).

Community Services Block Grant (10/01/16 thru 03/31/18)

Total Funding = \$1,772,883.

Pro-Rated Funding (as of 12/31/16) = \$295,481 (16.7 % of Total Funding)

Expended (as of 12/31/16) = \$178,096 (10.0% of Total Funding)

Performance: Due to delays in release of the 2016-2018 grant, DEO provided two (2) months of advance funding in the form of a bridge grant. The bridge grant was not released until late October so ALPI initially limited services. It is anticipated that with release of the new grant for 2016-2018, services will be increased after the first of the year and all funds will be expended by the end of the grant.

MAJOR OUTCOMES – Division Programs Only ROMA Family Goals 1 and 6 (07/01/16 through 12/31/16)					
NPI	Description	CSBG/LIHEAP/EHEAP Clients		DOE/FNPH Clients TOTAL	
		Seeking	Completing	Plan	Actual
1.1	Unemployed and obtained a job	17	15	n/a	n/a
	Employed and maintained a job for at least 90 days	21	8	n/a	n/a
	Employed and obtained an increase in employment income and/or benefits	10	8	n/a	n/a
1.2	Obtained skills/competencies required for employment	38	26	n/a	n/a
	Completed ABE/GED and received certificate	4	0	n/a	n/a
	Completed post-secondary education program and obtained certificate or diploma	14	2	n/a	n/a
	Enrolled children in before or after school programs	16	16	n/a	n/a
	Obtained access to reliable transportation and/or driver's license	4	4	n/a	n/a
	Obtained safe and affordable housing	22	22	n/a	n/a
	Obtained food assistance	15	10	n/a	n/a
6.1	Independent Living for Senior Citizens (55 or older)	13	13	n/a	n/a
	Independent Living for Individuals with Disabilities	28	28	n/a	n/a
6.2	Received Home Energy Assistance	114	114	86	86
	Received rental assistance	70	70	3	3
	Received LIHEAP/EHEAP Crisis	2,757	2,757	n/a	n/a
	Received Emergency Food Assistance	15	10	14	14
	Received Water Bill/Utilities Assistance	0	0	4	4

HUMAN RESOURCES

ACTIVITIES SUMMARY

Goal 1 – Create Additional Training Experiences and Opportunities for Staff (Objective 1.1 – 1.5)

- The Human Resources Department continues to regularly interact and partner with Division Directors every day in order to identify training experiences and opportunities that will mutually benefit both our staff and the organization as a whole:
- Training Opportunities and Potential Experiences in Action:
Human Resources Director received training and attended the Region IV Board of Directors meeting in Atlanta, GA

Goal 2 – Devise a Plan of Upward Mobility within the Agency (Objective 2.1 & 2.2)

- **2.1 Provide individual opportunities for creativity**
The CEO, Senior Management and the next level of managers continue to brainstorm on ways to improve the annual training conference
- **2.2 Allow opportunity for advancement within the Agency**
The Human Resources Department continues to support employees being temporarily promoted to acting status while a higher level position is on leave or when a position is vacant. This gives the employee an opportunity to gain on-the- job experience.
- None this month

Goal 3 – Partner with other entities for more service Delivery (Objective 3.1)

- 3.1 Each member of the Senior Management Team will maintain active membership in at least one community service organization, attend meetings regularly, and use available opportunities to market ALPI's programs and seek support for the same
- Human Resources Director attended Region IV Head Start training and Board Meeting in Atlanta, Florida Head Start BOD meeting in FT. Lauderdale, FL, Seniors on the move Christmas Luncheon meeting, Winter Haven City Commissioners meeting and Girls Inc. meeting with executive director. meeting, Girls Inc. Thanksgiving Luncheon with the girls, City Commissioner

RECRUITING:

The Human Resources Department advertised the following positions by utilizing in house posting, Employ Florida, area colleges, universities, churches, phone book, newspapers, Teacher-teach site and other internal as well as external partners:

Grantee Administration Support Services:

- None

Community & Economic Development

- **(2) Client Specialist II - pending**
- Work Experience – on-going

Child Development & Family Services Division

- (4) Teacher Assistant – St. Lucie (1) pending
- (3) Teacher – St. Lucie
- (1) Caregiver- St. Lucie
- (3) Caregiver – Frostproof (one added)
- (1) Facility Specialist – Frostproof
- (1) IT/Data Management – Corporate
- (1) Transportation Coordinator – St. Lucie -pending
- Sub Teacher, TA & Caregiver – on-going

The Human Resources Department advertised, scheduled interviews for and filled the following positions by utilizing in house posting, Employ Florida, area colleges, universities, newspapers and other internal as well as external partners: **None**

DAILY ACTIVITIES:

- Recruiting for St Lucie county – turnover still high
- Frostproof – hard to fill Facility Specialist and Caregivers
- Met with Deputy Director of Child Development to address concerns in St. Lucie – no resolution reached
- The new format for job descriptions has been received from CEO- updating of job descriptions process will begin
- All Health 5500 forms have been requested from providers
- All information for 403b audit has been provided
- Processed ERAC Advisory Council scholarship checks for 3 recipients
- Completed annual meeting reports for ERAC and HR Department
- Developed a wellness calendar for 2017
- Attended Girls Inc. & City Commissioners meetings
- Employee Handbook – ongoing (answering of questions)
- VOYA processing request– on-going
- Interpret ALPI Policies and Procedures -Ongoing
- Recruitment, Selection and Retention-Ongoing
- New Staff Orientations-Ongoing
- Staff Verifications of Employment - Ongoing
- Workers Compensation Claims and Appeals – (0)
- EEOC Claim – (1) still pending
- FMLA – processing request - Ongoing
- Unemployment Compensation Claims – (0)
- Grievances and employee concerns – (0)
- Liability Insurance and Loss Control – Ongoing
- Benefits Administration – Ongoing
- Retirement 403(b) Plan Request – on-going
- Monitoring and processing of bills – on going
- Review and processing of Timesheets – on- going
 - Review of job descriptions – on going

STATISTICS:

<u>Employee Accidents</u>	3
<u>Child Accidents</u>	0
<u>Resignations</u>	2
<u>Involuntary Termination</u>	1
<u>Lay-offs</u>	0
<u>New Hires</u>	0
<u>Transfers/Promotions</u>	0
<u>Temps & Substitutes</u>	0
<u>Unemployment</u>	0
<u>Unemployment Hearings</u>	0
<u>Family Medical Leave</u>	3
<u>Disability Claims</u>	0
<u>Worker Compensation</u>	0
<u>Equal Opportunity Claims</u>	0

CHALLENGE

- Employee improvement plans: **Status (3) on plan**
- Bi-Annual Driving Record due by January 31, 2017
- Timely submission of paperwork– PCNs, Hiring Requisitions, Resignation/Termination notices, FMLA request - on-going – **Status: 80% Improved – still struggling with Directors submitting needed paperwork together**
- Ensuring all human resources issues are addressed and are in compliance based on the requirements of the grants/programs – Directors are doing a better job of sharing changes in the grant or laws that affects their grant **Status: Improved - on going**

- Supervisors/Directors addressing employee issues/concerns in a timely manner – Status: **Turnover rate is still high in our St. Lucie County Child Development Centers. Concerns in St. Lucie county are not addressed in a timely manner and closures is sometimes not reached**
- Directors ensuring staffing request and funding codes are correct and timely submitted **Status: 90% Improved; on going**
- Directors and Managers monitor their Centers and become proactive in the prevention of accidents. **Status: 75 % – 3 employee accidents in St. Lucie County**

PROPOSED STRATEGY TO PREVENT POSSIBLE DEFICIENCY (IES):

- Consistently working with Division Directors and Organizational Partners on all fronts in order to be pro-active and not re-active with respect to all obligations HR has to ALPI and the clients we serve. – on-going
- Met with the following Directors during the month, CD&FS Deputy Director, Program Directors
- Met with Girls Inc. CEO
- Attended City Commissioners meeting
- Attended Seniors on the move luncheon meeting – Bartow

SPECIAL ACCOMPLISHMENTS:

- Revising Job descriptions based on new format. Status: 10% completed
- Background screenings under new rule– are 80% completed
- Request for health 5500 form is 100% completed
- 403b Audit information – 100% completed
- 6 month driving record –information has been given to directors and managers – due date January 31, 2017

OPERATIONS & QUALITY CONTROL

DEPARTMENT ACTIVITIES SUMMARY

- **GOVERNANCE**
 - Facilitated registration & travel arrangements for Board and/or Council participation @ the following meetings/conferences: FHSA, RIVHS, NCAP, & SEACAA (*Goal 3 – Partner w/other Entities for more efficient service delivery*)
 - Facilitated and coordinated 2016 Closeout Board of Directors Meeting.
 - Secured meeting venue, hotel accommodations, and meals; distributed board packets.
 - Facilitated and coordinated 2017 Board of Directors’ Awards Reception
 - Secured and coordinated plaques and programs
 - Facilitated the logistics for 49th Annual Corporate Meeting and Luncheon
 - Secured Proclamations and/or Letter of Greetings from government officials for program booklet
 - Confirmed participation for program participants and honored guests
- **CORPORATE OFFICE**
 - Continued ongoing support to all divisions/departments via meetings, correspondence, purchasing, signatures and maintenance.
 - Coordinated the attendance of CEO at FHSA, RIVHS, NCAF, FACA, CBE. (*Goal 3 – Partner w/other Entities for more efficient service delivery*)
 - Coordinated the completion of reimbursement reports (LIHEAP, CSBG, CSC, Child Care Food, Non-Profit Housing, & DOE).
 - Facilitated training opportunities for staff to receive professional development requisite. (*Goal 1: Create Additional Training Experiences and Opportunities for Staff*)
 - Facilitated and coordinated the 2017 Staff Annual Training Conference
 - ✓ Confirmed participation for workshop presenters and keynote speaker via contracts.
 - ✓ Secured overnight accommodations and transportation for staff and/or presenters
 - ✓ Facilitated and coordinated management assignments
- **WORKSHOPS/MEETINGS ATTENDED**

City of Davenport Council Meeting	December 12, 2016
Senior Directors’ Meeting	December 13, 2016
- **UPCOMING EVENTS:**

Annual Staff Training Conference	January 19-21, 2017
2016 Board Closeout Meeting	January 21, 2017
49 th Annual Corporate Meeting & Luncheon	January 21, 2017
2017 Northeast Rattlers Youth Sports Banquet	January 22, 2017

PROGRESS REPORTS

HS/EHS ENROLLMENT REPORT



04CH4739 - AGRICULTURAL & LABOR PROGRAM INC, THE

End-Of-Month Enrollment - December 2016

Total

<i>Total Reported Enrollment</i>	<i>Total Funded Enrollment</i>	<i>Status</i>
831	831	Reported

Head Start

	<i>Operated this month</i>	<i>Last day of services provided</i>	<i>All clases/options in session</i>	<i>Reported Enrollment</i>	<i>Funded Enrollment</i>	<i>Status</i>
	Yes	Dec 16, 2016	Yes	691	691	Reported
Initially Reported:	On 01/03/2017 by Donita Brunson					
Last Updated:	On 01/03/2017 09:32:58 AM, EST by Donita Brunson					
Grantee Comments:	School closed for the Winter Break.					

Early Head Start

	<i>Operated this month</i>	<i>Last day of services provided</i>	<i>All clases/options in session</i>	<i>Reported Enrollment</i>	<i>Funded Enrollment</i>	<i>Status</i>
	Yes	Dec 16, 2016	Yes	140	140	Reported
Initially Reported:	On 01/03/2017 by Donita Brunson					
Last Updated:	On 01/03/2017 09:32:58 AM, EST by Donita Brunson					
Grantee Comments:	School Closed for the Winter Break.					

HS/EHS STATISTICAL REPORT

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

REPORT FOR THE MONTH OF: December, 2016	
CENTER: All centers combined – St. Lucie	DATE: 12/20/16

ERSEA	EHS	3 YEARS	4 YEARS	THIS MONTH	TO DATE
1. Enrollment					
a. The number of EHS and HS Children served (As of 9/1).	2	2	5	9	830
b. Of the number of HS children in A1, the number in the VPK program.	0	0	5	5	438
c. Of the number of EHS and HS Children in A1, the number enrolled for a second year.	0	0	0	0	295
2. Of the number of HS Children eligible for kindergarten					
3. Dropouts					
a. Number of EHS and HS children who have dropped	2	1	2	5	104
b. Of the number in B1, the number who dropped prior to 45 days of attendance.	0	0	0	0	54
4. Attendance/ADA					

SERVICE DELIVERY	EHS	HS	THIS MONTH	TO DATE
A. Family and Community Engagement				
1. Total number of Head Start Families				
a. Of these, the number of two parent families	2	7	9	767
b. Of these, the number of single parent families	1	2	3	162
c. Of these, the number of families receiving assistance under TANF Program	1	5	6	605
d. Of these, the number of families receiving Supplemental Security Income (SSI)	0	0	0	50
e. Of these, the number of families over income	0	0	0	78
2. Total number of families identified as needing services or identified an interest in the following areas:				
a. Emergency Crisis intervention/Assistance (food, clothing, shelter, etc.)	0	2	2	23
b. Housing assistance such as subsidies, utilities, repairs, etc.	0	6	6	20
c. Counseling or mental health services	0	2	2	12
d. Education/Literacy/English as a Second Language	0	6	6	15
e. Adult education such as GED program and college education	0	4	4	56
f. Job Training	0	10	10	47
g. Substance abuse prevention or treatment	0	0	0	0
h. Child Abuse and Neglect Services/Training	0	0	0	0
i. Domestic violence services	0	0	0	1
j. Child support assistance	0	0	0	1
k. Health education	0	0	0	20
l. Assistance to families of incarcerated individuals	0	0	0	1
m. Parent Education	0	0	0	215
n. Marriage education	0	0	0	0

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

SERVICE DELIVERY cont'd	EHS	HS	THIS MONTH	TO DATE
B. Early Childhood Development and Health Services				
1. Number of EHS and HS Children who have completed the following screenings:				
a. Height	2	6	8	769
b. Weight	2	6	8	769
c. Vision	1	2	3	759
d. Hearing	1	2	3	759
e. Speech/Language	0	8	8	171
f. Behavioral	1	6	7	355
g. Developmental	1	2	3	170
h. Blood Pressure	0	6	6	727
i. Hemoglobin	1	3	4	738
j. Lead	0	3	3	737
2. Of the number in B1, the number referred for follow up or diagnosed as needing treatment	0	0	0	0
3. Of the number referred in B2, the number who have completed follow up or received treatment	0	0	0	0
4. The number of EHS and HS children receiving or received treatment for the following:				
a. Anemia	0	0	0	0
b. Asthma	1	3	4	123
c. Hearing Difficulties	0	0	0	0
d. Overweight	0	0	0	0
e. Vision Problems	0	0	0	0
5. Number of EHS and HS children enrolled in Medicaid	4	11	15	652
6. Number of EHS and HS children with private insurance	0	0	0	16
7. Number of EHS and HS children with "Medical Home"	2	7	9	814
8. Number of EHS and HS children who have completed a professional dental examination	0	2	2	761
9. Of the children in B8, the number of children diagnosed as needing treatment	0	0	0	107
10. Of the children diagnosed in B9, the number of children who received or are receiving treatment	0	0	0	0
11. Of the children examined in B8, the number of children who received preventive (care X-ray Cleaning Only)	0	0	0	0
12. Number of EHS and HS children with up-to-date immunizations	2	4	6	453
13. Number of EHS and HS children with complete immunizations	0	3	3	366
14. Number of EHS and HS children with current physicals	2	6	8	818
15. Number of EHS and HS children receiving WIC services	2	7	9	460
16. Number of EHS and HS children receiving meals via Child Care Food Program	0	0	0	0
17. Number of teacher and caregivers home visits completed (1 st)	0	0	0	0
18. Number of teacher and caregivers home visits completed (2 nd)	0	0	0	0
19. Number of parent/teacher/ caregivers conferences completed	0	191	191	191
20. Number of EHS/HS with baseline assessments completed	0	0	0	0
21. Number of EHS/HS with mid-year assessments completed	0	0	0	0
22. Number of EHS/HS with final assessments completed	0	0	0	0

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

SERVICE DELIVERY cont'd	EHS	HS	THIS MONTH	TO DATE
C. Mental Health and Disabilities				
1. Number of EHS and HS children with a diagnosed disability	2	1	3	47
2. Of the EHS and HS children in E1 with a diagnosed disability, the number with an IEP or IFSP	2	1	3	47
3. Of the EHS and HS children in E1 with a diagnosed disability, the number determined by LEA or Part C	2	1	3	47
4. Number of EHS and HS children with suspected disabilities	0	14	14	85
5. Number of referred EHS and HS children awaiting testing or staffing	0	14	14	85
6. Number of EHS and HS children referred for mental health services outside of the program	0	0	0	0
7. Number of EHS and HS children the MH Professional Consultant with staff about child's behavior/mental health	0	2	2	10
8. Of the children in E7, the number the MH Professional provided three or more consultations.	0	0	0	0
9. Number of children the MH Professional consulted with the parent about their child's behavior/mental health.	0	12	12	20
10. Number of children the MH Professional provided an individual mental health assessment	0	2	2	10
11. Number of children the MH Professional facilitated a referral for mental health services	0	2	2	10
12. Number of MDT's meetings	0	0	0	0
13. Of the number of MDT meetings, the number of children the team determined to have a disability	0	0	0	0
D. Pregnant Women Services				
1. Indicate the number of pregnant women who received the following services while enrolled in EHS				
a. Prenatal and postpartum health care			0	7
b. Mental health intervention and follow up			0	0
c. Substance abuse prevention			0	7
d. Substance abuse treatment			0	0
e. Prenatal education on fetal development			0	0
f. Information on the benefits of breastfeeding			0	0
E. Transportation				
1. Number of children receiving transportation services			0	170
2. Number of field trips taken			0	0
Comments:				

SIGNATURE:	<i>Lioandra Concepcion</i>	JOB TITLE:	Family Support Services Coordinator
		DATE:	12/22/16

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

REPORT FOR THE MONTH OF: November 2016	
CENTER: ALPI FROSTPROOF/JUMPSTART Early Head Start	DATE: 11/23/2016

ERSEA	THIS MONTH	TO DATE
1. Enrollment		
a. The number of EHS and HS Children served (As of 8/1)	EHS 74	4 YEARS 8
b. Of the number of HS children in A1, the number in the VPK program.	3	85
c. Of the number of EHS and HS Children in A1, the number enrolled for a second year.	0	8
	49	0
2. Of the number of HS Children eligible for kindergarten		
3. Dropouts		
a. Number of EHS and HS children who have dropped	03	0
b. Of the number in B1, the number who dropped prior to 45 days of attendance.	00	0
4. Attendance/ADA	83%	99%
	94%	91%

SERVICE DELIVERY	EHS	HS	THIS MONTH	TO DATE
A. Family and Community Engagement				
1. Total number of Head Start Families				
a. Of these, the number of two parent families	15	0	15	90
b. Of these, the number of single parent families	08	0	08	42
c. Of these, the number of families receiving assistance under TANF Program	07	0	07	43
d. Of these, the number of families receiving Supplemental Security Income (SSI)	0	0	0	0
e. Of these, the number of families over income	0	0	0	4
f. Of these, the number of families over income	4	0	0	4
2. Total number of families identified as needing services or identified an interest in the following areas:				
a. Emergency Crisis intervention/Assistance (food, clothing, shelter, etc.)	05	0	05	22
b. Housing assistance such as subsidies, utilities, repairs, etc.	1	0	1	7
c. Counseling or mental health services	0	0	0	0
d. Education/Literacy/English as a Second Language	0	0	0	1
e. Adult education such as GED program and college education	0	0	0	5
f. Job Training	6	0	6	17
g. Substance abuse prevention or treatment	0	0	0	0
h. Child Abuse and Neglect Services/Training	0	0	0	1
i. Domestic violence services	0	0	0	0
j. Child support assistance	0	0	0	0
k. Health education	0	0	0	1

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

		0	0	0	0	0	0
		EHS	HS	THIS MONTH	TO DATE		
I. Assistance to families of incarcerated individuals							
m.	Parent Education						0
n.	Marriage education						0
SERVICE DELIVERY cont'd							0
B. Early Childhood Development and Health Services							
1. Number of EHS and HS Children who have completed the following screenings:							
a.	Height	0	0	0	0	0	0
b.	Weight	0	0	0	0	0	0
c.	Vision	0	0	0	0	0	0
d.	Hearing	0	0	0	0	0	0
e.	Speech/Language	0	0	0	0	0	0
f.	Behavioral	0	0	0	0	0	0
g.	Developmental	0	0	0	0	0	0
h.	Blood Pressure	0	0	0	0	0	0
i.	Hemoglobin	0	0	0	0	0	5
j.	Lead	0	0	0	0	0	5
2. Of the number in B1, the number referred for follow up or diagnosed as needing treatment							
3. Of the number referred in B2, the number who have completed follow up or received treatment							
4. The number of EHS and HS children receiving or received treatment for the following:							
a.	Anemia	0	0	0	0	0	0
b.	Asthma	0	0	0	0	0	0
c.	Hearing Difficulties	0	0	0	0	0	0
d.	Overweight	0	0	0	0	0	0
e.	Vision Problems	0	0	0	0	0	0
5.	Number of EHS and HS children enrolled in Medicaid	07	0	07	85		
6.	Number of EHS and HS children with private insurance	0	0	0	1		
7.	Number of EHS and HS children with "Medical Home"	0	0	0	0		
8.	Number of EHS and HS children who have completed a professional dental examination	0	0	0	0		
9.	Of the children in B8, the number of children diagnosed as needing treatment	0	0	0	0		
10.	Of the children diagnosed in B9, the number of children who received or are receiving treatment	0	0	0	0		
11.	Of the children examined in B8, the number of children who received preventive (care X-ray Cleaning Only)	0	0	0	0		
12.	Number of EHS and HS children with up-to-date immunizations	8	0	8	110		
13.	Number of EHS and HS children with complete immunizations	0	0	0	0		
14.	Number of EHS and HS children with current physicals	8	0	8	112		
15.	Number of EHS and HS children receiving WIC services	0	0	0	0		
16.	Number of EHS and HS children receiving meals via Child Care Food Program	54	11	65	203		
17.	Number of teacher and caregivers home visits completed (1 st)	0	0	0	53		
18.	Number of teacher and caregivers home visits completed (2 nd)	0	0	0	0		

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

	EHS	HS	THIS MONTH	TO DATE
19. Number of parent/teacher/ caregivers conferences completed	0	0	0	0
20. Number of EHS/HS with baseline assessments completed	7	0	7	60
21. Number of EHS/HS with mid-year assessments completed	0	0	0	0
22. Number of EHS/HS with final assessments completed	0	0	0	0
SERVICE DELIVERY cont'd	EHS	HS	THIS MONTH	TO DATE
C. Mental Health and Disabilities				
1. Number of EHS and HS children with a diagnosed disability	2	0	2	2
2. Of the EHS and HS children in E1 with a diagnosed disability, the number with an IEP or IFSP	2	0	2	2
3. Of the EHS and HS children in E1 with a diagnosed disability, the number determined by LEA or Part C	2	0	2	2
4. Number of EHS and HS children with suspected disabilities	6	0	6	6
5. Number of referred EHS and HS children awaiting testing or staffing	0	0	0	0
6. Number of EHS and HS children referred for mental health services outside of the program	0	0	0	0
7. Number of EHS and HS children the MH Professional Consultant with staff about child's behavior/mental health	0	0	0	0
8. Of the children in E7, the number the MH Professional provided three or more consultations.	0	0	0	0
9. Number of children the MH Professional consulted with the parent about their child's behavior/mental health.	0	0	0	0
10. Number of children the MH Professional provided an individual mental health assessment	0	0	0	0
11. Number of children the MH Professional facilitated a referral for mental health services	0	0	0	0
12. Number of MDT's meetings	0	0	0	0
13. Of the number of MDT meetings, the number of children the team determined to have a disability	0	0	0	0
1. Indicate the number of pregnant women who received the following services while enrolled in EHS				
a. Prenatal and postpartum health care	0		0	4
b. Mental health intervention and follow up	0		0	0
c. Substance abuse prevention	0		0	0
d. Substance abuse treatment	0		0	0
e. Prenatal education on fetal development	0		0	0
f. Information on the benefits of breastfeeding	0		0	1
1. Number of children receiving transportation services				
2. Number of field trips taken	0		0	0

SIGNATURE: Christine Wilson	JOB TITLE: CDSM	DATE: 11/22/16
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NON-FEDERAL SHARE
(HS/EHS)

MONTHLY NON-FEDERAL SHARE REPORT SUMMARY
(Due by the 7th of each month)

MONTH REPORTING: DECEMBER 2016			
PROGRAM TYPE	HEAD START/EARLY HEAD START		
GRANT #	04CH4739		
FAA PERIOD	Beginning	7/1/2016	Ending
			6/30/2017

FAA TYPE	REFUNDING	TOTAL
*FAA AWARD	\$ 7,414,082.00	\$ 7,414,082.00
25% MATCH	\$ 1,853,521.00	\$ 1,853,521.00

MATCH TYPE	PLAN	July	August	September	October	November	December	January	February	March	April	May	June	Y-T-D	BALANCE	%
VOLUNTEERS	\$ 603,095.00	\$ -	\$ 24,252.33	\$ 64,115.12	\$ 95,511.17	\$ 78,035.29	\$ 40,520.66	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 302,434.57	\$ 300,660.43	50%
SPACE COST	\$ 549,179.00	\$ 45,764.91	\$ 45,764.91	\$ 45,761.91	\$ 45,764.91	\$ 45,764.91	\$ 45,764.91	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 274,586.46	\$ 274,582.54	50%
OTHER	\$ 701,247.00	\$ -	\$ 57,518.48	\$ 91,772.41	\$ 89,619.29	\$ 83,233.75	\$ 64,388.49	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 366,532.42	\$ 314,714.58	55%
CASH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
TOTAL	\$ 1,853,521.00	\$ 45,764.91	\$ 127,535.72	\$ 201,649.44	\$ 230,895.37	\$ 207,033.95	\$ 150,674.06	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 963,553.45	\$ 889,967.55	52%

CERTIFICATION		DATE	1/3/2017
PROGRAM OPERATIONS DIRECTORS: Myma Rodriguez		DATE	
CERTIFIED BY:		DATE	

Comments: Under "OTHER" category of this report includes a projected reimbursement for VPK of \$54,498.24 for the month of December 2016

ESTIMATED VOLUNTEER PARTICIPANTS YEAR-TO-DATE

VOLUNTEERS	PLAN	July	August	September	October	November	December	January	February	March	April	May	June	Y-T-D
Parents	831	0	694	600	634	838	837							4434.00
Professionals	50	0	20	0	20	13	8							111.00
Hours			2157.5	5647.55	7056.85	6588.6	3368.85							24819.45

Definitions:
Parents i.e., biological parent, legal guardian (to include grandparent)
Professional i.e., Physician, Dentist, Nurse, Therapist, etc.

DCF FACILITY INSPECTION REPORTS



Child Care Facility Information

Name: A L P I Garden Terrace Head Start Center ID Number: C19SL0051
Address: 1110 N 32nd St, Fort Pierce FL 34947-2435
Phone Number: (772) 468-0300 Capacity: 94
Owner/Director/Staff Responsible: Cynthia Thomas

Inspection Information

Type: Renewal Date: 12/7/2016 Arrival/Departure Time: 09:30 AM to 11:00 AM
Staff Present: 13 Children Present: 81

INSPECTION CHECKLIST

GENERAL REQUIREMENTS

- | | |
|--|---------------|
| 01. License Displayed/Citation Posted/Advertising ss. 402.3125, 402.318, F.S. | Compliance |
| 02. Licensed Capacity ss. 402.305(6), rule 65C-22.002(3), F.A.C. | Compliance |
| 03. Minimum Age Requirements ss. 402.305(2), F.S. & rule 65C-22.001(3), F.A.C. | Compliance |
| 04. Ratio Sufficient ss. 402.305(4), F.S. & rule 65C-22.001(4), F.A.C.
<u>Compliance Comments</u>
Three-year-olds 2:16, 2:16 playground
Fours 2:16, 2:17, 2:16 | Compliance |
| 05. Supervision rule 65C-22.001(5), 65C-22.001(6), 65C-22.002(4) & 65C-22.007 (2), F.A.C. | Compliance |
| 06. Driver's License, Physician Certification & First Aid/CPR Training rule 65C-22.001(6), 65C-22.006(4), F.A.C.
<u>Not Monitored Comments</u>
Transportation information is under A.L.P.I. Queen Townsend II Head Start Center. Standards #6-#9 are NML | Not Monitored |
| 07. Vehicle Insurance and Inspection ss. 402.305(10), F.S. & rule 65C-22.001(6) F.A.C. | Not Monitored |
| 08. Seat Belts/Child Restraints ss. 402.305(10), F.S. & rule 65C-22.001(6), F.A.C. | Not Monitored |
| 09. Transportation rule 65C-22.001(6), F.A.C. | Not Monitored |
| 10. Planned Activities ss. 402.305(13), F.S. & rule 65C-22.001(7), F.A.C. | Compliance |
| 11. Field Trip Permission rule 65C-22.001(7), 65C-22.001(6), F.A.C. | Compliance |



12. Child Discipline ss. 402.305(12), F.S. & rule 65C-22.001(8), F.A.C.	Compliance
13. Discipline Policy rule 65C-22.001(8), F.A.C.	Compliance
PHYSICAL ENVIRONMENT	
14. Facility Environment rule 65C-22.002(1), 65C-22.002(7) - (9), F.A.C.	Compliance
15. Toxic Substances and Hazardous Materials rule 65C-22.002(1), F.A.C.	Compliance
16. Supplies Labeled/Stored rule 65C-22.002(1), F.A.C.	Compliance
17. Lighting rule 65C-22.002(2), F.A.C.	Compliance
18. Temperature and Ventilation rule 65C-22.002(2), F.A.C.	Compliance
19. Indoor Floor Space ss. 402.305(6)F.S., rule 65C-22.002(3), 65C-22.007(3)(a), 65C-22.008(3), F.A.C.	Compliance
20. Outdoor Area/Square Footage ss. 402.305(6), F.S. & rule 65C-22.002(4), F.A.C.	Compliance
21. Outdoor Play Area rule 65C-22.002(4), F.A.C.	Compliance
22. Fencing rule 65C-22.002(4), F.A.C.	Compliance
23. Individual Bedding rule 65C-22.002(5), 65C-22.002(5), 65C-22.002(10), 65C-22.008(3), F.A.C.	Compliance
24. Bedding and Linens rule 65C-22.002(10), F.A.C.	Compliance
25. Nap/Sleep Space Requirements rule 65C-22.002(5), F.A.C. <u>Not Monitored Comments</u> The children were not napping at the time of this inspection.	Not Monitored
26. Exit Area Clear rule 65C-22.002(6) and (7), F.A.C.	Compliance
27. Crib Requirements rule 65C-22.002(5), F.A.C. <u>Not Applicable Comments</u> There are no infants enrolled.	Not Applicable



28. Toilets and Sinks rule 65C-22.002(6), F.A.C.	Compliance
29. Potty Chairs rule 65C-22.002(6), F.A.C. <u>Not Applicable Comments</u> There are no potty chairs.	Not Applicable
30. Bath Facilities and Supervision rule 65C-22.002(6), F.A.C.	Compliance
31. Bathroom Supplies and Equipment rule 65C-22.002(6), F.A.C.	Compliance
32. Operable Phone rule 65C-22.002(7), F.A.C.	Compliance
33. Fire Drills & Emergency Preparedness rule 65C-22.002(7) F.A.C. <u>Compliance Comments</u> A fire drill using the alternate route (windows) was conducted today during this inspection. The staff and children evacuated in an organized and timely manner. There were 13 adults and 81 children present.	Compliance
34. Food Preparation Area 65C-22.002(8), F.A.C.	Compliance
35. Health and Sanitation rule 65C-22.002(10), F.A.C.	Compliance
36. Drinking Water Available rule 65C-22.002(10), F.A.C.	Compliance
37. Sanitary Diapering rule 65C-22.002(10), F.A.C. <u>Not Applicable Comments</u> There are no children in diapers enrolled.	Not Applicable
38. Diaper Disposal rule 65C-22.002(10), F.A.C.	Not Applicable
39. Indoor Equipment rule 65C-22.002(11), F.A.C.	Compliance
40. Outdoor Equipment rule 65C-22.002(11), F.A.C.	Compliance
TRAINING	
41. Training Requirements ss. 402.305(2) - (3), F.S. & rule 65C-22.003(2) - (3), F.A.C.	Compliance
42. 10-Hour In-Service rule 65C-22.003(6), F.A.C.	Compliance
43. Credentialed Staff ss.402.305(3), F.S. & rule 65C-22.003(7)-(8), F.A.C.	Compliance



58. Enrollment Information on File/Current ss. 402.3125(5), 402.305(12), F.S. & rule 65C-22.006(3), F.A.C.

Compliance

59. Personnel Records ss. 402.3055(1), F.S., rule 65C-22.003(4), & rule 65C-22.006(4) - (5), F.A.C.

Compliance

60. Background Screening Documents ss. 402.3054, F.S. & rule 65C-22.006(4), F.A.C.

Compliance

Compliance Comments

Please ensure the Clearinghouse screening has the employee's photo on it.

Updated Background Screening Process

Instructions for Child Care Owner/Operator/Employers are outlined below.

More details and links to instructions for each step are available online at www.myflfamilies.com/backgroundscreening.

1. Complete a search for the individual in the Background Screening Clearinghouse.
 - a. For individuals who are already in the Clearinghouse:
 - i. If the individual's status is "DCF Child Care Eligible" – add individual to roster and proceed to steps 2 - 5.
 - ii. If the Clearinghouse indicates an "Agency Review" is required – select "Initiate Agency Review" (no cost)
 - iii. If the individual has had a break in service for more than 90 days or needs to be rescreened by May 2017 – select "Initiate Resubmission"
 - b. For individuals who are not in the Clearinghouse:
 - i. Select "Initiate Screening."
 - ii. Schedule a fingerprinting through a Clearinghouse-compatible Live Scan Vendor.
2. Check criminal records for every state the individual has lived outside of Florida in the last five years. Forward results to the DCF Background Screening Unit for review.
3. Check child abuse and neglect registry for every state outside of Florida the individual has lived in for the last five years.
4. Check sexual offender/predator registry for every state outside of Florida the individual has lived in for the last five years.
5. Check employment history with each employer for whom the individual has worked in the last five years. Try at least three times to contact the employer, and keep records of these contacts for your files.

Pending Results from Out-of-State Records – While you are waiting for the out of state results, if the individual meets the Florida Level 2 screening requirements, DCF may grant provisional hiring status for 45 days while the out-of-state check is pending. During provisional employment, the individual must be in the line of sight of an employee who has already met all screening/training requirements.

6. DCF's Background Screening Unit will issue an eligible or non-eligible result for employment through the Clearinghouse upon completion of searches and results from other states, if applicable.

Note: Keep a copy, on-site at the child care program, of documentation of all elements in the process in the individual's personnel file for review by the licensing authority.

61. Daily Attendance rule 65C-22.001(10) & rule 65C-22.006(5), F.A.C.

Compliance

62. Emergency Plan/Posted rule 65C-22.002(7), F.A.C.

Compliance Comments

Please include the alternate route on evacuation maps posted in classrooms and indicate on the map where the staff and children should go once outside the building.

Compliance

ENFORCEMENT

63. Access/Child Abuse or Neglect/Misrepresentation ss. 402.311, 402.319, F.S. & rule 65C-22.001(9),(11), F.A.C.

Compliance



Name: ALPI Garden Terrace Head Start Center License #: C19SL0051
Address: 1110 N 32nd St, Fort Pierce FL 34947-2435
Type: Renewal Date: 12/7/2016

Received by: Cynthia Thomas
Date: Wednesday, December 07, 2016

Inspected by: Kathleen Walters
Date: Wednesday, December 07, 2016



Child Care Facility Information

Name: ALPI Frostproof Child Development Center ID Number: C10PO0002

Address: 701 Hopson Rd, Frostproof FL 33843-9222
 Phone Number: (863) 635-3396 Capacity: 140
 Owner/Director/Staff Responsible: Christine Wilson

- DCF Standards
- DCF & SR Standards
- SR Standards

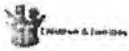
Inspection Information

Type: Routine Date: 11/17/2016 Arrival/Departure Time: 12:12 PM to 04:00 PM
 Staff Present: 13 Children Present: 40
 [School Readiness Inspection]

INSPECTION CHECKLIST

GENERAL REQUIREMENTS

- | | |
|---|----------------|
| <p>01. License Displayed/Citation Posted/Advertising ss. 402.3125, 402.318, F.S.</p> | Compliance |
| <p>02. Licensed Capacity ss. 402.305(6), rule 65C-22.002(3), F.A.C.(Form OEL-SR-6202, Section 1 - Capacity, Page 10)</p> | Compliance |
| <p>03. Minimum Age Requirements ss. 402.305(2), F.S. & rule 65C-22.001(3), F.A.C.(Form OEL-SR-6202, Section 2 - Minimum Age Requirements, Page 13)</p> | Compliance |
| <p>04. Ratio Sufficient ss. 402.305(4), F.S. & rule 65C-22.001(4), F.A.C.(Form OEL-SR-6202, Section 3 - Ratios, Page 13)</p> | Compliance |
| <p>Staff/ Children/ Age
 1/ 4/ 2's
 2/ 5/ 2's
 1/4/NPK
 2/4/ 1 & 2's
 2/ 7/ 2 & 3's
 2/4/ 1 & 2's
 2/ 5/ Infant and 1's
 1/ 3/ infant and 1's
 1/ 4/ infant and 1's</p> | |
| <p>05. Supervision rule 65C-22.001(5), 65C-22.001(6), 65C-22.002(4) & 65C-22.007 (2), F.A.C.(Form OEL-SR-6202, Section 5 - Supervision, Pages 16-17)</p> | Compliance |
| <p>06. Driver's License, Physician Certification & First Aid/CPR Training rule 65C-22.001(6), 65C-22.006(4), F.A.C.(Form OEL-SR-6202, Section 6 - Transportation, Page 17-19)</p> | Not Applicable |
| <p>07. Vehicle Insurance and Inspection ss. 402.305(10), F.S. & rule 65C-22.001(6) F.A.C.(Form OEL-SR-6202, Section 6 - Transportation, Page 17-19)</p> | Not Applicable |



Name: ALPI Frostproof Child Development Center License #: C10P00002
Address: 701 Hapsan Rd, Frostproof FL 33843-9222
Type: Routine Date: 11/17/2016

08. Seat Belts/Child Restraints ss. 402.305(10), F.S. & rule 65C-22.001(8), F.A.C.(Form OEL-SR-6202, Section 8 – Transportation, Pages 17-19) **Not Applicable**

09. Transportation rule 65C-22.001(6), F.A.C.(Form OEL-SR-6202, Section 6 – Transportation, Pages 17-19) **Not Applicable**

10. Planned Activities ss. 402.305(13), F.S. & rule 65C-22.001(7), F.A.C.(Form OEL-SR-6202, Section 7 – Planned Activities, Pages 19-20) **Compliance**

At the time of the inspection, the counselor observed that each class had a copy of their daily schedule posted. The counselor observed that the schedule were being followed by the child care personnel in each class.

11. Field Trip Permission rule 65C-22.001(7), 65C-22.001(6), F.A.C.(Form OEL-SR-6202, Section 8 – Field Trip Activity, Pages 20-21) **Not Applicable**

12. Child Discipline ss. 402.305(12), F.S. & rule 65C-22.001(8), F.A.C.(Form OEL-SR-6202, Section 9 – Child Discipline, Pages 21-22) **Compliance**

13. Discipline Policy rule 65C-22.001(8), F.A.C. **Compliance**
Compliance Comments

At the time of the inspection, the counselor observed that the children and staff had discipline policy information in their files.

PHYSICAL ENVIRONMENT

14. Facility Environment rule 65C-22.002(1), 65C-22.002(7) - (9), F.A.C.(Form OEL-SR-6202, Section 10 – Physical Environment, Pages 22-23) **Compliance**

At the time of the inspection, the counselor observed that the facility was in good condition.

15. Toxic Substances and Hazardous Materials rule 65C-22.002(1), F.A.C.(Form OEL-SR-6202, Section 10 – Physical Environment, Pages 22-23) **Compliance**

At the time of the inspection, the counselor observed that all toxic substance and hazardous material were stored out of the reach of children.

16. Supplies Labeled/Stored rule 65C-22.002(1), F.A.C.(Form OEL-SR-6202, Section 10 – Physical Environment, Pages 22-23) **Compliance**

17. Lighting rule 65C-22.002(2), F.A.C.(Form OEL-SR-6202, Section 10 – Physical Environment, Pages 23-24) **Compliance**

18. Temperature and Ventilation rule 65C-22.002(2), F.A.C.(Form OEL-SR-6202, Section 10 – Physical Environment, Pages 23-24) **Compliance**

At the time of the inspection, the counselor observed that the facility was well ventilated. The temperature was 75 degrees.



Name: ALPI Frostproof Child Development Center License #: C10PC0002
Address: 701 Hopson Rd, Frostproof FL 33843-9222
Type: Routine Date: 11/17/2016

19. Indoor Floor Space ss. 402.305(6)F.S., rule 65C-22.002(3), 65C-22.007(3)(a), 65C-22.008(3), F.A.C.(Form OEL-SR-6202, Section 1 - Capacity, Page 10),(Form OEL-SR-6202, Section 1.1 - Indoor Floor Space, Pages 11-12) Compliance

20. Outdoor Area/Square Footage ss. 402.305(6), F.S. & rule 65C-22.002(4), F.A.C.(Form OEL-SR-6202, Section 1 - Capacity, Page 10) Compliance

21. Outdoor Play Area rule 65C-22.002(4), F.A.C.(Form OEL-SR-6202, Section 7 - Planned Activities, Pages 19-20),(Form OEL-SR-6202, Section 10.7 - Outdoor Play Area and Section 10.8 - Fencing, Pages 25-26) Compliance

At the time of the inspection, the counselor observed that the facility has two outdoor playground area. The area was observed to be free of litter and debris. The areas had shade available.

22. Fencing rule 65C-22.002(4), F.A.C.(Form OEL-SR-6202, Section 10.7 - Outdoor Play Area and Section 10.8 - Fencing, Pages 25-26) Compliance

23. Individual Bedding rule 65C-22.002(5), 65C-22.002(5), 65C-22.002(10), 65C-22.008(3), F.A.C.(Form OEL-SR-6202, Section 12.4 - Bedding and Linens, Page 29),(Form OEL-SR-6202, Section 10.4 - Nap and Sleep Space(s)/Safe Sleep Practices, Page 24) Compliance

At the time of the inspection, the counselor observed that the facility uses floor mats and cribs. The counselor observed that infant children were napping on their backs. The mats and cribs were observed to be in good repair.

24. Bedding and Linens rule 65C-22.002(10), F.A.C.(Form OEL-SR-6202, Section 12.4 - Bedding and Linens, Page 29) Compliance

At the time of the inspection, the counselor observed that the facility used a cloth like pillow case to preserve the floor mats. The crib mattresses were covered with a fitted sheet. The linens were observed to be clean and in good repair.

25. Nap/Sleep Space Requirements rule 65C-22.002(5), F.A.C.(Form OEL-SR-6202, Section 10.4 - Nap and Sleep Space(s)/Safe Sleep Practices, Page 24) Compliance

At the time of the inspection, the counselor observed the children at nap/rest time. All the children was observed to be within sight and sound of the child care personnel.

26. Exit Area Clear rule 65C-22.002(5) and (7), F.A.C.(Form OEL-SR-6202, Section 10.4 - Nap and Sleep Space(s)/Safe Sleep Practices, Page 24),(Form OEL-SR-6202, Section 14 - Fire Safety and Emergency Preparedness and Response, Pages 32-34) Compliance

27. Crib Requirements rule 65C-22.002(5), F.A.C.(Form OEL-SR-6202, Section 10.4 - Nap and Sleep Space(s)/Safe Sleep Practices, Page 24) Compliance

28. Toilets and Sinks rule 65C-22.002(6), F.A.C.(Form OEL-SR-6202, Section 10.6 - Bathrooms and Sinks, Page 25) Compliance



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29. Potty Chairs rule 65C-22.002(6), F.A.C.(Form OEL-SR-6202, Section 10.6 – Bathrooms and Sinks, Page 25) Not Applicable

At the time of the inspection, this counselor was informed that the facility does not use potty chairs. There were no potty chairs observed in the facility.

30. Bath Facilities and Supervision rule 65C-22.002(6), F.A.C.(Form OEL-SR-6202, Section 5 – Supervision, Pages 16-17),(Form OEL-SR-6202, Section 10.6 – Bathrooms and Sinks, Page 25) Compliance

31. Bathroom Supplies and Equipment rule 65C-22.002(6), F.A.C.(Form OEL-SR-6202, Section 10.6 – Bathrooms and Sinks, Page 25) Compliance

32. Operable Phone rule 65C-22.002(7), F.A.C.(Form OEL-SR-6202, Section 14.2 – Fire Safety, Page 33) Compliance

33. Fire Drills & Emergency Preparedness rule 65C-22.002(7) F.A.C.(Form OEL-SR-6202, Section 14 – Fire Safety and Emergency Preparedness and Response, Pages 32-34) Compliance

At the time of the inspection, this counselor observed that the facility are conducting monthly fire drills. Currently, the fire drill for the month of November has not been conducted. This counselor was informed that a fire drill was scheduled for today, but due to having Thanksgiving activities, the drill was postpone.

REMINDER: EMERGENCY PREPAREDNESS DRILLS

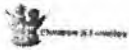
The operator shall develop a written emergency preparedness plan to include, at a minimum, procedures to be taken by the facility during a fire, lockdown and inclement weather (for example: hurricanes, tropical storms, or tornadoes), and to facilitate parent/guardian reunification. The plan shall describe how the facility will meet the needs of all children, including children with special needs, during and following an emergency event.

Emergency preparedness drills shall be conducted when children are in care. Each drill outlined in the emergency preparedness plan must be practiced a minimum of one time per year, and may substitute for up to three monthly fire drills as referenced in paragraph 65C-22.002(7)(e), documentation of which must be maintained for one year. A current attendance record must accompany staff during the drill or actual emergency and must be used to account for all children.

34. Food Preparation Area 65C-22.002(8), F.A.C.(Form OEL-SR-6202, Section 17.1 – Food Preparation Area and Section 17.2 – Food Storage, Pages 37-38) Compliance

35. Health and Sanitation rule 65C-22.002(10), F.A.C.(Form OEL-SR-6202, Section 12 – Health and Sanitation, Page 28) Compliance

36. Drinking Water Available rule 65C-22.002(10), F.A.C.(Form OEL-SR-6202, Section 12 – Health and Sanitation, Page 28) Compliance



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Address: 701 Hopson Rd, Frostproof FL 33843-9222
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37. Sanitary Diapering rule 65C-22.002(10), F.A.C.(Form OEL-SR-8202, Section 5 – Supervision, Pages 16-17),(Form OEL-SR-8202, Section 12.3 – Diapering, Pages 28-29) Compliance

38. Diaper Disposal rule 65C-22.002(10), F.A.C.(Form OEL-SR-8202, Section 12.3 – Diapering, Pages 28-29) Compliance

39. Indoor Equipment rule 65C-22.002(11), F.A.C.(Form OEL-SR-8202, Section 11 – Equipment and Furnishings, Pages 28-27) Compliance

At the time of the inspection, the counselor observed that the indoor equipment was in good repair.

40. Outdoor Equipment rule 65C-22.002(11), F.A.C.(Form OEL-SR-8202, Section 11 – Equipment and Furnishings, Pages 28-27) Compliance

At the time of the inspection, the counselor observed that the facility has two outdoor playground area. The counselor observed that the play equipment was in good repair.

TRAINING

41. Training Requirements ss. 402.305(2) - (3), F.S. & rule 65C-22.003(2) – (3), F.A.C.(Form OEL-SR-8202, Section 18 – Training Requirements, Pages 26-27) Compliance

42. 10-Hour In-Service rule 65C-22.003(8), F.A.C.(Form OEL-SR-8202, Section 18 – Training Requirements, Pages 26-27) Compliance

43. Credentialed Staff ss.402.305(3), F.S. & rule 65C-22.003(7)-(8), F.A.C. Compliance

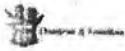
HEALTH REQUIREMENTS

44. Communicable Disease Control rule 65C-22.004(1), F.A.C.(Form OEL-SR-8202, Section 13 – Health-Related Requirements, Pages 30-31) Compliance

45. First Aid Requirements rule 65C-22.004(2), F.A.C.(Form OEL-SR-8202, Section 13.4 – First Aid and Cardiopulmonary Resuscitation Pages 31-32) Compliance

46. CPR Requirements rule 65C-22.004(2), F.A.C.(Form OEL-SR-8202, Section 13.4 – First Aid and Cardiopulmonary Resuscitation Pages 31-32) Compliance

47. Emergency Telephone Numbers rule 65C-22.004(2), F.A.C.(Form OEL-SR-8202, Section 15 – Emergency Procedures and Notification, Pages 34-35) Compliance



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48. Accident/ Incident Notification and Documentation rule 65C-22.004(2), F.A.C.(Form OEL-SR-6202, Section 15 – Emergency Procedures and Notification, Page 35) Compliance

49. Medication rule 65C-22.004(3), F.A.C.(Form OEL-SR-6202, Section 16 – Medication, Pages 35-38) Compliance

FOOD AND NUTRITION

50. Meals and Snacks rule 65C-22.005(1), F.A.C.(Form OEL-SR-6202, Section 17.1 – Food Preparation Area and Section 17.2 – Food Storage, Pages 37-38),(Form OEL-SR-6202, Section 17 – Food and Nutrition Services, Pages 36-42) Compliance

51. Meal and Snack Menus rule 65C-22.005(1), F.A.C. Compliance
Compliance Comments

At the time of the inspection, the counselor observed that the November menu was posted in each classroom. The counselor did not observe the children during meals as she arrived after the designated time.

52. Food Service rule 65C-22.005(3), F.A.C.(Form OEL-SR-6202, Section 17 – Food and Nutrition Services, Pages 36-42) Compliance

53. Bottles Sanitary and Labeled rule 65C-22.005(2), F.A.C.(Form OEL-SR-6202, Section 5 – Supervision, Pages 16-17),(Form OEL-SR-6202, Section 17.4 – Breastmilk, Infant Formula and Food, Pages 40-41) Compliance

At the time of the inspection, the counselor observed that the bottles within the facility were observed labeled with the children's name.

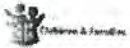
54. Catered Food and Food Provided by Parents 65C-22.005(1), F.A.C. Not Applicable
Not Applicable Comments

At the time of the inspection, the counselor was informed that outside food is not allowed at the facility. All food is provided by the facility.

55. Single Service Items rule 65C-22.0011(8), 65C-22.002(10), F.A.C.(Form OEL-SR-6202, Section 12 – Health and Sanitation, Page 28) Compliance

RECORD KEEPING

56. Records as. 402.3054(2), F.S., rule 65C-22.006(3)(c)5, F.A.C.(Form OEL-SR-6202, Section 19.2 – Record Keeping/Children's Files, Page 47) Compliance



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57. Children's Health/Immunization and Records ss. 402.305(9), F.S. & rule 65C-22.006(2) - (3), F.A.C.(Form OEL-SR-6202, Section 19.2 – Record Keeping/Children's Files, Page 47),(Form OEL-SR-6202, Section 19.2 – Record Keeping/Children's Files, Page 48),Enrollment Information (Form OEL-SR-6202, Section 19.2 – Record Keeping/Children's Files, Page 47) Compliance

At the time of the inspection, the counselor observed 20 of the 50 children files that was reported to be enrolled in care.

On the supplemental page, the counselor noted the children that has immunization that will expire within 90 days.

58. Enrollment Information on File/Current ss. 402.3125(5), 402.305(12), F.S. & rule 65C-22.006(3), F.A.C.Enrollment Information (Form OEL-SR-6202, Section 19.2 – Record Keeping/Children's Files, Page 47) Compliance

At the time of the inspection, the counselor observed that the children have complete enrollment information, discipline policy, and How Your Child, Facility information in the files.

59. Personnel Records ss. 402.3055(1), F.S., rule 65C-22.003(4), & rule 65C-22.006(4) - (5), F.A.C.(Form OEL-SR-6202, Section 18 – Training Requirements, Pages 26-27),(Form OEL-SR-6202, Section 13.4 – First Aid and Cardiopulmonary Resuscitation Pages 31-32),(Form OEL-SR-6202, Section 19.4 – Record Keeping/Personnel Records, Page 48),(Form OEL-SR-6202, Section 19.5 – Record Keeping/Background Screening, Page 49) Compliance

60. Background Screening Documents ss. 402.3054, F.S. & rule 65C-22.006(4), F.A.C.(Form OEL-SR-6202, Section 19.5 – Record Keeping/Background Screening, Page 49) Compliance

61. Daily Attendance rule 65C-22.001(10) & rule 65C-22.006(5), F.A.C.(Form OEL-SR-6202, Section 19.3 – Record Keeping/Attendance, Page 48) Compliance

62. Emergency Plan/Posted rule 65C-22.002(7), F.A.C.(Form OEL-SR-6202, Section 14 – Fire Safety and Emergency Preparedness and Response, Pages 32-34) Compliance

ENFORCEMENT

63. Access/Child Abuse or Neglect/Misrepresentation ss. 402.311, 402.319, F.S. & rule 65C-22.001(9),(11), F.A.C.(Form OEL-SR-6202, Section 20 – Access and Section 21 – Child Safety, Page 50) Compliance

SCHOOL READINESS

64. Group Size(Form OEL-SR-6202, Section 4 – Group Size, Pages 14-15) Compliance



Name: ALPI Frostproof Child Development Center License #: C10P00002
Address: 701 Hopson Rd, Frostproof FL 33843-9222
Type: Routine Date: 11/17/2016

Christine Wilson

Received by: Christine Wilson
Date: Thursday, November 17, 2016

Carlina M. Dukes

Inspected by: Carlina Dukes
Date: Thursday, November 17, 2016



Name: ALPI Frostproof Child Development Center License #: C1DPO0002
Address: 701 Hopson Rd, Frostproof FL 33843-9222
Type: Routine Date: 11/17/2016

SUPPLEMENTAL INSPECTION SHEET

Comments:

All the staff files were reviewed and updated in the Caras system.
Mary Ellis was removed from the employee roster. Her last day was 8/10/2016
Roytrece Graham was added to the employee roster. Her date of hire was 10/26/2016

At the time of the inspection, the director informed the counselor that the facility has about 50 children enrolled. The counselor reviewed 20 of the children's files.

- *Conner Hamilton immunization will expire 12/26/2016
- *Vincent Hill immunization will expire 1/7/2017
- *Adriana Gallegos-Valdivia immunization will expire 1/30/2017
- *Inigo Hernandez immunization will expire 12/10/2016
- *Bentley Deatherage immunization will expire 2/28/2017
- *Karsyn Blake immunization will expire 1/29/2017
- *Juliana Brooks immunization will expire 1/8/2017

The Child Care Development Block Grant Reauthorization of 2014 requires each state, including Florida, to certify that all child care personnel have been screened and are eligible to work in child care based on the new elements. To facilitate this certification, child care providers, nonpublic schools, religious exempt child care providers, public schools providing child care, large family child care homes and family day care homes must rescreen personnel to include all owners, operators, child care personnel, household members, substitutes and volunteers by September 2017. The rescreening must include level 2 screening, search of sexual predator and sexual offender registry, and child abuse and neglect registry of any state in which the applicant resided during the preceding 5 years.

The Department is asking child care providers to begin scheduling rescreening in September 2016 for anyone that was screened prior to July 1st, 2016. Providers will have nine months to rescreen all required owners, operators, child care personnel, household members, volunteers and substitutes.

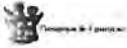
All rescreens must be initiated in the Clearinghouse and fingerprints must be submitted by a Clearinghouse compatible Live Scan vendors. It is extremely important that the initiation of the screening occur in the Clearinghouse prior to the arrival at a live scan vendor location. Failure to do so will result in the Department not being able to accept the results and the individual will have to be rescreened including the cost again. Please ensure the correct ORI number is used when sending an individual for fingerprinting.

Steps for completing rescreening:

1. Complete a search in the Clearinghouse prior to sending staff to a live scan provider for screening to determine:
 - a. If the individual is not found after a search, there is no prior screening in the Clearinghouse, select "Initiate Screening."
 - b. If the individual is already in the Clearinghouse, with a Clearinghouse screening available and a status of DCF Child Care Eligible, the individual does not have to go to a live scan vendor for fingerprinting again. Eligibility will be based on the fingerprints retained in the Clearinghouse. You may add the individual to your roster.
 - c. If the eligibility indicates an Agency Review is required, you must select "Initiate Agency Review." This is no cost to you as a provider. This will provide you with an updated Florida Criminal History Public Record.
 - d. If there has been a break in service of 90 days, you must select "Initiate Resubmission." You will receive an updated Florida Criminal History Public Record.
 - e. Upon hire, becoming a household member, substitute, or volunteer, immediately add the individual to your program roster.

Important Note: All fingerprinting must occur through a Live Scan compatible vendor. Check the listing in the Clearinghouse prior to initiating and scheduling an appointment with a vendor. Fingerprinting from a vendor that is not Clearinghouse compatible cannot be processed by DCF for the purposes of a clearance for child care employment.

2. The fingerprint results from the Federal Bureau of Investigation will be returned to DCF via the Florida Department of Law Enforcement. DCF will review both the federal and state criminal history results, along with state criminal records, national sex offender registry, and the child abuse and neglect registry.
3. DCF will issue an eligible or non eligible result for employment through the Clearinghouse upon completion of searches and results from other states, if applicable.
4. DCF will send a letter/email to the employer advising of the search of the Florida's child abuse and neglect registry.
5. The employer/owner/operator must conduct employment history checks, including documented attempts to contact each employer that employed the individual within the preceding five years and documentation of the findings.
6. The employer/owner/operator must send a request for a search of each state's child abuse and neglect registry if the individual has lived outside the state of Florida in the preceding five years. Visit www.myflfamilies.com/backgroundscreening, click on the Out of State Abuse Registry Check link to obtain the instructions and forms to complete to submit a request for a search. Documentation of the date the search was requested, and the date the results were received, must be maintained in the employee's file for review by the licensing authority.
7. The employer/owner/operator must conduct a search of the sexual offender/predator website in Florida



Name: ALPI Frostproof Child Development Center License #: C10P00002
Address: 701 Hopson Rd, Frostproof FL 33843-9222
Type: Routine Date: 11/17/2016

via <https://offender.fdle.state.fl.us/offender/homepage.do>, and any state the individual has lived in outside the state of Florida in the preceding five years. Visit www.myifamilies.com/backgroundscreening, click on the Out of State Sexual Predator/Offender Registry Check link to obtain the instructions and forms to complete to submit the request for a search. Documentation of the search date, and findings from each state, must be documented in the employee's file for review by the licensing authority.

8. The employer/owner/operator must maintain on-site at the program copies/documentation of completion of all applicable elements in the screening process for an individual in the personnel file for review by the licensing authority.

9. Failure to initiate the screening through the Clearinghouse prior to fingerprinting will result in invalid screening and the individual will have to be re-fingerprinted and pay the fees again.

10. Immediately remove individuals from the program roster when employment terminates.

The failure of the state to certify compliance could result in the loss of funding to the state to support school readiness programs and their families

Technical Assistance was provided during this inspection visit regarding new School Readiness standards that were adopted in rule 6M-4.620, F.A.C. that became effective on October 24, 2016. To access the new health and safety requirements visit the following link:

<https://www.flrules.org/gateway/RuleNo.asp?title=Office%20of%20Early%20Learning%20-%20School%20Readiness%20Program&ID=6M-4.620>

Please be advised that child care providers participating in the child care subsidy School Readiness program will be monitored for compliance with the new rule changes. Current providers whose School Readiness contract was signed on or before December 31, 2016 must achieve compliance with the standards according to the following sequential deadlines:

- March 31, 2017 Pre-service training Requirements
- June 30, 2017 All other health and safety standards
- October 25, 2018 Active Credential Requirement related to group size

In partnership with the Office of Early Learning, the Department of Children and Families is the monitoring agency for the new health and safety standards for the School Readiness program. Monitoring for the new requirements will occur during the next renewal licensing inspection. Additional technical assistance will be provided at the time of the first School Readiness inspection. Prior to making changes to classroom set-up as it relates to group size and classroom space you are encouraged to reach out to your local fire department for guidance and assistance. If you have questions concerning the new rule changes you may contact your licensing

Received by: Christine Wilson
Date: Thursday, November 17, 2016

Inspected by: Curlena Dukes
Date: Thursday, November 17, 2016

CHILD CARE FACILITY LICENSES
(Queen Townsend & Garden Terrace)



Annual



State of Florida

Licensing Agency
Department of Children and
Families, Child Care Regulation &
Background Screening

337 North US Highway 1
Fort Pierce, Florida 34950
(772) 467-3180

Child Care Facility Certificate of License

Certificate Number: C19SL0161

Name of Facility: ALPI Queen Townsend Head Start II

Address: 2202 Avenue Q

County: Saint Lucie

City: Fort Pierce

Zip: 34950

Owner: Agricultural and Labor Programs Inc

The Department of Children and Families being satisfied that this child care facility or child care program has complied with Chapter 65C-22, Florida Administrative Code, Child Care Standards, adopted by the Department and Authorized in sections 402.301-402.319, Florida statutes, approves an annual license to operate this facility or program.

This certificate is effective

December 23, 2016 Through December 22, 2017

This license may be revoked or suspended for cause.

Maximum Licensed Capacity: 325

Hours of Operation:

Mon	Tue	Wed	Thu	Fri	Sat	Sun
07:00AM 05:30PM	07:00AM 05:30PM	07:00AM 05:30PM	07:00AM 05:30PM	07:00AM 05:30PM	07:00AM 05:30PM	07:00AM 05:30PM

Region Administrator or Designee

CF-FSP 5115



Annual



State of Florida

Licensing Agency:
Department of Children and Families, Child Care Regulation & Background Screening

337 North US Highway 1
Fort Pierce, Florida 34950
(772) 467-3180

Child Care Facility Certificate of License

Certificate Number: C19SL0051

Name of Facility: ALPI Garden Terrace Head Start Center

Address: 1110 32nd Street

County: Saint Lucie

City: Fort Pierce

Zip: 34947

Owner: The Agricultural and Labor Program Inc

The Department of Children and Families being satisfied that this child care facility or child care program has complied with Chapter 65C-22, Florida Administrative Code, Child Care Standards, adopted by the Department and Authorized in sections 402.301-402.319, Florida statutes, approves an annual license to operate this facility or program.

This certificate is effective

January 12, 2017 Through January 11, 2018

This license may be revoked or suspended for cause.

Maximum Licensed Capacity: 94

Hours of Operation:

Mon	Tue	Wed	Thu	Fri	Sat	Sun
07:00AM	07:00AM	07:00AM	07:00AM	07:00AM		
05:30PM	05:30PM	05:30PM	05:30PM	05:30PM		

CF-FSP 5115

Region Administrator or Designee

VPK MONITORING



VPK - Monitoring Form

Site Name ALPI Queen Townsend Classroom: A Date: 12/5/16

Observation/Documentation Time: 10 Instructional Hours: 540 hours 300 hours

- | | N/A | Comp | Non-Comp |
|--|-----|------|----------|
| *1) License Expiration <u>12/22/16</u> | | ✓ | |
| *2) Accrediting Agency/Expiration _____ | ✓ | | |
| *3) Credentialed Director: <u>Ellen Bradley</u> | | ✓ | |
| *4) Teacher: <u>Madelayne Suarez</u> | | ✓ | |
| *5) Teacher Asst: <u>Delana Noble</u> | | ✓ | |
| *6) Class Ratio: <u>2</u> teacher(s) to <u>15</u> children | | | ✓ |
| Class Ratio: 1:11 or 2:20 | | | ✓ |

- *7) Curriculum Compliance: A - J Curriculum: Spalsh
- | | Yes | No | | Yes | No |
|---|-----|----|---|-----|----|
| A. Lesson plans available and written to reflect daily schedule | ✓ | | F. Teachers responsive and involved with children | ✓ | |
| B. Lesson plan indicates FL Performance standards | ✓ | | G. Peer interaction occurs | ✓ | |
| C. Written schedule is posted and relates to what occurs | ✓ | | H. Character Education Program implemented | ✓ | |
| D. Teaching strategies are developmentally appropriate | ✓ | | I. Adequate materials accessible for children | ✓ | |
| E. Positive methods of discipline used effectively | ✓ | | J. Materials in good repair | ✓ | |

*8) Random sampling of three (3) Attendance Verification Forms

Child's Name	Current	
	Yes	No
Amellia Allen	✓	
Sara Dantilus	✓	
Jada Durham	✓	

*9) Online Monitoring: VPK Pre-Assessment Comp Non-Comp VPK Post-Assessment Comp Non-Comp

10) Observation: Children playing in centers. Ms. Noble sits with a small group looking through magazines and cutting out pictures. Madelayne assists a small group playing dominoes on the carpet. Children able to switch centers. Madelayne tells children in dramatic play to pick-up some of the items that are on the floor. She tells them there is plenty of time to play, but house needs to be cleaned a little bit. Ms. Noble helps a child cut out a picture, it is then glued onto paper. Children encouraged to wait for their turn while playing game.

11) Technical Assistance Requested Given NA For: more than 1 glue needed for 5 children

Compliant Non-Compliant For: _____
 For Non-Compliance: The provider has 14 calendar days to comply. Failure to do so may result in loss of funds and/or termination of the VPK agreement (page 5 and 6, #42 of VPK Agreement).

Resource Specialist Date of Return
EM Bradley
 Site Representative Signature

Jennifer Mead
 ELC Resource Specialist Signature

* Denotes Compliance Issue



VPK - Monitoring Form

Site Name ALPI Queen Townsend Classroom: B Date: 12/5/16

Observation/Documentation Time: 15 Instructional Hours: X 540 hours 300 hours

- | | N/A | Comp | Non-Comp |
|--|-----|------|----------|
| *1) License Expiration <u>12/22/16</u> | | ✓ | |
| *2) Accrediting Agency/Expiration _____ | ✓ | | |
| *3) Credentialed Director: <u>Ellen Bradley</u> | | ✓ | |
| *4) Teacher: <u>Carol Smith</u> | | ✓ | |
| *5) Teacher Asst: <u>Felicia Hightower</u> | | ✓ | |
| *6) Class Ratio: <u>2</u> teacher(s) to <u>14</u> children Class Ratio: 1:11 or 2:20 | | ✓ | |
| *7) Curriculum Compliance: A - J Curriculum: <u>Splash</u> | | | |

	Yes	No		Yes	No
A. Lesson plans available and written to reflect daily schedule	✓		F. Teachers responsive and involved with children	✓	
B. Lesson plan indicates FL Performance standards	✓		G. Peer interaction occurs	✓	
C. Written schedule is posted and relates to what occurs	✓		H. Character Education Program implemented	✓	
D. Teaching strategies are developmentally appropriate	✓		I. Adequate materials accessible for children	✓	
E. Positive methods of discipline used effectively	✓	-	J. Materials in good repair	✓	

*8) Random sampling of three (3) Attendance Verification Forms

Child's Name	Current	
	Yes	No
Travaris Davis	✓	
America Del Castillo	✓	
Yolanda Donaldson	✓	

*9) Online Monitoring: VPK Pre-Assessment Comp Non-Comp VPK Post-Assessment Comp Non-Comp

10) Observation: Children in circle time. Carol reviews the word of the week - habit. Defines word and a child shares that she uses her computer every day and works on rhyming words. Carol asks child to give her 2 rhyming words. Carol then has children stand and do jumping jacks. Carol allows many to share personal stories and she asks them something about their story. The class then talks about healthy habits/healthy food. Planning time chant. Child shares daily sequence of events. Felicia intros activities at small group. Centers open.

11) Technical Assistance Requested Given NA For: _____

Compliant Non-Compliant For: _____

For Non-Compliance: The provider has 14 calendar days to comply. Failure to do so may result in loss of funds and/or termination of the VPK agreement (page 5 and 6, #42 of VPK Agreement).

Resource Specialist Date of Return

embradley
Site Representative Signature

Jenifer Mead
ELC Resource Specialist Signature

* Denotes Compliance Issue



VPK - Monitoring Form

Site Name ALPI Queen Townsend Classroom: C Date: 12/5/16

Observation/Documentation Time: 15 Instructional Hours: X 540 hours 300 hours

- | | N/A | Comp | Non-Comp |
|--|-----|-------------------------------------|-------------------------------------|
| *1) License Expiration <u>12/22/16</u> | | <input checked="" type="checkbox"/> | |
| *2) Accrediting Agency/Expiration _____ | | <input checked="" type="checkbox"/> | |
| *3) Credentialed Director: <u>Ellen Bradley</u> | | <input checked="" type="checkbox"/> | |
| *4) Teacher: <u>Vivian Walker</u> | | <input checked="" type="checkbox"/> | |
| *5) Teacher Asst: <u>Regina Gilchrist</u> | | <input checked="" type="checkbox"/> | |
| *6) Class Ratio: <u>2</u> teacher(s) to <u>14</u> children | | | <input checked="" type="checkbox"/> |
| | | | Class Ratio: 1:11 or 2:20 |
| *7) Curriculum Compliance: A - J | | | Curriculum: <u>Splash</u> |

	Yes	No		Yes	No
A. Lesson plans available and written to reflect daily schedule	<input checked="" type="checkbox"/>		F Teachers responsive and involved with children	<input checked="" type="checkbox"/>	
B. Lesson plan indicates FL Performance standards	<input checked="" type="checkbox"/>		G. Peer interaction occurs	<input checked="" type="checkbox"/>	
C. Written schedule is posted and relates to what occurs	<input checked="" type="checkbox"/>		H. Character Education Program implemented	<input checked="" type="checkbox"/>	
D. Teaching strategies are developmentally appropriate	<input checked="" type="checkbox"/>		I. Adequate materials accessible for children	<input checked="" type="checkbox"/>	
E. Positive methods of discipline used effectively	<input checked="" type="checkbox"/>		J. Materials in good repair	<input checked="" type="checkbox"/>	

*8) Random sampling of three (3) Attendance Verification Forms

Child's Name	Current	
	Yes	No
Faith Blue	<input checked="" type="checkbox"/>	
Phantasia Buckins	<input checked="" type="checkbox"/>	
Mariyah Carswell	<input checked="" type="checkbox"/>	

*9) Online Monitoring: VPK Pre-Assessment Comp Non-Comp VPK Post-Assessment Comp Non-Comp

10) Observation: Most children seated on the carpet with Regina. Children are taking turns writing letter Ff on the dry erase board. Regina then calls children to centers. Child that arrives late sits at the table to eat breakfast. Child sitting alone walked over to art table to use playdough with another child. Vivian asks children about their play. Child points out that the baby doll is dirty so Vivian tells her they will wash the dolls tomorrow. Regina gets a small cup of water and brings it to children in sand and tells them to add it to the sand. Children asked what

11) Technical Assistance Requested Given NA For: _____

Compliant Non-Compliant For: _____

For Non-Compliance: The provider has 14 calendar days to comply. Failure to do so may result in loss of funds and/or termination of the VPK agreement (page 5 and 6, #42 of VPK Agreement).

Resource Specialist Date of Return

emBradley
Site Representative Signature

Jennifer Mead
ELC Resource Specialist Signature

* Denotes Compliance Issue



VPK - Monitoring Form

Site Name ALPI Queen Townsend Classroom: D Date: 12/5/16

Observation/Documentation Time: 15 Instructional Hours: X 540 hours 300 hours

- | | N/A | Comp | Non-Comp |
|--|-----|------|----------|
| *1) License Expiration <u>12/22/16</u> | | ✓ | |
| *2) Accrediting Agency/Expiration _____ | | ✓ | |
| *3) Credentialed Director: <u>Ellen Bradley</u> | | | ✓ |
| *4) Teacher: <u>Edwina Oliver</u> | | | ✓ |
| *5) Teacher Asst: <u>Erica Santiago</u> | | | ✓ |
| *6) Class Ratio: <u>2</u> teacher(s) to <u>15</u> children Class Ratio: 1:11 or 2:20 | | | ✓ |
| *7) Curriculum Compliance: A - J Curriculum: <u>Splash</u> | | | |

	Yes	No		Yes	No
A. Lesson plans available and written to reflect daily schedule	✓		F. Teachers responsive and involved with children	✓	
B. Lesson plan indicates FL Performance standards	✓		G. Peer interaction occurs	✓	
C. Written schedule is posted and relates to what occurs	✓		H. Character Education Program implemented	✓	
D. Teaching strategies are developmentally appropriate	✓		I. Adequate materials accessible for children	✓	
E. Positive methods of discipline used effectively	✓		J. Materials in good repair	✓	

*8) Random sampling of three (3) Attendance Verification Forms

Child's Name	Current Yes	No
Ty'unia Brady	✓	
Quintereus Briggs	✓	
Jonnecia Clark	✓	

*9) Online Monitoring: VPK Pre-Assessment Comp Non-Comp VPK Post-Assessment Comp Non-Comp

10) Observation: Children seated on the carpet blending/segmenting words. Children then asked to come up with their own words to segment. One child chooses zebra - only the first sound segmented. Children asked what they learned last week when words begin with same sound. Child remembers it is alliteration. Song sung to end circle time. Line leaders called to line-up. Class says school chant. Line leaders line-up first. Colors then called to line-up the remainder. One child counts number in line then they go outside.

11) Technical Assistance Requested Given NA For: _____

✓ Compliant Non-Compliant For: _____

For Non-Compliance: The provider has 14 calendar days to comply. Failure to do so may result in loss of funds and/or termination of the VPK agreement (page 5 and 6, #42 of VPK Agreement).

Resource Specialist Date of Return _____

emBradley
Site Representative Signature

Jenifer Mead
ELC Resource Specialist Signature

* Denotes Compliance Issue



VPK - Monitoring Form

Site Name ALPI Queen Townsend Classroom: E Date: 12/5/16

Observation/Documentation Time: 15 Instructional Hours: X 540 hours 300 hours

- | | N/A | Comp | Non-Comp |
|--|-----|------|----------|
| *1) License Expiration <u>12/22/16</u> | | ✓ | |
| *2) Accrediting Agency/Expiration _____ | ✓ | | |
| *3) Credentialed Director: <u>Ellen Bradley</u> | | ✓ | |
| *4) Teacher: <u>Emma Carroll</u> | | ✓ | |
| *5) Teacher Asst: <u>Liidia Hernandez</u> | | ✓ | |
| *6) Class Ratio: <u>2</u> teacher(s) to <u>17</u> children Class Ratio: 1:11 or 2:20 | | | ✓ |
| *7) Curriculum Compliance: <u>A - J</u> Curriculum: <u>Splash</u> | | | |

	Yes	No		Yes	No
A. Lesson plans available and written to reflect daily schedule	✓		F. Teachers responsive and involved with children	✓	
B. Lesson plan indicates FL Performance standards	✓		G. Peer interaction occurs	✓	
C. Written schedule is posted and relates to what occurs	✓		H. Character Education Program implemented	✓	
D. Teaching strategies are developmentally appropriate	✓		I. Adequate materials accessible for children	✓	
E. Positive methods of discipline used effectively	✓		J. Materials in good repair	✓	

*8) Random sampling of three (3) Attendance Verification Forms

Child's Name	Current	
	Yes	No
Nina Lauderdale	✓	
Adrian Garcia-Ramos	✓	
Jerarron Thompson	✓	

*9) Online Monitoring: VPK Pre-Assessment Comp Non-Comp VPK Post-Assessment Comp Non-Comp

10) Observation: Children playing in center areas. Warnings given for time until outside. Lidia checks to be sure all use the bathroom before going out. Emma cheers for children working at the table with her writing letters - "She did it!" Clean-up chant and children begin cleaning areas. Emma sits on the carpet and children join her as they finish. She asks them what they talked about this morning and how they moved around. Exercising! Emma reads a BIG book as they wait. "I love the way ___ is sitting!" Count as children line-up to go outside.

11) Technical Assistance Requested Given NA For: _____

Compliant Non-Compliant For: _____

For Non-Compliance: The provider has 14 calendar days to comply. Failure to do so may result in loss of funds and/or termination of the VPK agreement (page 5 and 6, #42 of VPK Agreement).

Resource Specialist Date of Return

EM Bradley

Site Representative Signature

Jennifer Mead
ELC Resource Specialist Signature

* Denotes Compliance Issue



VPK - Monitoring Form

Site Name ALPI Queen Townsend Classroom: F Date: 12/5/16

Observation/Documentation Time: 15 Instructional Hours: 540 hours 300 hours

- | | N/A | Comp | Non-Comp |
|--|-------------------------------------|-------------------------------------|-------------------------------------|
| *1) License Expiration <u>12/22/16</u> | | <input checked="" type="checkbox"/> | |
| *2) Accrediting Agency/Expiration _____ | <input checked="" type="checkbox"/> | | |
| *3) Credentialed Director: <u>Ellen Bradley</u> | | | <input checked="" type="checkbox"/> |
| *4) Teacher: <u>Hindia Henriquez</u> | | | <input checked="" type="checkbox"/> |
| *5) Teacher Asst: <u>Sebrena Mullings</u> | | | <input checked="" type="checkbox"/> |
| *6) Class Ratio: <u>2</u> teacher(s) to _____ children | | | <input checked="" type="checkbox"/> |
| Class Ratio: 1:11 or 2:20 | | | <input checked="" type="checkbox"/> |

- *7) Curriculum Compliance: A - J Curriculum: Splash
- | | Yes | No | | Yes | No |
|---|-------------------------------------|----|---|-------------------------------------|----|
| A. Lesson plans available and written to reflect daily schedule | <input checked="" type="checkbox"/> | | F. Teachers responsive and involved with children | <input checked="" type="checkbox"/> | |
| B. Lesson plan indicates FL Performance standards | <input checked="" type="checkbox"/> | | G. Peer interaction occurs | <input checked="" type="checkbox"/> | |
| C. Written schedule is posted and relates to what occurs | <input checked="" type="checkbox"/> | | H. Character Education Program implemented | <input checked="" type="checkbox"/> | |
| D. Teaching strategies are developmentally appropriate | <input checked="" type="checkbox"/> | | I. Adequate materials accessible for children | <input checked="" type="checkbox"/> | |
| E. Positive methods of discipline used effectively | <input checked="" type="checkbox"/> | | J. Materials in good repair | <input checked="" type="checkbox"/> | |

*8) Random sampling of three (3) Attendance Verification Forms

Child's Name	Current	
	Yes	No
Cornelius Evans	<input checked="" type="checkbox"/>	
Jordin Gilchrist	<input checked="" type="checkbox"/>	
Ant'keeno Johnson	<input checked="" type="checkbox"/>	

*9) Online Monitoring: VPK Pre-Assessment Comp Non-Comp VPK Post-Assessment Comp Non-Comp

10) Observation: Children enter from the playground. All line-up to wash hands/use the bathroom. Class sings while waiting. Hindia begins a nursery rhyme and the children finish reciting it. Children move to carpet when done, music on. Hindia sings with children waiting for friends. All children engaged. Story time, review rules for the activity. Children participate with movement. Hindia draws hills and houses to represent where K & R live. Instructions given to children before the story.

11) Technical Assistance Requested Given NA For: _____

Compliant Non-Compliant For: _____

For Non-Compliance: The provider has 14 calendar days to comply. Failure to do so may result in loss of funds and/or termination of the VPK agreement (page 5 and 6, #42 of VPK Agreement).

Resource Specialist Date of Return _____
EMB Bradley
 Site Representative Signature

Jennifer Mead
 ELC Resource Specialist Signature

* Denotes Compliance Issue



VPK - Monitoring Form

Site Name ALPI Queen Townsend Classroom: G Date: 12/5/16

Observation/Documentation Time: 15 Instructional Hours: 540 hours 300 hours

- | | N/A | Comp | Non-Comp |
|---|-----|-------------------------------------|----------|
| *1) License Expiration <u>12/22/16</u> | | <input checked="" type="checkbox"/> | |
| *2) Accrediting Agency/Expiration _____ | | <input checked="" type="checkbox"/> | |
| *3) Credentialed Director: <u>Ellen Bradley</u> | | <input checked="" type="checkbox"/> | |
| *4) Teacher: <u>Cynthia McMillon</u> | | <input checked="" type="checkbox"/> | |
| *5) Teacher Asst: <u>Maria Sanchez</u> | | <input checked="" type="checkbox"/> | |
| *6) Class Ratio: <u>2</u> teacher(s) to <u>14</u> children Class Ratio: 1:11 or 2:20 | | <input checked="" type="checkbox"/> | |
| *7) Curriculum Compliance: A - J Curriculum: <u>Splash</u> | | | |

	Yes	No		Yes	No
A. Lesson plans available and written to reflect daily schedule	<input checked="" type="checkbox"/>		F Teachers responsive and involved with children	<input checked="" type="checkbox"/>	
B. Lesson plan indicates FL Performance standards	<input checked="" type="checkbox"/>		G. Peer interaction occurs	<input checked="" type="checkbox"/>	
C. Written schedule is posted and relates to what occurs	<input checked="" type="checkbox"/>		H. Character Education Program implemented	<input checked="" type="checkbox"/>	
D. Teaching strategies are developmentally appropriate	<input checked="" type="checkbox"/>		I. Adequate materials accessible for children	<input checked="" type="checkbox"/>	
E. Positive methods of discipline used effectively	<input checked="" type="checkbox"/>		J. Materials in good repair	<input checked="" type="checkbox"/>	

*8) Random sampling of three (3) Attendance Verification Forms

Child's Name	Current	
	Yes	No
Christopher London	<input checked="" type="checkbox"/>	
Ariana Pate	<input checked="" type="checkbox"/>	
Kalisiah Brown	<input checked="" type="checkbox"/>	

*9) Online Monitoring: VPK Pre-Assessment Comp Non-Comp VPK Post-Assessment Comp Non-Comp

10) Observation: Children and teachers on the carpet moving/singing songs. Maria has children feel their heart - asks if it is beating fast or slow? Why? Children asked to breathe in/out several times to cool down. Letter of the week - Ff. Letter sound, words beginning with the letter reviewed. CD with letter sounds while waiting for lunch to be served. Maria shows letters as they are sung. Color song, color paddles shown for each. Children look around the room to find colors.

11) Technical Assistance Requested Given NA For: _____

Compliant Non-Compliant For: _____

For Non-Compliance: The provider has 14 calendar days to comply. Failure to do so may result in loss of funds and/or termination of the VPK agreement (page 5 and 6, #42 of VPK Agreement).

Resource Specialist Date of Return

EM Bradley
Site Representative Signature

ELC Resource Specialist Signature

* Denotes Compliance Issue



VPK - Monitoring Form

Site Name ALPI Queen Townsend Classroom: H Date: 12/5/16

Observation/Documentation Time: 15 Instructional Hours: X 540 hours 300 hours

- | | N/A | Comp | Non-Comp |
|---|-----|------|----------|
| *1) License Expiration <u>12/22/16</u> | | ✓ | |
| *2) Accrediting Agency/Expiration _____ | | ✓ | |
| *3) Credentialed Director: <u>Ellen Bradley</u> | | | ✓ |
| *4) Teacher: <u>Junia Alexander</u> | | | ✓ |
| *5) Teacher Asst: <u>Jean Saint-Hilaire</u> | | | ✓ |
| *6) Class Ratio: <u>2</u> teacher(s) to <u>16</u> children Class Ratio: 1:11 or 2:20 | | | ✓ |

- *7) Curriculum Compliance: A - J Curriculum: Splash
- | | Yes | No | | Yes | No |
|---|-----|----|---|-----|----|
| A. Lesson plans available and written to reflect daily schedule | ✓ | | F. Teachers responsive and involved with children | ✓ | |
| B. Lesson plan indicates FL Performance standards | ✓ | | G. Peer interaction occurs | ✓ | |
| C. Written schedule is posted and relates to what occurs | ✓ | | H. Character Education Program implemented | ✓ | |
| D. Teaching strategies are developmentally appropriate | ✓ | | I. Adequate materials accessible for children | ✓ | |
| E. Positive methods of discipline used effectively | ✓ | - | J. Materials in good repair | ✓ | |

*8) Random sampling of three (3) Attendance Verification Forms

Child's Name	Current	
	Yes	No
Isabelle Petion	✓	
Christian Brunson	✓	
Kensky Lombrage	✓	

*9) Online Monitoring: VPK Pre-Assessment Comp Non-Comp VPK Post-Assessment Comp Non-Comp

10) Observation: Children wash hands then sit on the carpet for storytime. Jean asks about the author and illustrator. Children follow along with movements in the story (left/right). In the story there is a knock on the door - Junia talks about safety when someone comes to your door. At the end of the story Junia asks what they learned from the story. Children share parts of the story. Junia then asks children who their best friends are. Exercise tied into the story.

11) Technical Assistance Requested Given NA For: bleach smell very strong, teacher prep before story

Compliant Non-Compliant For: _____

For Non-Compliance: The provider has 14 calendar days to comply. Failure to do so may result in loss of funds and/or termination of the VPK agreement (page 5 and 6, #42 of VPK Agreement).

Resource Specialist Date of Return _____

EM Bradley
Site Representative Signature

Jennifer Mead
ELC Resource Specialist Signature

* Denotes Compliance Issue

LIHEAP ANNUAL HOUSEHOLD REPORT

**Department of Economic Opportunity
LIHEAP Annual Household Report--Federal Fiscal Year 2016
For the Period October 1, 2015 through September 30, 2016**

FOR DEO USE ONLY:	
Date Received:	
Date Reviewed:	
Approved:	

Agency:	ALPI
Contact Person:	CHERYL BURNHAM
Date:	12/6/2016
Phone:	863.956.3491
Email:	CBURNHAM@ALPI.ORG

SECTION 1. LIHEAP ASSISTED HOUSEHOLDS

Type of Assistance	Number of Assisted Households	Assisted Households by Poverty Level				At least one member who is:				At least one child who is:		
		Under 75%	75%-100%	101%-125%	126%-150%	Over 150%	60 years or older	Disabled	Age 5 years or younger	Elderly, Disabled, or Young Child	Age 2 years and younger	Age 3 - 5 years
Heating Home Energy	2,357	1,441	473	278	165	0	602	584	678	1,521	382	459
Cooling Home Energy	2,279	1,389	496	283	111	0	571	657	733	1,635	437	476
Winter Crisis	2,389	1,504	422	279	184	0	488	460	690	1,364	407	476
Summer crisis	1,995	1,088	409	306	192	0	392	514	592	1,153	327	389
Any type of LIHEAP assistance (Unduplicated)	8,452	5,105	1,688	1,063	596	0	150	197	286	550	172	191
Weatherization	0	0	0	0	0	0	0	0	0	0	0	0
Other Types of Assistance	0	0	0	0	0	0	0	0	0	0	0	0
Bill Pay Only	0	0	0	0	0	0	0	0	0	0	0	0

SECTION 2. LIHEAP APPLICANT HOUSEHOLDS (regardless of whether households were assisted)

Type of Assistance	Number of Applicant Households	Applicant Households by Poverty Level				Income data unavailable
		Under 75%	75%-100%	101%-125%	126%-150%	
Heating Home Energy	2,392	1,454	475	282	168	13
Cooling Home Energy	2,304	1,399	496	285	111	13
Winter Crisis	2,486	1,551	437	288	191	19
Summer crisis	2,129	1,194	412	310	198	15

REIMBURSEMENT REPORTS

DOH CHILD CARE FOOD REPORTS

Florida Department of Health

12/12/2016
11:35AM

Child Care Food Program

Child Care Center Claim

S - 501 Region: C RPS: 6 Fiscal Year: 2017 Termination Date: _____

Add'l Doc Required: _____ ADR Reason: _____ Meal Disallowance: _____

Legal Name: AGRICULTURAL LABOR PROG. INC. FEIN: 591634148001

D/B/A: AGRICULTURAL LABOR PROG. INC.

Mailing Address: P.O. BOX 3126 WINTER HAVEN, FL 33885

Program Manager: YOUNG, ELIZABETH Phone: (863) 956-3491 Ext: 231

Email: eyoung@alpi.org

Claim Information

Status: Submitted Entered By: 0501

Claim Month/Year: 11/2016 Date Received: 12/12/2016

Revision #: 0

Operating Days: 18 Average Daily Participation: 667

Sites Operated:

PNP: 0 OSHCC: 0 For-Profit: 0 HS: 7 Church: 0 Public: 0 Total: 7

Children Enrolled by Category:

Free 784 Reduced 0 Non-needy 0 Total 784

Meals Claimed:

Breakfast	Morning Snack	Lunch	Afternoon Snack	Supper	Evening Snack
<u>11,998</u>	<u>0</u>	<u>11,998</u>	<u>11,958</u>	<u>0</u>	<u>0</u>

Operating Expenditures	<u>\$59,993.00</u>
Administrative Expenditures	<u>\$8,098.00</u>
Total Expenditures	<u>\$68,091.00</u>
Income	<u>\$0.00</u>

Meal Earnings:	<u>\$68,714.14</u>
Cash-In-Lieu:	<u>\$2,759.54</u>
Total Earnings:	<u>\$71,473.68</u>
Adjustments:	<u>\$0.00</u>
Total Reimbursement:	<u>\$71,473.68</u>

Florida Department of Health

12/12/2016
11:35AM

Child Care Food Program

Child Care Center Claim

AN: 501 Fiscal Year: 2017 Claim Month/Year: 11/2016 Revision #: 0

Site Num/ Center Num	Site Name	Address	Meal Earnings	Cash-In-Lieu	Total Earnings
23901/23901	ALPI CHILD DEVELOPME	198 NW MARION AVENUE	\$14,233.32	\$571.32	\$14,804.64
23889/23889	ALPI FRANCINA C DUVA	1035 S. 27TH CIRCLE	\$3,535.41	\$141.91	\$3,677.32
23890/23890	ALPI FROSTPROOF CHIL	701 HOPSON RD.	\$5,592.46	\$225.86	\$5,818.32
23899/23899	ALPI GARDEN TERRACE	1110 N. 32ND STREET	\$8,239.74	\$330.74	\$8,570.48
23898/23898	ALPI GEORGE W. TRUIT	1814 NORTH 13TH STREET	\$7,254.18	\$291.18	\$7,545.36
23892/23892	ALPI LINCOLN PARK HE	1400 AVENUE M	\$9,150.81	\$367.31	\$9,518.12
23902/23902	ALPI QUEEN TOWNSEND	2202 AVENUE Q	\$20,708.22	\$831.22	\$21,539.44
			\$68,714.14	\$2,759.54	\$71,473.68



Certification of Meal Count and Enrollment FY Oct. 2016 - Sept. 2017

Month: November 2016

Center Name	Funded Enrollment	Current Enrollment	Number of Meals Served	New Children
VPK & School Readiness Frostproof CDC EHS **	56	EHS/ VPK/SR 54 / 16	2906	8
George W. Truitt FSC HS/EHS **	HS / EHS 50 / 40	HS / EHS 50 / 32	3798	5
Francina Duvall HS	40	152 40	1851	0
Garden Terrace HS	88	90	4314	1
Lincoln Park HS	100	102	4791	0
Queen Townsend HS II	242	240	10842	5
ALPI Child Dev&Fam. Serv. Cntr. HS	159	HS / EHS 152/ 8	7452	2
Enrollment	775	784		
Total Served		784	35954	21
Total Number of Meals				
** Pregnant Women				
Total Number of New Children	21			
Year to Date Children	9352			
Year to Date Meals Served	433,538			
Total Enrollment	784			
* Contracted Slots (Private Providers)	56			
Total	840			
Not Counted in ALPI CCFP				
		Jump Start	20	
		Learning Tree	20	
		Sunrise	8	
		Loving Care	8	
Revised 09/23/2014	Total		56	

ELC REIMBURSEMENT REPORT

EARLY LEARNING COALITION OF ST. LUCIE
 4472 OKEECHOBEE RD.
 FORT PIERCE, FL 34947
 Final Provider Reimbursement Report

Vendor #: 4161
 ALPI QUEEN TOWNSEND HEAD START CENTER II (XXXXXX4148 17)
 2202 AVENUE Q
 FORT PIERCE, FL 34950
 (772)429-8889

** LICENSED CENTER SUB ** VOLUNTARY PRE-K (VPK)

Reporting Period: 11/01/2016 - 11/30/2016

Class ID	Child	Eligibility Activity	Care Level	Days Absent	Reimbursed	Days Provider Reimbursed	Gold Seal Rate	Parent Fee	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
48 TO <60 MTH TOTALS:												
C16	XXX-XX-8045	VOLUNTARY PRE-K	PR5	0	0	HR Days -161.25 HR Hours	.00	.00	0.00	0.00	0.00	0.00
	ALLEN, AMELLIA M	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR5	0	0	HR Days HR Hours	.00	.00	0.00	0.00	0.00	0.00
C16	XXX-XX-7999	VOLUNTARY PRE-K	PR5	0	-9	HR Days Hours	4.47	.00	0.00	0.00	0.00	0.00
	BUCKINS, PHANTASHIA M	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR5	0	-5.25	HR Days Hours	4.47	.00	0.00	0.00	0.00	0.00
G16	XXX-XX-8066	VOLUNTARY PRE-K	PR5	0	0	HR Days HR Hours	.00	.00	0.00	0.00	0.00	0.00
	ELLS, CIARA O	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR5	0	-5.25	HR Days Hours	4.47	.00	0.00	0.00	0.00	0.00
F16	XXX-XX-2248	VOLUNTARY PRE-K	PR5	0	0	HR Days HR Hours	.00	.00	0.00	0.00	0.00	0.00
	EVANS JR, CORNELIUS L	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR5	0	-39	HR Days Hours	4.47	.00	0.00	0.00	0.00	0.00
F16	XXX-XX-0381	VOLUNTARY PRE-K	PR5	0	0	HR Days HR Hours	.00	.00	0.00	0.00	0.00	0.00
	MITCHELL, TENAJA L	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR5	0	-5.25	HR Days Hours	4.47	.00	0.00	0.00	0.00	0.00
A16	XXX-XX-8904	VOLUNTARY PRE-K	PR5	0	0	HR Days HR Hours	.00	.00	0.00	0.00	0.00	0.00
	SCOTT, QUINTAVIOUS L	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR5	0	-27.75	HR Days Hours	4.47	.00	0.00	0.00	0.00	0.00

=> Adjustments For Period: 11/01/2016 - 11/30/2016 <==

EARLY LEARNING COALITION OF ST. LUCIE
 4472 OKEECHOBEE RD.
 FORT PIERCE, FL 34947
 Final Provider Reimbursement Report

Report Date: 12/15/2016 04:28:49

Vendor #: 4161
 ALPI QUEEN TOWNSEND HEAD START CENTER II (XXXXXXXX4148 17)
 2202 AVENUE Q
 FORT PIERCE, FL 34950
 (772)429-8889 ** LICENSED CENTER SUB ** VOLUNTARY PRE-K (VPK)

		Reporting Period: 11/01/2016 - 11/30/2016											
Class ID	Child	Eligibility Activity	Care Level	Days Absent	Reimbursed	Days	Provider Rate	Gold Seal Rate	Parent Fee	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
C16	XXX-XX-9478	VOLUNTARY PRE-K											
	WILLIAMS, BRIANNA T	Adjustment Reason	PR5	0	HR Days	.00	.00	.00	.00	0.00	0.00	0.00	0.00
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT		-31.5	Hours	4.47	.00	.00		-140.81	0.00		-140.81
60 TO <72 MTH TOTALS:				0	HR Days					0.00	0.00	0.00	0.00
				-123	HR Hours					-549.82	0.00		-549.82
TOTALS FOR PERIOD:				0	0 Days					-1270.65	0.00	0.00	-1270.65
					-284.25 Hours								
ALL PERIODS:				277	2084 Days					26675.79	0.00	0.00	26675.79
					5967.75 Hours								

EARLY LEARNING COALITION OF ST. LUCIE
 4472 OKEECHOBEE RD.
 FORT PIERCE, FL 34947
 Final Provider Reimbursement Report

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Reporting Period: 11/01/2016 - 11/30/2016

	Days Absent	Days Reimbursed	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
VOLUNTARY PRE-K	277	2084 Days	26675.79	0.00	0.00	26675.79
VPK REPORT TOTALS:						

EARLY LEARNING COALITION OF ST. LUCIE
 4472 OKEECHOBEE RD.
 FORT PIERCE, FL 34947
 Final Provider Reimbursement Report

Report Date: 12/15/2016 04:25:57

Vendor #: 4154
 ALPILINCOLN PARK HEADSTART (XXXXXXXX4148 5)
 2202 AVENUE Q
 FORT PIERCE, FL 34950
 (772)464-6061

** GS CENTER NON-SUB ** VOLUNTARY PRE-K (VPK)

Class ID	Child	Eligibility Activity	Care Level	Days Absent	Days Reimbursed	Provider Rate	Gold Seal Rate	Parent Fee	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.	Reporting Period: 11/01/2016 - 11/30/2016				
													HR Days	Hours			
--> Adjustments For Period: 11/01/2016 - 11/30/2016 <==																	
B16	XXX-XX-2874	VOLUNTARY PRE-K	PR5	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00	0.00	0.00			
	JOSEPH, DONTRAVIYA P	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT			-1.5	4.47	.00	.00	-6.71	0.00	0.00	-6.71	0.00	-6.71			
C16	XXX-XX-7890	VOLUNTARY PRE-K	PR5	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00	0.00	0.00			
	MIDDLETON, AURA J	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT			-5.25	4.47	.00	.00	-23.47	0.00	0.00	-23.47	0.00	-23.47			
A16	XXX-XX-8141	VOLUNTARY PRE-K	PR5	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00	0.00	0.00			
	REYES, JORGE	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT			-1.5	4.47	.00	.00	-6.71	0.00	0.00	-6.71	0.00	-6.71			
A16	XXX-XX-8144	VOLUNTARY PRE-K	PR5	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00	0.00	0.00			
	ROSARIO, DANYELA A	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT			-1.5	4.47	.00	.00	-6.71	0.00	0.00	-6.71	0.00	-6.71			
B16	XXX-XX-9963	VOLUNTARY PRE-K	PR5	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00	0.00	0.00			
	THORNTON, RICKY	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT			-42.75	4.47	.00	.00	-191.09	0.00	0.00	-191.09	0.00	-191.09			
B16	XXX-XX-8176	VOLUNTARY PRE-K	PR5	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00	0.00	0.00			
	WARD, VALAJIAH D	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT			-5.25	4.47	.00	.00	-23.47	0.00	0.00	-23.47	0.00	-23.47			
60 TO <72 MTH TOTALS:												0.00	0.00	0.00	0.00	-271.58	-271.58

EARLY LEARNING COALITION OF ST. LUCIE
 4472 OKEECHOBEE RD.
 FORT PIERCE, FL 34947
 Final Provider Reimbursement Report

Vendor #: 4154
 ALPI LINCOLN PARK HEADSTART (XXXXXX4148 5)
 2202 AVENUE Q
 FORT PIERCE, FL 34950
 (772)464-6061

** GS CENTER NON-SUB **
 VOLUNTARY PRE-K (VPK)

Reporting Period: 11/01/2016 - 11/30/2016

Class ID	Child	Eligibility Activity	Care Level	Days Absent	Days Reimbursed	Provider Rate	Gold Seal Rate	Parent Fee	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
<p>⇒ Adjustments For Period: 11/01/2016 - 11/30/2016 <⇒</p>												
TOTALS FOR PERIOD:			0	0	0 Days	-85.5 Hours			-382.22	0.00	0.00	-382.22
ALL PERIODS:			112	972 Days	2830.5 Hours				12652.30	0.00	0.00	12652.30

EARLY LEARNING COALITION OF ST. LUCIE
 4472 OKEECHOBEE RD.
 FORT PIERCE, FL 34947
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Reporting Period: 11/01/2016 - 11/30/2016

	Days Absent	Days Reimbursed	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
VOLUNTARY PRE-K VPK REPORT TOTALS:	112	972 Days	12652.30	0.00	0.00	12652.30

EARLY LEARNING COALITION OF ST. LUCIE
 4472 OKEECHOBEE RD.
 FORT PIERCE, FL 34947
 Final Provider Reimbursement Report

Report Date: 12/15/2016 04:23:50

Vendor # : 4149
 ALPI GARDEN TERRACE HEADSTART (XXXXXX4148 2)
 2202 AVENUE Q
 FORT PIERCE, FL 34950
 (772)468-0300

** GS CENTER NON-SUB ** VOLUNTARY PRE-K (VPK)

Reporting Period: 11/01/2016 - 11/30/2016

Class ID	Child	Eligibility Activity	Care Level	Days Absent	Reimbursed	Days Provider	Rate	Gold Seal Rate	Parent Fee	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
=> Adjustments For Period: 11/01/2016 - 11/30/2016 <=>													
B16	XXX-XX-0245	VOLUNTARY PRE-K	PR4	0	HR Days	.00	.00	.00	.00	0.00	0.00	0.00	0.00
	CLAIR-BOSTON, ZHION M	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT			Hours	4.47	.00	.00	.00	-140.81	0.00	0.00	-140.81
C16	XXX-XX-8527	VOLUNTARY PRE-K	PR4	0	HR Days	.00	.00	.00	.00	0.00	0.00	0.00	0.00
	CLARK, KWAMARIE Z	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT			Hours	4.47	.00	.00	.00	-40.23	0.00	0.00	-40.23
D16	XXX-XX-1414	VOLUNTARY PRE-K	PR4	0	HR Days	.00	.00	.00	.00	0.00	0.00	0.00	0.00
	CRUTCHFIELD, JAYLON A	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT			Hours	4.47	.00	.00	.00	-6.71	0.00	0.00	-6.71
C16	XXX-XX-6779	VOLUNTARY PRE-K	PR4	0	HR Days	.00	.00	.00	.00	0.00	0.00	0.00	0.00
	HULETT, KAMARI	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT			Hours	4.47	.00	.00	.00	-40.23	0.00	0.00	-40.23
B16	XXX-XX-5389	VOLUNTARY PRE-K	PR4	0	HR Days	.00	.00	.00	.00	0.00	0.00	0.00	0.00
	LOTT, MONICA A	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT			Hours	4.47	.00	.00	.00	-140.81	0.00	0.00	-140.81
B16	XXX-XX-9978	VOLUNTARY PRE-K	PR4	0	HR Days	.00	.00	.00	.00	0.00	0.00	0.00	0.00
	ORGILL, ARTREVION T	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT			Hours	4.47	.00	.00	.00	-6.71	0.00	0.00	-6.71
B16	XXX-XX-1976	VOLUNTARY PRE-K	PR4	0	HR Days	.00	.00	.00	.00	0.00	0.00	0.00	0.00
	PAUL, DEMETRIUS	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT			Hours	4.47	.00	.00	.00	-6.71	0.00	0.00	-6.71

EARLY LEARNING COALITION OF ST. LUCIE
 4472 OKEECHOBEE RD.
 FORT PIERCE, FL 34947
 Final Provider Reimbursement Report

Report Date: 12/15/2016 04:23:50

Vendor #: 4149
 ALPI GARDEN TERRACE HEADSTART (XXXXXX4148 2)
 2202 AVENUE Q
 FORT PIERCE, FL 34950
 (772)468-0300
 ** GS CENTER NON-SUB **
 VOLUNTARY PRE-K (VPK)

Reporting Period: 11/01/2016 - 11/30/2016

Class ID	Child	Eligibility Activity	Care Level	Days Absent	Days Reimbursed	Provider Rate	Gold Seal Rate	Parent Fee	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
48 TO <60 MTH TOTALS:												
				0	0	HR Days			0.00	0.00	0.00	0.00
					-85.5	HR Hours			-382.21	0.00		-382.21
B16	XXXX-XX-2849	VOLUNTARY PRE-K										
	COLLIER, JAYVIAN L	Adjustment Reason	PR5	0	0	HR Days	.00	.00	0.00	0.00	0.00	0.00
		MONTHLY 80/20 VPK ATTENDANCE			-12.75	Hours	4.47	.00	-56.99	0.00		-56.99
		ADJUSTMENT										
B16	XXXX-XX-6999	VOLUNTARY PRE-K										
	HAUGABOOK, INDEYA	Adjustment Reason	PR5	0	0	HR Days	.00	.00	0.00	0.00	0.00	0.00
		MONTHLY 80/20 VPK ATTENDANCE			-5.25	Hours	4.47	.00	-23.47	0.00		-23.47
		ADJUSTMENT										
C												
60 TO <72 MTH TOTALS:												
				0	0	HR Days			0.00	0.00	0.00	0.00
					-18	HR Hours			-80.46	0.00		-80.46
TOTALS FOR PERIOD:												
				0	0	0 Days			-462.67	0.00	0.00	-462.67
						-103.5 Hours						
ALL PERIODS:												
				114		990 Days			12813.23	0.00	0.00	12813.23
						2866.5 Hours						

EARLY LEARNING COALITION OF ST. LUCIE
 4472 OKEECHOBEE RD.
 FORT PIERCE, FL 34947
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Reporting Period: 11/01/2016 - 11/30/2016

	Days Absent	Days Reimbursed	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
VOLUNTARY PRE-K	114	990 Days	12813.23	0.00	0.00	12813.23
VPK REPORT TOTALS:			12813.23	0.00	0.00	12813.23

EARLY LEARNING COALITION OF ST. LUCIE
 4472 OKEECHOBEE RD.
 FORT PIERCE, FL 34947
 Final Provider Reimbursement Report

Vendor #: 4150
 ALPI GEORGE W TRUITT HEADSTART (XXXXXX4148 3)
 2202 AVENUE Q
 FORT PIERCE, FL 34950
 (772)464-4452

** GS CENTER SUB ** VOLUNTARY PRE-K (VPK)

Reporting Period: 11/01/2016 - 11/30/2016

Class ID	Child	Eligibility Activity	Care Level	Days Absent	Days Reimbursed	Provider Rate	Gold Seal Rate	Parent Fee	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
=> Adjustments For Period: 11/01/2016 - 11/30/2016 <==												
B16 XXX-XX-8683	HANKERSON, FRANCIS	VOLUNTARY PRE-K	PR4	0	HR Days -1.5	.00 4.47	.00 .00	.00	0.00	0.00	0.00	0.00
		Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT							-6.71			-6.71
B16 XXX-XX-0968	LEE, IVYONNA L	VOLUNTARY PRE-K	PR4	0	HR Days -12.75	.00 4.47	.00 .00	.00	0.00	0.00	0.00	0.00
		Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT							-56.99			-56.99
B16 XXX-XX-6757	MURPHY, LAZAREIA D	VOLUNTARY PRE-K	PR4	0	HR Days -19.5	.00 4.47	.00 .00	.00	0.00	0.00	0.00	0.00
		Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT							-87.17			-87.17
A16 XXX-XX-4997	RAMIREZ-MARTINE, LUIZA M	VOLUNTARY PRE-K	PR4	0	HR Days -5.25	.00 4.47	.00 .00	.00	0.00	0.00	0.00	0.00
		Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT							-23.47			-23.47
B16 XXX-XX-1530	THOMAS, HARMONY	VOLUNTARY PRE-K	PR4	0	HR Days -1.5	.00 4.47	.00 .00	.00	0.00	0.00	0.00	0.00
		Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT							-6.71			-6.71
48 TO <60 MTH TOTALS:					0	0	HR Days		0.00	0.00	0.00	0.00
					-40.5	HR Hours			-181.05	0.00		-181.05
A16 XXX-XX-3418	JOHNS SHERRY, LILLYANA	VOLUNTARY PRE-K	PR5	0	HR Days -9	.00 4.47	.00 .00	.00	0.00	0.00	0.00	0.00
		Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT							-40.23	0.00		-40.23

EARLY LEARNING COALITION OF ST. LUCIE
 4472 OKEECHOBEE RD.
 FORT PIERCE, FL 34947
 Final Provider Reimbursement Report

Vendor #: 4150
 ALPI GEORGE W TRUITT HEADSTART (XXXXXX4148 3)
 2202 AVENUE Q
 FORT PIERCE, FL 34950
 (772)464-4452

** GS CENTER SUB ** VOLUNTARY PRE-K (VPK)

Reporting Period: 11/01/2016 - 11/30/2016

Class ID	Child	Eligibility Activity	Care Level	Days Absent	Days Reimbursed	Provider Rate	Gold Seal Rate	Parent Fee	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
=> Adjustments For Period: 11/01/2016 - 11/30/2016 <==												
60 TO <72 MTH TOTALS:												
				0	0	HR Days			0.00	0.00	0.00	0.00
					-9	HR Hours			-40.23	0.00		-40.23
TOTALS FOR PERIOD:												
				0	0	0 Days			-221.28	0.00	0.00	-221.28
						-49.5 Hours						
ALL PERIODS:												
				71	536 Days				6966.48	0.00	0.00	6966.48
					1558.5 Hours							

EARLY LEARNING COALITION OF ST. LUCIE
 4472 OKECHOBEE RD.
 FORT PIERCE, FL 34947
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	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
VOLUNTARY PRE-K	6966.48	0.00	0.00	6966.48
VPK REPORT TOTALS:	71	536 Days		

Days Absent	Days Reimbursed
71	536 Days

VOLUNTARY PRE-K VPK REPORT TOTALS:

6966.48 0.00 0.00 6966.48

EARLY LEARNING COALITION OF ST. LUCIE
 4472 OKEECHOBEE RD.
 FORT PIERCE, FL 34947
 Final Provider Reimbursement Report

Vendor #: 4158
 ALPIFRANCINA DUVAL HEAD START (XXXXXXXX4148 7)
 2202 AVENUE Q
 FT. PIERCE, FL 34950
 (772)461-0398

** GS CENTER NON-SUB ** VOLUNTARY PRE-K (VPK)

Class ID	Child	Eligibility Activity	Care Level	Days Absent	Reimbursed	Days Provider Reimbursed	Rate	Gold Seal Rate	Parent Fee	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.	Reporting Period: 11/01/2016 - 11/30/2016	
														Cost	Reimb.
=> Adjustments For Period: 11/01/2016 - 11/30/2016 <=>															
A16 XXX-XX-0551	BLACKNEY-THEOPH, JADA M	VOLUNTARY PRE-K Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR4	0	HR Days -1.5	HR Days 0	.00 4.47	.00 .00	.00	0.00 -6.71	0.00 0.00	0.00	0.00 -6.71	0.00	0.00
A16 XXX-XX-5935	BRICKLES-JACKSO, JORDAN	VOLUNTARY PRE-K Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR4	0	HR Days -1.5	HR Days 0	.00 4.47	.00 .00	.00	0.00 -6.71	0.00 0.00	0.00	0.00 -6.71	0.00	0.00
A16 XXX-XX-3656	BROWN, CHARLES	VOLUNTARY PRE-K Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR4	0	HR Days -1.5	HR Days 0	.00 4.47	.00 .00	.00	0.00 -6.71	0.00 0.00	0.00	0.00 -6.71	0.00	0.00
B16 XXX-XX-8181	ESPINOZA LUNA, GALILEA	VOLUNTARY PRE-K Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR4	0	HR Days -1.5	HR Days 0	.00 4.47	.00 .00	.00	0.00 -6.71	0.00 0.00	0.00	0.00 -6.71	0.00	0.00
A16 XXX-XX-7450	HARRIEL, ANTWANIAH D	VOLUNTARY PRE-K Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR4	0	HR Days -1.5	HR Days 0	.00 4.47	.00 .00	.00	0.00 -6.71	0.00 0.00	0.00	0.00 -6.71	0.00	0.00
A16 XXX-XX-8925	HERRERA, RUBEN A	VOLUNTARY PRE-K Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR4	0	HR Days -5.25	HR Days 0	.00 4.47	.00 .00	.00	0.00 -23.47	0.00 0.00	0.00	0.00 -23.47	0.00	0.00
B16 XXX-XX-8664	PERRY, JAILYNN C	VOLUNTARY PRE-K Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR4	0	HR Days -1.5	HR Days 0	.00 4.47	.00 .00	.00	0.00 -6.71	0.00 0.00	0.00	0.00 -6.71	0.00	0.00

Vendor #: 4158
 ALPIFRANCINA DUVAL HEAD START (XXXXXX4148 7)
 2202 AVENUE Q
 FT. PIERCE, FL 34950
 (772)461-0398

** GS CENTER NON-SUB ** VOLUNTARY PRE-K (VPK)

Reporting Period: 11/01/2016 - 11/30/2016

Class ID	Child	Eligibility Activity	Care Level	Days Absent	Reimbursed	Days Provider Reimbursed	Rate	Gold Seal Rate	Parent Fee	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
=> Adjustments For Period: 11/01/2016 - 11/30/2016 <=>													
B16 XXX-XX-6506	VARNES, BRAYLIN	VOLUNTARY PRE-K	PR4	0	HR Days	0	.00	.00	.00	0.00	0.00	0.00	0.00
		Adjustment Reason			Hours	4.47	.00	.00	.00	-56.99	0.00	0.00	-56.99
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT											
A16 XXX-XX-6266	WALL, UHURA R	VOLUNTARY PRE-K	PR4	0	HR Days	0	.00	.00	.00	0.00	0.00	0.00	0.00
		Adjustment Reason			Hours	4.47	.00	.00	.00	-23.47	0.00	0.00	-23.47
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT											
48 TO <60 MTH TOTALS:													
				0	HR Days	0	.00	.00	.00	0.00	0.00	0.00	0.00
					HR Hours					-144.19	0.00	0.00	-144.19
B16 XXX-XX-5956	DAVIS, JORDAN D	VOLUNTARY PRE-K	PR5	0	HR Days	0	.00	.00	.00	0.00	0.00	0.00	0.00
		Adjustment Reason			Hours	4.47	.00	.00	.00	-23.47	0.00	0.00	-23.47
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT											
B16 XXX-XX-6772	GONZALEZ, ESMERALDA A	VOLUNTARY PRE-K	PR5	0	HR Days	0	.00	.00	.00	0.00	0.00	0.00	0.00
		Adjustment Reason			Hours	4.47	.00	.00	.00	-56.99	0.00	0.00	-56.99
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT											
A16 XXX-XX-0352	PEREZ-SOTO, ERICHELL	VOLUNTARY PRE-K	PR5	0	HR Days	0	.00	.00	.00	0.00	0.00	0.00	0.00
		Adjustment Reason			Hours	4.47	.00	.00	.00	-40.23	0.00	0.00	-40.23
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT											
60 TO <72 MTH TOTALS:													
				0	HR Days	0	.00	.00	.00	0.00	0.00	0.00	0.00
					HR Hours					-120.69	0.00	0.00	-120.69

EARLY LEARNING COALITION OF ST. LUCIE
 4472 OKEECHOBEE RD.
 FORT PIERCE, FL 34947
 Final Provider Reimbursement Report

Report Date: 12/15/2016 04:21:11

Vendor # : 4158
 ALPI FRANCINA DUVAL HEAD START (XXXXXX4148 7)
 2202 AVENUE Q
 FT. PIERCE, FL 34950
 (772)461-0398

** GS CENTER NON-SUB ** VOLUNTARY PRE-K (VPK)

Class ID	Child	Eligibility Activity	Care Level	Days Absent	Days Reimbursed	Provider Rate	Gold Seal Rate	Parent Fee	Reporting Period: 11/01/2016 - 11/30/2016			Net Reimb.
									Gross Reimb.	Gold Seal Cost	Less Fees	
				0	0 Days				-264.88	0.00	0.00	-264.88
					-59.25 Hours							
TOTALS FOR PERIOD:												
				80	535 Days				6909.47	0.00	0.00	6909.47
ALL PERIODS:												
					1545.75 Hours							

==> Adjustments For Period: 11/01/2016 - 11/30/2016 <==

EARLY LEARNING COALITION OF ST. LUCIE
 4472 OKEECHOBEE RD.
 FORT PIERCE, FL 34947
 Final Provider Reimbursement Report

Report Date: 12/15/2016 04:21:11

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	Days Absent	Days Reimbursed	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
VOLUNTARY PRE-K	80	535 Days	6909.47	0.00	0.00	6909.47
VPK REPORT TOTALS:			6909.47	0.00	0.00	6909.47

EARLY LEARNING COALITION OF ST. LUCIE
 4472 OKEECHOBEE RD.
 FORT PIERCE, FL 34947
 Final Provider Reimbursement Report

Vendor # : 4181
 ALPI CHILD DEV FAMILY SVCS CTR (XXXXXX4148 16)
 2202 AVENUE Q
 FORT PIERCE, FL 34950
 (772)879-4944

** LICENSED CENTER SUB ** VOLUNTARY PRE-K (VPK)

Reporting Period: 11/01/2016 - 11/30/2016

Class ID	Child	Eligibility Activity	Care Level	Days Absent	Reimbursed	Days Provider Reimbursed	Rate	Gold Seal Rate	Parent Fee	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
=> Adjustments For Period: 11/01/2016 - 11/30/2016 <=>													
B16 XXX-XX-9106	DUARTE, MARLON	VOLUNTARY PRE-K	PR5	0	HR Days	0	.00	.00	.00	0.00	0.00	0.00	0.00
		Adjustment Reason			Hours	-27.75	4.47	.00	.00	-124.04	0.00	0.00	-124.04
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT											
F16 XXX-XX-8028	GUERRIER, SAM	VOLUNTARY PRE-K	PR5	0	HR Days	0	.00	.00	.00	0.00	0.00	0.00	0.00
		Adjustment Reason			Hours	-12.75	4.47	.00	.00	-56.99	0.00	0.00	-56.99
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT											
C16 XXX-XX-9579	KLAESSEN SANTOS, EIFELLINA	VOLUNTARY PRE-K	PR5	0	HR Days	0	.00	.00	.00	0.00	0.00	0.00	0.00
		Adjustment Reason			Hours	-12.75	4.47	.00	.00	-56.99	0.00	0.00	-56.99
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT											
F16 XXX-XX-9551	MEIKLE, TRISTANE	VOLUNTARY PRE-K	PR5	0	HR Days	0	.00	.00	.00	0.00	0.00	0.00	0.00
		Adjustment Reason			Hours	-7.5	4.47	.00	.00	-33.53	0.00	0.00	-33.53
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT											
A16 XXX-XX-7463	OLIVENCIA, HAILEY E	VOLUNTARY PRE-K	PR5	0	HR Days	0	.00	.00	.00	0.00	0.00	0.00	0.00
		Adjustment Reason			Hours	-10.5	4.47	.00	.00	-46.94	0.00	0.00	-46.94
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT											
B16 XXX-XX-7461	TAYLOR, URJIAH J	VOLUNTARY PRE-K	PR5	0	HR Days	0	.00	.00	.00	0.00	0.00	0.00	0.00
		Adjustment Reason			Hours	-5.25	4.47	.00	.00	-23.47	0.00	0.00	-23.47
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT											
60 TO <72 MTH TOTALS:										0.00	0.00	0.00	0.00
										-355.38	0.00	-355.38	

EARLY LEARNING COALITION OF ST. LUCIE
 4472 OKEECHOBEE RD.
 FORT PIERCE, FL 34947
 Final Provider Reimbursement Report

Vendor # : 4181
 ALPI CHILD DEV FAMILY SVCS CTR (XXXXXX4148 16)
 2202 AVENUE Q
 FORT PIERCE, FL 34950
 (772)879-4944

** LICENSED CENTER SUB ** VOLUNTARY PRE-K (VPK)

Class ID	Child	Eligibility Activity	Care Level	Days Absent	Days Reimbursed	Provider Rate	Gold Seal Rate	Parent Fee	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
<p>⇒ Adjustments For Period: 11/01/2016 - 11/30/2016 <⇒</p>												
TOTALS FOR PERIOD:					0	0 Days				0.00	0.00	-838.19
						-187.5 Hours						
ALL PERIODS:					230	1783 Days				0.00	0.00	23071.84
						5161.5 Hours						

EARLY LEARNING COALITION OF ST. LUCIE
 4472 OKEECHOBEE RD.
 FORT PIERCE, FL 34947
 Final Provider Reimbursement Report

Report Date: 12/15/2016 04:20:09

Reporting Period: 11/01/2016 - 11/30/2016

	Days Absent	Days Reimbursed	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
VOLUNTARY PRE-K	230	1783 Days	23071.84	0.00	0.00	23071.84
VPK REPORT TOTALS:						
			23071.84	0.00	0.00	23071.84

28	Compliance	Not Validated
29	Compliance	Not Validated
30	Compliance	Not Validated
31	Compliance	Not Validated
Total:	Risk Level: Compliant	
>15% 75	Risk Level: Compliant	
>10%	Risk Level: Compliant	
Error		

	All records validated were found to be in compliance.
X	Areas of non-compliance were determined during the recent Provider Monitoring, however did not arise to a level of requiring a Corrective Action Plan.
	Areas of non-compliance were determined during the recent Provider Monitoring, please complete and return this signed Corrective Action Notice, as well as a completed Corrective Action Plan (Attachment A1, to be implemented at your site to prevent future discrepancies, to the Early Learning Coalition of Polk County within 10 business days of the date of this notice. Per the School Readiness Provider Contract, a review of a non-compliance determination may be requested as described in paragraph 64 of the contract.

Provider Name: Christina Zylber Date: 11/7/16

Provider Signature: [Signature] Date: 11/7/16

Coalition Staff Name: Tamatha Branton Date: 10/3/2016

Coalition Staff Signature: [Signature] Date: 10/3/2016



VPK Corrective Action Notice

Provider: ALPI Frostproof Child Development Center

Date: 11/1/2016

Month Validated: August

Contract #	Finding	Compliance/ Non-Compliance	Contractual Requirement	Specific Violation(s)	
				Validated	Validated
35		Compliance			
36		Compliance			
Total:	0	Risk Level: Compliant			
>15% 75	No	Risk Level: Compliant			
>10% Error	No	Risk Level: Compliant			
X	All records validated were found to be in compliance.				
	Areas of non-compliance were determined during the recent Provider Monitoring, however did not arise to a level of requiring a Corrective Action Plan.				
	Areas of non-compliance were determined during the recent Provider Monitoring, please complete and return this signed Corrective Action Notice, as well as a completed Corrective Action Plan (Attachment A), to be implemented at your site to prevent future discrepancies. In the Early Learning Coalition of Polk County within 10 business days of the date of this notice. Per the VPK Provider Contract, a review of a non-compliance determination may be requested as described in paragraph 5B of the contract.				

Provider Name: ALPI Frostproof CDC

Provider Signature: [Signature]

Date: 11/1/16

Date: 11/7/16

Coalition Staff Name: Tamatha Branton

Coalition Staff Signature: [Signature]

Date: 10/3/2016

Date: 10/3/2016

FLORIDA NON-PROFIT HOUSING

**THE AGRICULTURAL AND LABOR PROGRAM, INC.
EXPENSE REPORT TO FLORIDA NON-PROFIT HOUSING**

MONTHLY REQUEST

DATE SUBMITTED: 7-Dec-16
FOR THE MONTH OF: November, 2016

AMOUNT OF THIS REQUEST \$ \$3,974.13

	BUDGET LINE ITEM	APPROVED BUDGET	CUM. COST PRIOR PERIOD	ACTUAL COST THIS PERIOD	CUM. COST TO DATE	BAL. OF BUDGET
500	Salaries	\$2,500.00	\$379.35	\$168.65	\$548.00	\$1,952.00
505	Fringes	\$625.00	\$106.41	\$35.23	\$141.64	\$483.36
52000	Workmen's Comp.	\$57.00	\$8.55	\$3.81	\$12.36	\$44.64
57810	Housing Assist. Payment	\$44,000.00	\$11,676.94	\$3,736.97	\$15,663.91	\$28,336.09
52300	Travel	\$805.00	\$0.00	\$0.00	\$0.00	\$805.00
990	Sub-Total	\$47,987.00	\$12,171.25	\$3,944.66	\$16,365.91	\$31,621.09
597	Indirect	\$413.00	\$73.32	\$29.47	\$102.79	\$310.21
	Total Cost	\$48,400.00	\$12,244.57	\$3,974.13	\$16,468.70	\$31,931.30


SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

7-Dec-16
DATE

Deloris Johnson, Chief Executive Officer
TYPED OR PRINTED NAME & TITLE

EHEAP FINANCIAL STATUS REPORT

**REQUEST FOR PAYMENT
EMERGENCY HOME ENERGY ASSISTANCE PROGRAM**

CONTRACTOR NAME, ADDRESS, PHONE# and FEID# THE AGRICULTURAL AND LABOR PROGRAM, INC 300 LYNCHBURG ROAD LAKE ALFRED, FL 33850-2576 (863) 956-3491 FEID # 59-1634148	TYPE OF REPORT : Advance Request _____ Reimbursement Request <input checked="" type="checkbox"/>	This Request Period <u>11/01/2016 - 11/30/2016</u> PSA # <u>6</u> Report # <u>8</u> Contract # <u>EH-16/17 - ALPI</u> Contract Period <u>04/01/2016 - 03/31/2017</u>
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CERTIFICATION: I hereby certify that this request to the best of my knowledge to be complete and correct and conforms with the terms of the above contract.

Prepared by: *[Signature]* Date: 12/5/16 Approved by: *[Signature]* Date: 12/5/16

PART A: BUDGET SUMMARY	ADMINISTRATION SERVICES	OUTREACH SERVICES	CRISIS SERVICES	WEATHER RELATED	ADMINISTRATION WEATHER RELATED	TOTAL
1. Approved Contract Amount	\$1,378.00	\$16,877.00	\$90,119.00	\$2,500.00	\$0.00	\$110,874.00
2. Previous Funds Received for Contract Period	\$906.80	\$10,879.72	\$45,165.18	\$0.00	\$0.00	\$56,951.70
3. Contract Balance (line 1 minus line 2)	\$471.20	\$5,997.28	\$44,953.82	\$2,500.00	\$0.00	\$53,922.30
4. Previous Funds Requested and Not Received for Contract Period	\$155.29	\$1,322.75	\$9,790.44	\$0.00	\$0.00	\$11,268.48
5. Contract Balance (line 3 minus line 4)	\$315.91	\$4,674.53	\$35,163.38	\$2,500.00	\$0.00	\$42,653.82
PART B: CONTRACT FUNDS REQUEST						
1. Anticipated Cash Needs (1st - 2nd month, Attach Justification)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2. Net Expenditures For Month (DOEA Form 105P, Part B, Line 6)	\$150.94	\$1,654.47	\$6,290.81	\$0.00	\$0.00	\$8,096.22
3. TOTAL	\$150.94	\$1,654.47	\$6,290.81	\$0.00	\$0.00	\$8,096.22
PART C: NET FUNDS REQUESTED						
1. Less Advance Applied	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2. TOTAL FUNDS REQUESTED (Part B, Line 3 minus Part C, Line 1)	\$150.94	\$1,654.47	\$6,290.81	\$0.00	\$0.00	\$8,096.22

PART D: SERVICE INFORMATION

Number of Individuals (units) served with crisis energy assistance during the report month: 19

Certification statement: Contractor hereby certifies that it has been open and operating during its normal business hours for the reporting month, as described in the Statement of Work section, of the EHEAP contract.

**RECEIPTS AND EXPENDITURE REPORT
EMERGENCY HOME ENERGY ASSISTANCE PROGRAM**

PROVIDER NAME, ADDRESS, PHONE# AND FEID# THE AGRICULTURAL AND LABOR PROGRAM, INC 300 LYNCHBURG ROAD LAKE ALFRED, FL 33850-2576 (863) 956-3491 FEID # 59-1634148	Program Funding Source : EHEAP (Emergency Home Energy Assistance for the Elderly Program)	THIS REPORT PERIOD FROM: 11/01/2016 TO: 11/30/2016 CONTRACT PERIOD: 4/1/2016 3/31/2017 CONTRACT # EH-16/17-ALPI REPORT # 8 PSA# 6
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CERTIFICATION : I certify to the best of my knowledge and belief that this report is complete and all outlays herein are for purposes set forth in the contract.

Prepared by :  Date: 12/5/16 Approved by :  Date : 12/5/16

PART A : BUDGETED INCOME/ RECEIPTS	1. Approved Budget	2. Actual Receipts For This Report	3. Total Receipts Year to Date	4. Percent of Approved Budget
1. Agreement Amount	\$110,874.00	\$56,951.70	\$56,951.70	51.37%
2. Interest on Agreement Funds	\$0.00	\$0.00	\$0.00	0.00%
3. TOTAL AGREEMENT AMOUNT	\$110,874.00	\$56,951.70	\$56,951.70	51.37%
PART B : EXPENDITURES	1. Approved Budget	2. Expenditures For This Report	3. Expenditures Year to Date	4. Percent of Approved Budget
1. Administration	\$1,378.00	\$150.94	\$1,213.03 ✓	88.03%
2. Outreach	\$16,877.00	\$1,654.47	\$13,856.94 ✓	82.11%
3. Crisis Services	\$90,119.00	\$ 6,290.81	\$ 61,246.43 ✓	67.96%
4. Weather Related Services	\$2,500.00	\$0.00	\$0.00	0.00%
5. Weather Related Administration	\$0.00	\$0.00	\$0.00	0.00%
6. TOTAL EXPENDITURES	\$110,874.00	\$8,096.22	\$76,316.40	68.83%

EHEAP EXPENDITURE SUMMARY

Provider: ALPI

Report Period: 11/1/2016 - 11/30/2016

Budget Category	Line Item	Description	Ck #, D.D., EFT	Amount
Administration	50000	SALARIES		\$ 96.09
	50500	FRINGE BENEFITS		\$ 29.05
	52000	DIRECT FRINGE W/C		\$ 2.20
	52300	TRAVEL		\$ -
	53800	POSTAGE		\$ -
	59700	INDIRECT		\$ 23.60
TOTAL ADMINISTRATION				\$ 150.94
Outreach	50000	SALARIES		\$ 725.12
	50500	FRINGE BENEFITS		\$ 214.34
	52000	DIRECT FRINGE W/C		\$ 16.56
	52300	TRAVEL		\$ -
	52900	PRINTING		\$ 73.01
	53000	OFFICE SUPPLIES		\$ 202.18
	53500	UTILITIES		\$ 84.51
	53800	TELEPHONE		\$ 116.83
	53700	DATA COMMUNICATIONS		\$ 41.45
	53800	POSTAGE		\$ 8.89
	59700	INDIRECT		\$ 171.58
TOTAL OUTREACH				\$ 1,654.47

CSBG FINANCIAL STATUS REPORT

Agency : Agricultural and Labor Program, Inc.

Version 4.0

Program : Community Services Block Grant Program (CSBG)

Community Services Block Grant Program (CSBG)

Contract # : 16SB-0D-07-63-08-001

MONTHLY FINANCIAL STATUS REPORT

Reporting Period:	November 2016-November 2016	Invoice #:	16SB00114
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BUDGET CATEGORIES	TOTAL EXPENDITURES			
	Budget Allocation (A)	Current Month (B)	Total To Date (C)	Unexpended Balance (D) (A-C)
1. CSBG Grant Funds	\$1,284,681.00	\$0.00	\$1,270,252.64	\$14,428.36
2. Cash Match	\$0.00	\$0.00	\$0.00	\$0.00
3. In-Kind Match	\$0.00	\$0.00	\$0.00	\$0.00
4. Total Match (Line 2 + Line 3)	\$0.00	\$0.00	\$0.00	\$0.00
5. Total Funds (Line 1 + Line 4)	\$1,284,681.00	\$0.00	\$1,270,252.64	\$14,428.36

CSBG FUNDS ONLY BELOW THIS LINE (No Match Funds)

ADMINISTRATIVE EXPENSES				
6. Recipient Administrative Expenses (Salaries, Rent, Utilities, Travel, Other)	\$178,474.00	\$0.00	\$178,474.00	\$0.00
7. Sub-Recipient Administrative Expenses (Salaries, Rent, Utilities, Travel, Other)	\$0.00	\$0.00	\$0.00	\$0.00
8. Total Administrative Expenses (Line 6 + Line 7)	\$178,474.00	\$0.00	\$178,474.00	\$0.00
9. Administrative Expense Percentage (Line 8 divided by Line 1)	13.89	Cannot Exceed 15% of CSBG Allocation		

Program Expenses				
10. Recipient Direct Client Assistance Expenses	\$622,859.00	\$0.00	\$622,859.00	\$0.00
11. Recipient Other Program Expenses (Salaries, Rent Utilities, Travel, Other)	\$336,348.00	\$0.00	\$336,348.00	\$0.00
12. Subtotal Recipient Program Expenses (Line 10 + Line 11)	\$959,207.00	\$0.00	\$959,207.00	\$0.00
13. Sub-Recipient Direct Client Assistance Expense	\$147,000.00	\$0.00	\$132,571.64	\$14,428.36
14. Sub-Recipient Other Program Expenses (Salaries, Rent, Utilities, Travel, Other)	\$0.00	\$0.00	\$0.00	\$0.00
15. Subtotal Sub-Recipient Program Expenses (Line 13 + Line 14)	\$147,000.00	\$0.00	\$132,571.64	\$14,428.36
16. Total Program Expense (Line 12 + Line 15)	\$1,106,207.00	\$0.00	\$1,091,778.64	\$14,428.36
17. Secondary Admin. Expense	\$0.00	\$0.00	\$0.00	\$0.00
18. Grand Total Expense (Line 8 + Line 16 + Line 17)	\$1,284,681.00	\$0.00	\$1,270,252.64	\$14,428.36

CASH POSITION	
1. Total grant funds received from DEO Y-T-D	\$1,270,252.64
2. Interest Income Received to Date	\$0.00
3. Program Income Received to Date	\$0.00
4. Amount of Reimbursement Requested (not to exceed undisbursed balance)	\$0.00

I certify that I am authorized to sign financial reports and the information provided herein is true and accurate to the best of my knowledge.

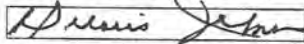
Name (Please Type) :	Title :	Date :
Deloris Johnson	Chief Executive Officer	12/14/2016

Signature 

Current Authority	Totals	Achieved This Month	Total Year to Date
Year-to-Date Disbursed	\$1,270,252.64	CSBG Dollars Expended This Month	\$0.00
Available Authority	\$14,428.36		\$1,270,252.64
Payment Number	# of Individuals Assisted with CSBG Dollars this Month	106	2830
Payment Amount	# of Individuals Achieving Outcome in NPI 1,1 A-D	3	156

Recipient hereby certifies that it has been open and operating during its normal business hours for the month of November as described in Attachment F, Warranties and Representations, of the FY2016 CSBG Agreement.

Deloris Johnson
Printed Name


Signature

12/14/2016
Date

CSBG FINANCIAL REPORT

(Bridge Funding)

Agency : Agricultural and Labor Program, Inc.

Version 4.0

Program : Community Services Block Grant Program (CSBG)

Community Services Block Grant Program (CSBG)

Contract #: 17SB-0D-07-63-08-001

MONTHLY FINANCIAL STATUS REPORT

Reporting Period:	November 2016-November 2016	Invoice #:	17SB0012
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BUDGET CATEGORIES	TOTAL EXPENDITURES			
	Budget Allocation (A)	Current Month (B)	Total To Date (C)	Unexpended Balance (D) (A-C)
1. CSBG Grant Funds	\$196,987.00	\$97,765.62	\$107,491.31	\$89,495.69
2. Cash Match	\$0.00	\$0.00	\$0.00	\$0.00
3. In-Kind Match	\$0.00	\$0.00	\$0.00	\$0.00
4. Total Match (Line 2 + Line 3)	\$0.00	\$0.00	\$0.00	\$0.00
5. Total Funds (Line 1 + Line 4)	\$196,987.00	\$97,765.62	\$107,491.31	\$89,495.69

CSBG FUNDS ONLY BELOW THIS LINE (No Match Funds)


ADMINISTRATIVE EXPENSES				
6. Recipient Administrative Expenses (Salaries, Rent, Utilities, Travel, Other)	\$29,548.00	\$16,901.30	\$17,087.51	\$12,460.49
7. Sub-Recipient Administrative Expenses (Salaries, Rent, Utilities, Travel, Other)	\$0.00	\$0.00	\$0.00	\$0.00
8. Total Administrative Expenses (Line 6 + Line 7)	\$29,548.00	\$16,901.30	\$17,087.51	\$12,460.49
9. Administrative Expense Percentage (Line 8 divided by Line 1)	15.00	Cannot Exceed 15% of CSBG Allocation		

Program Expenses				
10. Recipient Direct Client Assistance Expenses	\$112,371.00	\$33,946.19	\$41,384.28	\$70,986.72
11. Recipient Other Program Expenses (Salaries, Rent Utilities, Travel, Other)	\$55,068.00	\$46,918.13	\$49,019.52	\$6,048.48
12. Subtotal Recipient Program Expenses (Line 10 + Line 11)	\$167,439.00	\$80,864.32	\$90,403.80	\$77,035.20
13. Sub-Recipient Direct Client Assistance Expense	\$0.00	\$0.00	\$0.00	\$0.00
14. Sub-Recipient Other Program Expenses (Salaries, Rent, Utilities, Travel, Other)	\$0.00	\$0.00	\$0.00	\$0.00
15. Subtotal Sub-Recipient Program Expenses (Line 13 + Line 14)	\$0.00	\$0.00	\$0.00	\$0.00
16. Total Program Expense (Line 12 + Line 15)	\$167,439.00	\$80,864.32	\$90,403.80	\$77,035.20
17. Secondary Admin. Expense	\$0.00	\$0.00	\$0.00	\$0.00
18. Grand Total Expense (Line 8 + Line 16 + Line 17)	\$196,987.00	\$97,765.62	\$107,491.31	\$89,495.69

CASH POSITION	
1. Total grant funds received from DEO Y-T-D	\$9,725.69
2. Interest Income Received to Date	\$0.00
3. Program Income Received to Date	\$0.00
4. Amount of Reimbursement Requested (not to exceed undisbursed balance)	\$97,765.62

I certify that I am authorized to sign financial reports and the information provided herein is true and accurate to the best of my knowledge.

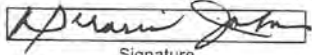
Name (Please Type):	Title:	Date:
Deloris Johnson	Chief Executive Officer	12/14/2016

Signature 

Current Authority	Totals	Achieved This Month	Total Year to Date
Year-to-Date Disbursed	\$9,725.69	CSBG Dollars Expended This Month	\$107,491.31
Available Authority	\$187,261.31	\$97,765.62	
Payment Number	# of Individuals Assisted with CSBG Dollars this Month	106	257
Payment Amount			
Approved	# of Individuals Achieving Outcome in NPI 1.1 A-D	3	7
Date			

Recipient hereby certifies that it has been open and operating during its normal business hours for the month of November as described in Attachment F, Warranties and Representations, of the FY2016 CSBG Agreement.

Deloris Johnson
Printed Name


Signature

12/14/2016
Date

DOE FINANCIAL REPORT (EA)

(A) District/Agency Name: ALPI-EA (B) Project Name: FCDP (C) Effective Approval Date: 7/1/2016 (D) Termination Date: 6/30/2017 (E) Total Project Funds: \$ 60,000.00	FLORIDA DEPARTMENT OF EDUCATION PROJECT DISBURSEMENT REPORT - NOVEMBER 2016 Workforce Innovation and Opportunity Act, Title I, Section 167 Migrant and Seasonal Farmworkers <input checked="" type="checkbox"/> Interim Report <input type="checkbox"/> Final Report (INSTRUCTIONS ON PAGE 3)	(F) Agency Number: 755 (G) Grant Number: 4057B (H) Project Code: 7CFE1 (I) Contact Person Name: Dennis Gniewek (J) Phone: (863) 956-3491
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(1) Function Code	(2) Object Code	(3) Description of Disbursement	(4) Budget Amount	(5) Total Disbursements As of 11/30/16	(6) Obligations	(7) Unobligated Balance	(8) Current Disbursement Reported
ADMINISTRATION							
	59700	INDIRECT COSTS	\$ 2,857.00	\$ 681.21		\$ 2,175.79	\$ 196.91
		DIRECT COSTS	\$ -	\$ -		\$ -	\$ -
(9) TOTAL ADMINISTRATIVE COST			\$ 2,857.00	\$ 681.21	\$ -	\$ 2,175.79	\$ 196.91
STAFF COSTS							
	50000	Salaries	\$ 17,969.00	\$ 6,627.82		\$ 11,341.18	\$ 1,681.64
	50500	Fringe Benefits	\$ 4,492.00	\$ 1,713.05		\$ 2,778.95	\$ 325.67
	52000	Worker's Compensation	\$ 408.00	\$ 147.74		\$ 260.26	\$ 38.18
	52300	Travel	\$ 1,424.00	\$ 762.96		\$ 661.04	\$ -
			\$ -	\$ -		\$ -	\$ -
			\$ -	\$ -		\$ -	\$ -
(10) TOTAL STAFF COSTS			\$ 24,293.00	\$ 9,251.57	\$ -	\$ 15,041.43	\$ 2,045.49
RELATED ASSISTANCE (For Clients Only)							
	57810	Emergency Assistance	\$ 31,200.00	\$ 3,832.99		\$ 27,367.01	\$ 1,799.92
			\$ -	\$ -		\$ -	\$ -
			\$ -	\$ -		\$ -	\$ -
			\$ -	\$ -		\$ -	\$ -
			\$ -	\$ -		\$ -	\$ -
			\$ -	\$ -		\$ -	\$ -
(11) TOTAL RELATED ASSISTANCE			\$ 31,200.00	\$ 3,832.99	\$ -	\$ 27,367.01	\$ 1,799.92
OTHER PROGRAM COSTS							
	52100	Professional Services	\$ 400.00	\$ -		\$ 400.00	\$ -
	52900	Printing	\$ 200.00	\$ 76.17		\$ 123.83	\$ 15.46
	53000	Office Supplies	\$ 395.00	\$ 84.71		\$ 310.29	\$ 44.59
	53500	Utilities	\$ 255.00	\$ 255.00		\$ (0.00)	\$ -
	53800	Postage	\$ 200.00	\$ 123.59		\$ 76.41	\$ 32.56
	55000	In-Service Training	\$ 200.00	\$ 0.16		\$ 199.84	\$ -
			\$ -	\$ -		\$ -	\$ -
			\$ -	\$ -		\$ -	\$ -
			\$ -	\$ -		\$ -	\$ -
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			\$ -	\$ -		\$ -	\$ -
(12) TOTAL OTHER PROGRAM COSTS			\$ 1,650.00	\$ 539.63	\$ -	\$ 1,110.37	\$ 92.61
(13) TOTAL COSTS			\$ 60,000.00	\$ 14,305.40	\$ -	\$ 45,694.60	\$ 4,134.93
(14) FEDERAL PROGRAM INCOME							
(15) FEDERAL PROGRAM INCOME (COMMENTS)							
(16) CERTIFICATION (COMPLETE ON LAST PAGE ONLY)							

I hereby certify that I have reviewed this disbursement report and that all items shown above are in accordance with applicable laws and regulations and have been classified properly according to this district's/agency's current chart of accounts. All records necessary to substantiate these items are available for review by the state and federal monitoring staff. I further certify that as a disbursement report, all disbursements were obligated after the project approval date and prior to the termination date; have not been reported previously; and were not used for matching funds on this or any special project. Further, all inventory items included have been entered properly on the inventory records required by state and federal regulations.

Dennis Gniewek
 Finance Officer or Authorized Representative

12/16/16
 Date

DOE Use	Audited By: _____
	Date: ___/___/___

Monthly Cost Summary

The Agricultural And Labor Program, Inc.

Run Date: 12/15/2016
Run Time: 5:53:18 pm
Page 1 of 2

Project 36317 16/17 DOE Emergency Assistance
Project Period: 7/1/2016 - 6/30/2017
Ending Period: 11/30/16

507217 16/17 DOE Emergency Assistance

Code	Employee Name	Hours	Amount
1396	Diaz, Yaritza	14.50	301.59
1272	Gaytan, Robert	60.00	1,219.70
Direct Labor			1,521.29

Expenses

Date	Ty	Bat	Vendor	Doc#	GL	Description	Amount	Additional Information
11/30/2016	GJ	2895	WC Distribution	13953	52000	Direct Fringe - Workers C	38.18	
						Subtotal	38.18	
11/1/2016	VR	8542	PHOENIX GRAPHIC	186918	52900	Printing	4.27	Fall Newsletter
11/7/2016	VR	8542	CROWN PRINTING	186919	52900	Printing	10.32	Fall Newsletter
11/23/2016	VR	8604	Xerox Financial Servic	187908	52900	Printing	0.87	WC7220PT/Ser#LX5-69798
						Subtotal	15.46	
11/2/2016	VR	8542	Shutterstock, Inc.	186921	53000	Office Supplies	26.61	2016-2017 Agency Graphics
11/16/2016	VR	8542	CDN PARTNERS, IN	186920	53000	Office Supplies	6.67	HP Proliant-Refurb
11/30/2016	VR	8585	Apex Office Products,	1187671	53000	Office Supplies	2.00	HR/Acct#10020000
11/30/2016	VR	8609	Werle Enterprises, LL	187953	53000	Office Supplies	5.85	Finc/Acct#43-1752050
						Subtotal	41.13	
11/1/2016	VR	8489	Republic Services #654	186001	53500	Utilities	9.09	Acct#3-0654-1024971
11/1/2016	VR	8570	POLK COUNTY UTI	187429	53500	Utilities	0.24	LVP/38 King Blvd
11/1/2016	VR	8489	Stanley Convergent Sec	186003	53500	Utilities	1.97	Corp/Acct\$111123023336
11/4/2016	VR	8535	H/S - FT. PIERCE UTI	186838	53500	Utilities	24.45	Admin&QT II/2202 Avenue C
11/4/2016	VR	8535	H/S - FT. PIERCE UTI	186836	53500	Utilities	0.39	Admin&QT II/2202 Avenue C
11/4/2016	VR	8535	H/S - FT. PIERCE UTI	186837	53500	Utilities	26.64	Admin&QT II/2202 Ave Q, C
11/22/2016	VR	8570	TAMPA ELECTRIC C	187428	53500	Utilities	11.29	Corp
11/29/2016	VR	8570	Duke Energy	187424	53500	Utilities	0.96	LVP
						Subtotal	75.03	
11/6/2016	VR	8527	Purchase Power	186699	53800	Postage	5.45	Acct#8000-9000-0119-6132
11/30/2016	VR	8612	EXPRESS MAIL/U.S.	1187998	53800	Postage	27.11	Acct#338178
						Subtotal	32.56	
11/1/2016	VR	8518	Duke Energy	186538	57810	Emergency Assistance	100.00	DOE/Zunzuny Denova
11/1/2016	VR	8518	Duke Energy	186537	57810	Emergency Assistance	100.00	DOE/Maria Jaimes ino: Urb
11/1/2016	VR	8518	Duke Energy	186539	57810	Emergency Assistance	100.00	DOE/Aracelli Melgar ino: F
11/1/2016	VR	8518	Duke Energy	186536	57810	Emergency Assistance	100.00	DOE/Maria Avellaneda ino: S
11/2/2016	VR	8518	CLAY ELECTRIC CO	186540	57810	Emergency Assistance	100.00	DOE/Sara Colunga ino: Fer
11/2/2016	VR	8518	Duke Energy	186535	57810	Emergency Assistance	100.00	DOE/Maria Armas
11/2/2016	VR	8518	Duke Energy	186533	57810	Emergency Assistance	100.00	DOE/Janette Landin
11/2/2016	VR	8518	Duke Energy	186534	57810	Emergency Assistance	100.00	DOE/Carmen Soto
11/3/2016	VR	8552	Duke Energy	187083	57810	Emergency Assistance	100.00	DOE/Maria Gutierrez ino: E
11/7/2016	VR	8549	TAMPA ELECTRIC C	187064	57810	Emergency Assistance	16.92	DOE/Ma. Del Carmen Roja
11/7/2016	VR	8549	Duke Energy	187061	57810	Emergency Assistance	100.00	DOE-FNPH/Vilmarie Torres i
11/7/2016	VR	8549	Publix Super Markets,	1187065	57810	Emergency Assistance	83.00	DOE/Ma. Del Carmen Roja
11/9/2016	VR	8552	Duke Energy	187084	57810	Emergency Assistance	100.00	DOE/Juana Lujano
11/16/2016	VR	8552	CLAY ELECTRIC CO	187094	57810	Emergency Assistance	100.00	DOE/Sendy Gomez ino: Se
11/16/2016	VR	8552	CLAY ELECTRIC CO	187095	57810	Emergency Assistance	100.00	DOE/Olga Vallejo ino: Pedro
11/16/2016	VR	8552	Duke Energy	187085	57810	Emergency Assistance	100.00	DOE/Maria Caro ino: Salv
11/16/2016	VR	8552	Duke Energy	187088	57810	Emergency Assistance	100.00	DOE/Hedilberta Rodriguez
						Subtotal	1,599.92	
Direct Costs							1,802.28	
Allocated Costs								
50000			Leave Allocation				160.35	
50500			Fringe Benefits				360.67	
59700			Indirect Costs				-956.35	
Total Allocation							-435.33	

Monthly Cost Summary

The Agricultural And Labor Program, Inc.

Run Date: 12/15/2016

Run Time: 5:53:18 pm

Page 2 of 2

Project 36317 16/17 DOE Emergency Assistance

Project Period: 7/1/2016 - 6/30/2017

Ending Period: 11/30/16

Element Revenues	0.00
Element Expenses	2,888.24
Element Balance	-2,888.24
Project Revenues	0.00
Project Expenses	2,888.24
Project Balance	-2,888.24

OTHER REPORTS

HS/EHS POLICY COUNCIL REPORT



COUNCIL/COMMITTEE MEETING REPORT FORM

INSTRUCTIONS: Complete and submit to the Board Secretary after reporting to the full Board.

Policy Council

COUNCIL/COMMITTEE

December 30, 2016

DATE

Members Present/Absent: Attach Meeting Attendance Roster

Type of Report

- Reporting/Updating
 Recommending Board Action
 Recommending Policy Changes

Brief Statement of Committee's Issue/Area Reporting:

- ✓ The Policy Council meeting was conducted on December 14, 2016. The items presented for review, discussion and approval include but are not limited to the following:
- Meeting minutes
 - Program progress monthly reports
 - Human Resources Reports
 - Program financial reports
 - Parent committee reports
 - ACF Office of Head Start Correspondence regarding the upcoming ERSEA Federal Review

Brief Background information and possible impact of issue/area (i.e.: Why is it an issue? Will funding, staff utilization, services and/or facility changes be necessary?)

Not at this time.

Recommendation for Board Action, if any (State in the form of a motion(s) to be acted upon by the full Board). Attach brief summary of request.

Not at this time.

Agricultural and Labor Program, Inc.
Head Start/Early Head Start Policy Council Meeting
ALPI Administrative Office
2202 Avenue Q, Fort Pierce, FL 34950
December 14, 2016

MINUTES

1. CALL TO ORDER

Corey Breon Williams, Policy Council Chairperson called the meeting to order at 12:46 p.m.

2. ROLL CALL

Tychus Doe, Policy Council Secretary conducted the roll call. Members present: Corey Breon Williams, Haydian Allen, Danielle Parrish, Nijona Patterson, Tychus Doe, Brittney Thomas, Raquel Garcia, Satorial Calhoun, Jasmine Pritchett and Viola Strowbridge-Lloyd.

Community Representative present: Josephine Howard and Dr. Patricia Smith.

A quorum was established.

Staff present: Elizabeth Young and Myrna Rodriguez.

3. MISSION STATEMENT

Nijonia Patterson, Policy Council Vice-Chairperson read the Mission Statement.

4. CORRESPONDENCE

Elizabeth Young introduced the Office of Head Start Administration for Children and Families Management letter regarding the upcoming Federal Review on ERSEA. Ms. Young provided an overview of the expected visit on January 23, 2017.

5. SECRETARY'S REPORT

Corey Breon Williams asked if there were any questions to the minutes from the meeting on November 16, 2016. No questions or corrections were made.

Josephine Howard made a motion to approve the Secretary's Report as presented. Nijonia Patterson seconded. Motion carried.

6. POLICY COUNCIL COMMITTEES

Personnel/Grievance Committee: Elizabeth Young presented and distributed the Human Resources List of new hire for review, discussion and approval. The Human Resources listing of new hire included: 1 Child Development Services Manager. The information such as name, qualifications, date of hire, background clearance dates, etc. was read.

Josephine Howard made a motion to approve the Policy Council Human Resources Listing as presented. Tychus Doe seconded. Motion carried. (The original Human Resources Listing is on file with minutes).

Grants/Fiscal Committee: Myrna Rodriguez presented the Financial Reports that included the Program Financial Report, Child Care Food Program Reimbursement and the SunTrust Sunshine Account. Ms. Rodriguez provided an overview of the reports and asked if there were any questions. No questions were asked.

Nijonia Patterson made a motion to approve the Financial Reports as presented. Josephine Howard seconded. Motion carried.

7. REPORTS

Head Start/Early Head Start of St. Lucie County: Myrna Rodriguez reported. Ms. Rodriguez asked if there were any questions regarding the enclosed Head Start/Early Head Start reports. No questions were asked.

Head Start/Early Head Start of Polk County: Corey Breon Williams asked if there were any questions regarding the enclosed Head Start/Early Head Start reports. No questions were asked.

Dr. Patricia Smith made a motion to approve the reports as presented. Josephine Howard seconded. Motion carried.

8. PARENT COMMITTEE REPORTS

Corey Breon Williams asked if there were any questions regarding the enclosed Parent Committee Reports. Reports were enclosed as part of the monthly package. No questions were asked.

Brittney Thomas made a motion to approve the reports as presented. Josephine Howard seconded. Motion carried.

9. OLD BUSINESS

Myrna Rodriguez reminded the Policy Council members that the Head Start Performance Standards was previously provided and encouraged them to become familiar with them.

10. NEW BUSINESS

No information was provided.

11. ADJOURNMENT

Josephine Howard made a motion to approve to adjourn the meeting. Dr. Patricia Smith seconded. Motion Carried. The meeting was adjourned at 1:01 p.m.

Policy Council Chairperson

**AGRICULTURAL AND LABOR PROGRAM, INC.
2016-2017 POLICY COUNCIL MONTHLY MEETING ATTENDANCE**

CENTER	NAME	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
Lincoln Park Head Start	Brittney Thomas	P	A	p									
Lincoln Park Head Start	Nicole Sikes	A	A	A									
Garden Terrace Head Start	Jasmin Pritchett	P	P	P									
Garden Terrace Head Start	Nijona Patterson	P	P	P									
Queen Townsend HSC II	Cynthia Penton	A	P	A									
Queen Townsend HSC II	Raquel Garcia	A	A	P									
Child Development & Family Services	Corey Breon Williams	P	P	P									
Child Development & Family Services	Haydian Allen	P	P	P									
Francina Duval Head Start	Danielle Parrish	P	E	P									
George W. Truitt Family Services	Satorial Calhoun			P									
George W. Truitt Family Services	Tychus Doe	P	P	P									
Frostproof Child Development	Juan Rushing	P	P	E									
EHS Contracted Site St. Lucie	Jasmin Canion	A	A	A									
HS Contracted Site St. Lucie	Melissa Boatwright	A	P	A									
Community Representative	Crystal Mike	A	A	A									
Community Representative	Karen Bailey	P	E	A									
Community Representative	Donna Gibson	P	P	E									
Community Representative	Dr. Lisa Griffith	A	E	P									
Board Representative	Josephine Howard	P	P	P									


Total Representatives Present: 11 9 11

CENTER	NAME	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
ALTERNATES													
Lincoln Park Head Start	Toni Morgan												
Lincoln Park Head Start	Zulma Rosario												
Garden Terrace Head Start	Kim Kleekley		P										
Garden Terrace Head Start	TBA												
Queen Townsend HSC II	Magnolia Washington												
Queen Townsend HSC II	Rosahda Porter												
Child Development & Family Services	Marisa Paige Knyshka												
Child Development & Family Services	Jacqueline Castaneda	P											
Francina Duval Head Start	Antonia Jackson	P	P										
George W. Truitt Family Services	Sharee Harris												
George W. Truitt Family Services													
Frostproof Child Development	Byrana Barnett	P											
EHS Contracted Site St. Lucie	Guilene Timothies												
HS Contracted Site St. Lucie	Viola Strowbridge-Lloyd			P									

4 3 1

P - PRESENT

E - EXCUSE A - ABSENT

 **NO MEETING**

BOARD ANNUAL FUNDRAISING REPORT

**THE AGRICULTURAL AND LABOR PROGRAM, INC
2016 BOARD OF DIRECTORS**

	Assessed	Contributed To Date	Balance Due
Katie Clark	1,000.00	380.00	620.00
Dorothy Curry	1,000.00	-	1,000.00
Kim Johnson	1,000.00	-	1,000.00
Kimberly Ross	1,000.00	850.00	150.00
Marjorie Gaskin	1,000.00	893.00	107.00
Marva Hawkins	1,000.00	1,375.00	(375.00)
William Holt	1,000.00	950.00	50.00
Josephine Howard	1,000.00	1,295.00	(295.00)
Pat Gamble	1,000.00	-	1,000.00
TBA	1,000.00	-	1,000.00
Glenda Jones	1,000.00	730.00	270.00
Chester McNorton	1,000.00	500.00	500.00
Vernon McQueen	1,000.00	9,375.00	(8,375.00)
Lester Roberts	1,000.00	610.00	390.00
Stacy Campbell-Domineck	1,000.00	1,500.00	(500.00)
David Walker	1,000.00	1,175.00	(175.00)
Annie Robinson	1,000.00	70.00	930.00
Ruby Willix	1,000.00	205.00	795.00
Cory Williams	1,000.00	-	1,000.00
LaVita Holmes	1,000.00	500.00	500.00
TBA	1,000.00	-	1,000.00
Total	21,000.00	20,408.00	592.00

If you should have any questions please see individual detail sheets or call Dennis Gniewek.

BUREAU of LABOR STATISTICS REPORT

(BLS)

CES Report Number: 120476400**Thank you for reporting your December 2016 data!**

Your data have been received by BLS. Your Confirmation Number is **762403**. Please report again next month.

NOTE: If you made a data entry error or selected the incorrect month, click [Re-enter data for this month](#).
The system will disregard your prior submission.

To Report More Data

[Enter data for another report number](#)

[Enter data for another month](#)

[Re-enter data for this month](#)

To Obtain More Information About CES Data

[See how your data were used last month](#)

[Economy at a glance](#)

[BLS Home Page](#)

[National CES data](#)

CES Report Number: 120476400

REVIEW PAY GROUP 1

Reporting for the pay period that includes the 12 th of December, 2016		Pay: Bi-weekly		Commissions: No Commissions	
	1	2	3	4	5
	Employee Count	Women Workers	Payroll, Excluding Commissions (Whole dollars)	Commissions Paid at Least Once a Month (Whole dollars)	Hours, Including Overtime (Whole hours)
All Workers	207	192	252,101		16,223
Nonsupervisory Workers	142		161,072		11,095
Reason for Large Changes	none				